DREAMWEAVER

STUDENT GUIDE

Leo Hayes High School
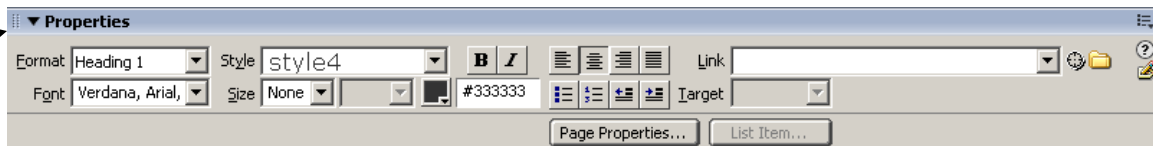Lab D112

Dreamweaver Toolbars

Files | Assets

Desktop ▾ | Manage Sites

- 📁 Dreamweaver Student Files
  - 📁 Amsterdam
    - Amsterdam Origina
    - Amsterdam1
    - Amsterdam2
    - Amsterdam3
    - Amsterdam4
  - 📁 Leiden
    - Leiden.htm
    - Leiden1
    - Leiden2
    - Leiden3
    - Leiden4
    - Leiden5
  - 📁 Madurodam
    - Bank
    - Barrier
    - Madurodam.htm
    - Madurodam1
    - Madurodam2
    - Rotterdam
  - Bikes.JPG
  - Gates of Leiden
  - Madurodam5

The Files tab allows you to view the files used on your website. This window is open on the right side of the Dreamweaver window.
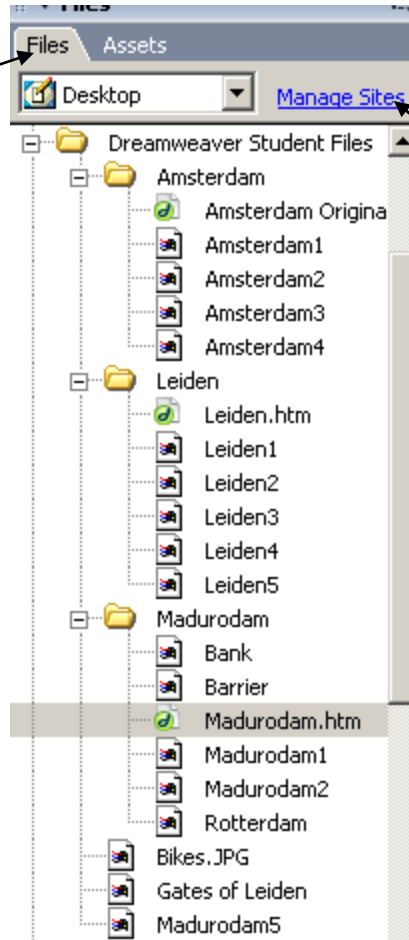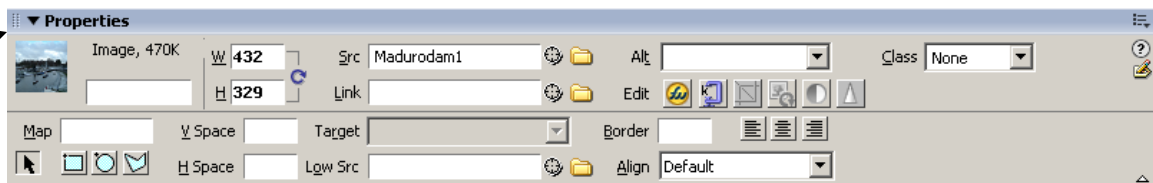
When changes are made to the files or added to your website you will need to click on Manage Sites so that it will update the window. A message will pop up on your screen and all you need to do is click Done.
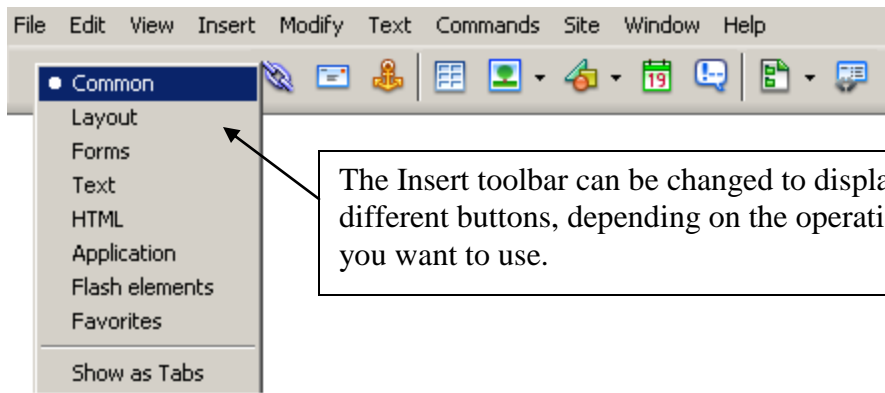
Text

▼ Properties

Format Heading 1 ▾ | Style style4 ▾ | **B** *I* | Link ▾
Font Verdana, Arial, ▾ | Size None ▾ | #333333 | Target ▾

Page Properties... | List Item...

Depending on what you have selected on your webpage the **Property Inspector** will change to display the relevant information and tools.

Image

▼ Properties

Image, 470K | W 432 | Src Madurodam1 | Alt | Class None ▾
| H 329 | Link | Edit |
Map | V Space | Target ▾ | Border
| H Space | Low Src | Align Default ▾

File Edit View Insert Modify Text Commands Site Window Help

- ● Common
  Layout
  Forms
  Text
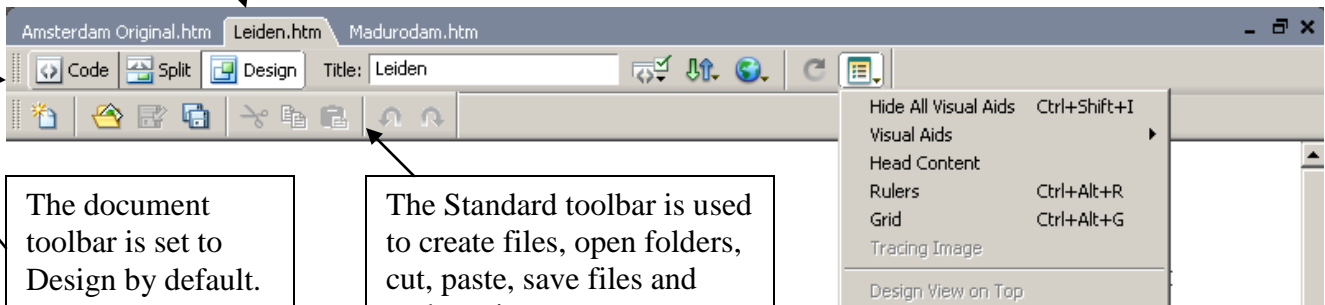 HTML
  Application
 Flash elements
  Favorites

  Show as Tabs

The Insert toolbar can be changed to display different buttons, depending on the operation you want to use.

When more than one file is open, a series of tabs will appear across the top of the main window to indicate which ones are open.

Amsterdam Original.htm Leiden.htm Madurodam.htm

Code Split Design Title: Leiden

Hide All Visual Aids	Ctrl+Shift+I
Visual Aids	▶
Head Content	
Rulers	Ctrl+Alt+R
Grid	Ctrl+Alt+G
Tracing Image	
Design View on Top	

The document toolbar is set to Design by default.

The Standard toolbar is used to create files, open folders, cut, paste, save files and undo actions.
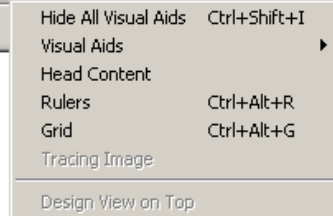
Chapter 1

Dreamweaver is a powerful program that is full of cool features used to create web sites.

Do This First! **Go to the Student Shared Drive, double click on the Grade 10 BBT folder and find the Dreamweaver folder. Single click on the Dreamweaver folder and click copy on the toolbar. Open your Network folder and paste the Dreamweaver folder. This is where you will save all your work and contains all the files you will need.**

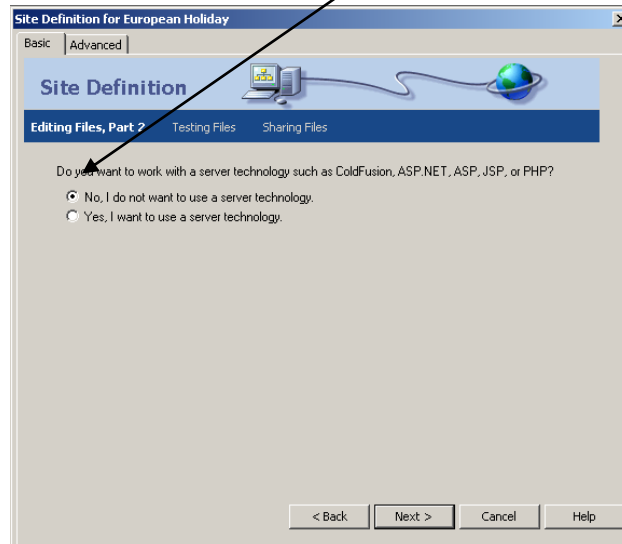1. Double click on the **Dreamweaver** icon on your desktop.
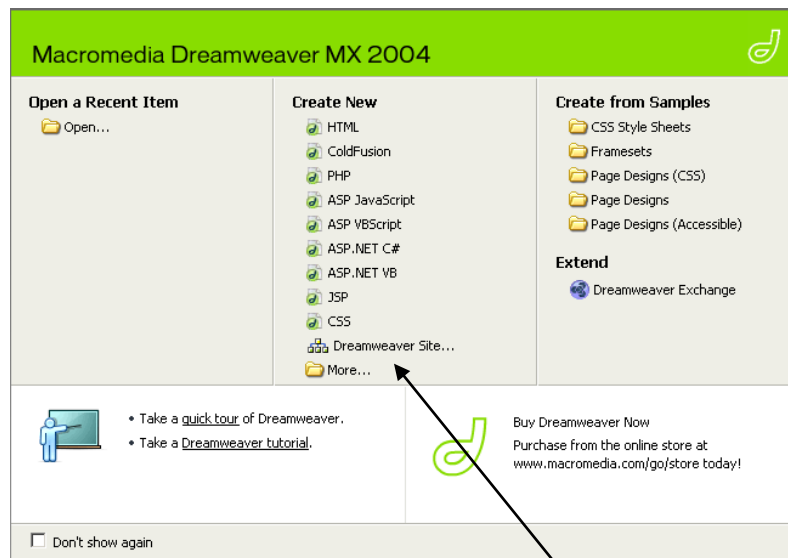
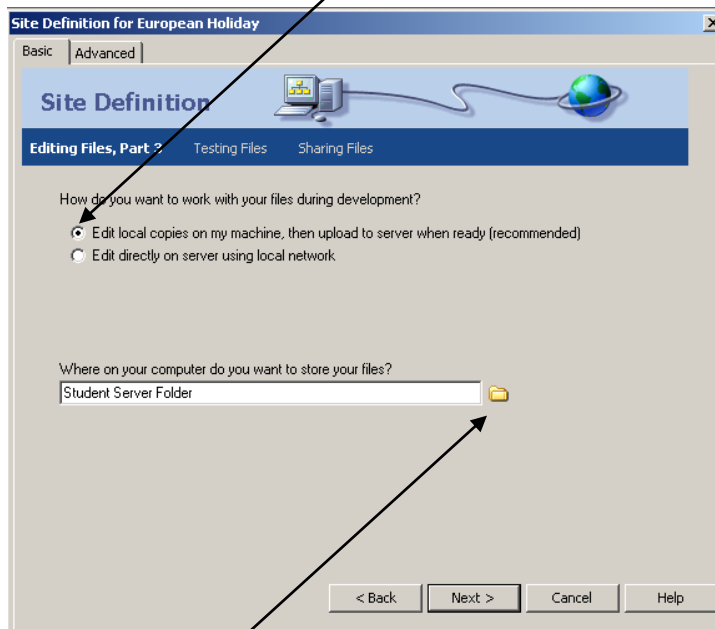2. When the Start Page appears, click the **Dreamweaver site button**.

3. When the site definition window opens, name your website with a descriptive name. In this case use *European Holiday* then click on **Next**.
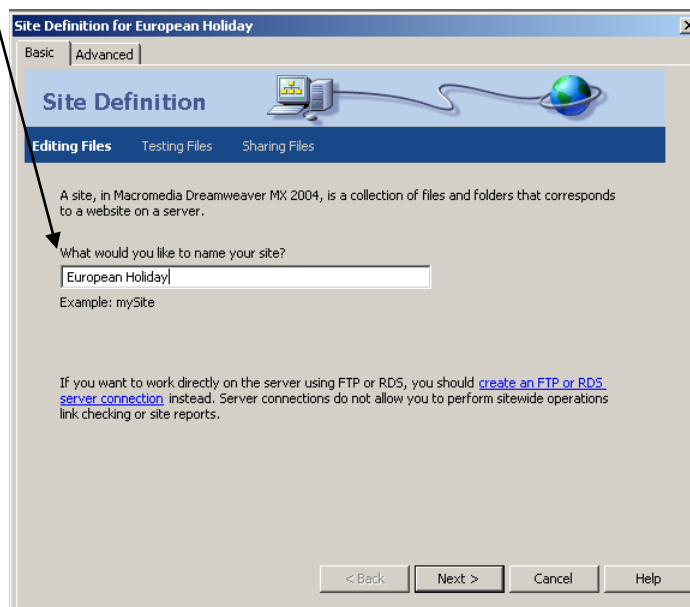
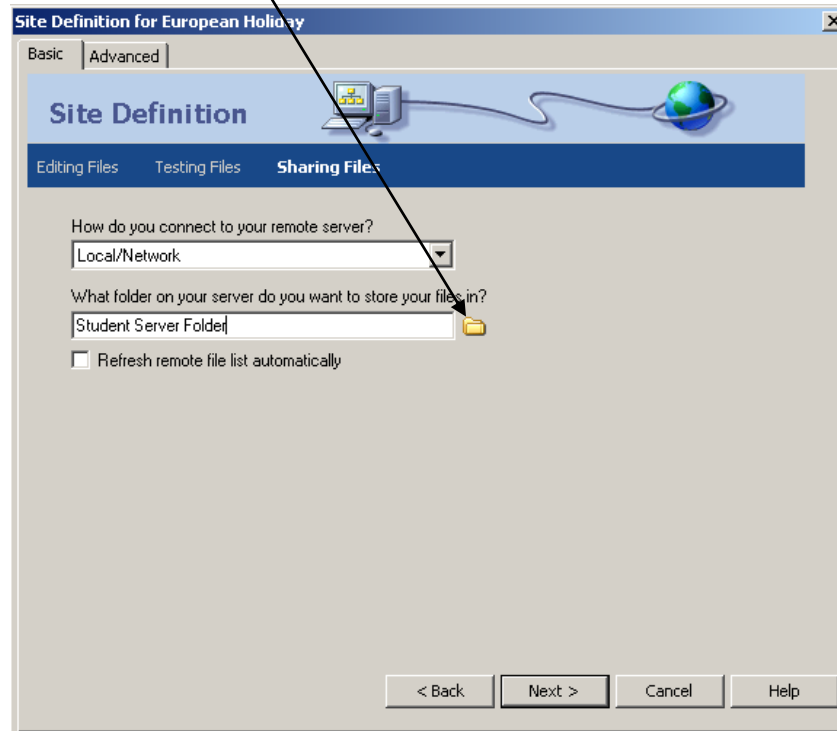4. In the Site Definition window choose **No** and click **Next**.

5. In the next window, choose **Edit local copies on my machine**.

6. Click on the **folder icon** and change where Dreamweaver will save your files. This should be your **server folder on the network**.
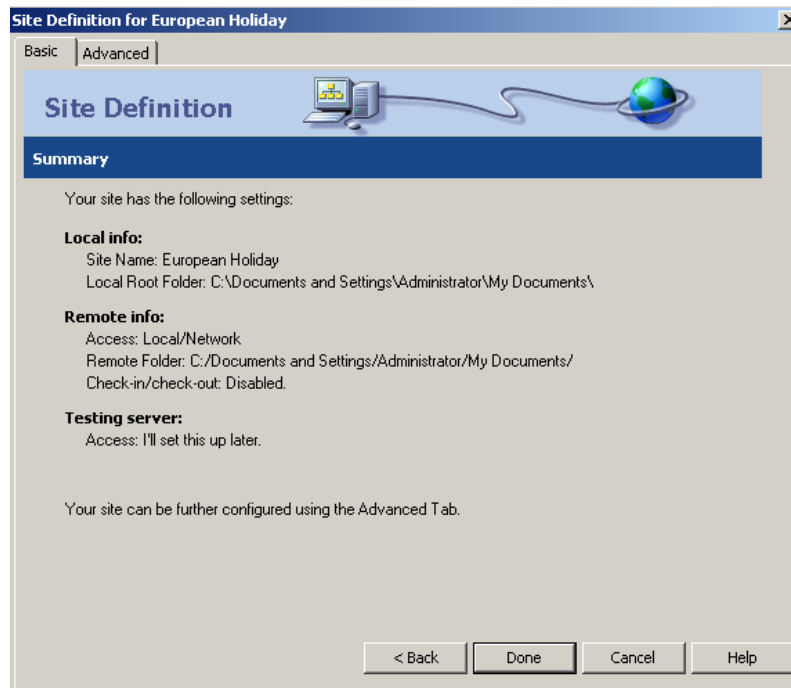
7. In this window, choose **Local Network** from the drop-down menu.
8. Click on the folder icon to direct the computer to your Network server folder to store your files in.
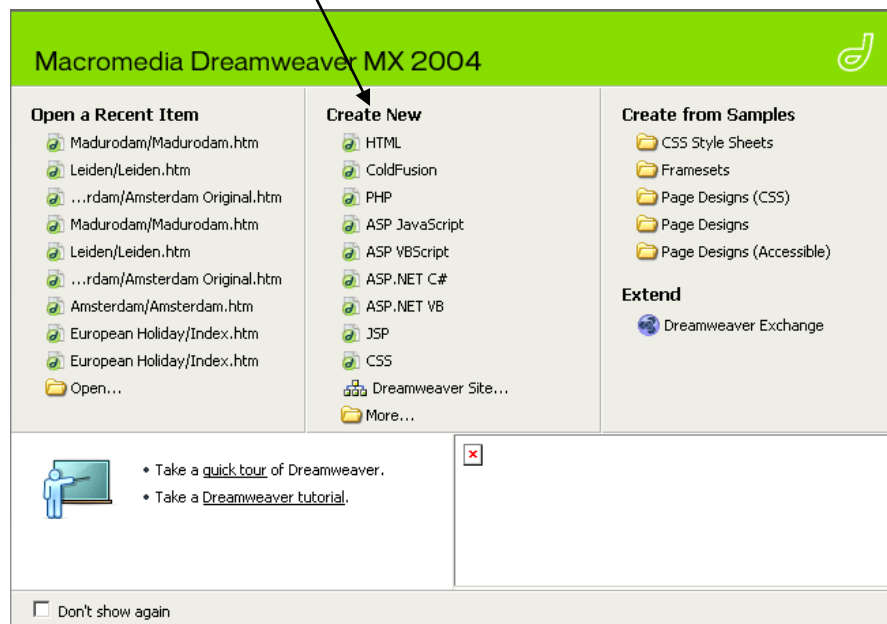

9. When the next Site Definition window appears, choose **No, do not enable check in and check out** and click **Next**.
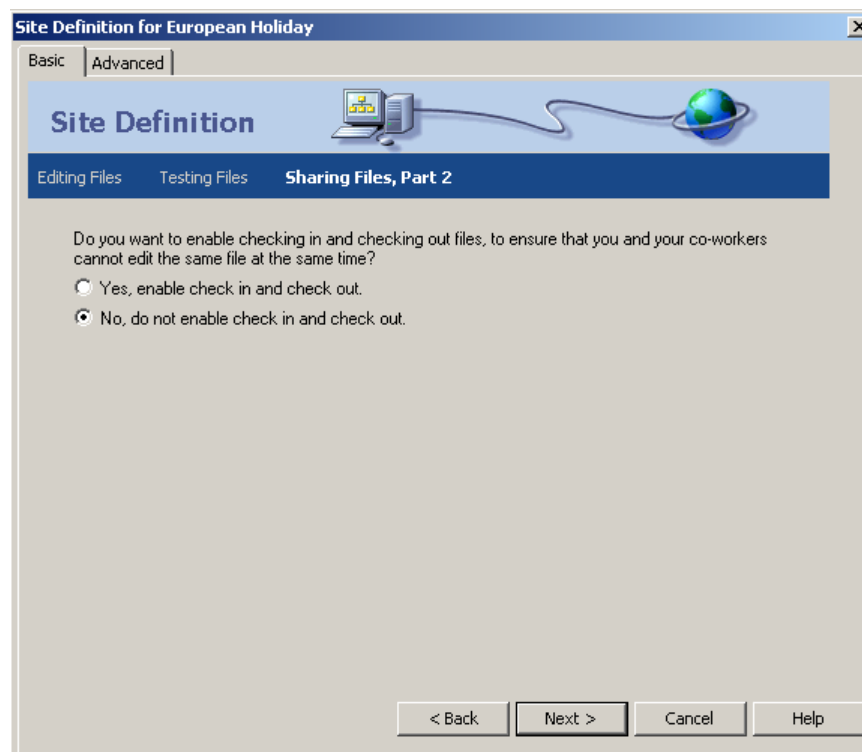
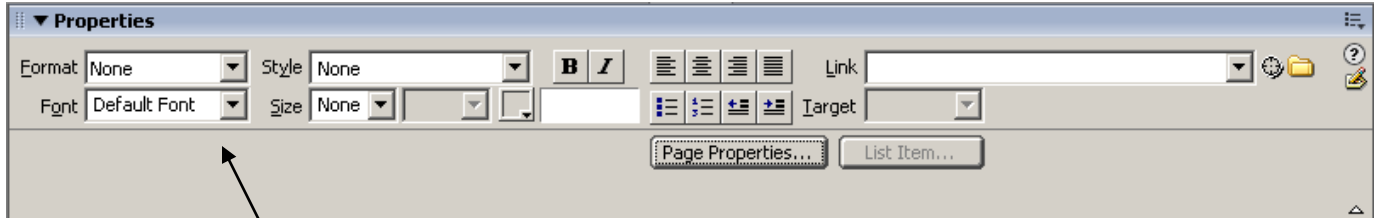10. Double check the **Summary information** before clicking **Done**.

11. Under **Create New, select HTML**.

Chapter 2

The home page is the main gateway to your website. It's main purpose is to invite visitors to come in and visit.

The **Property Inspector** in Dreamweaver allows you to add text to the page, set the font, size, color and alignment. This inspector is also used to add headings and a bulleted list of items. Lists help group items into an easy to view format.

The general format for making your web page is pretty simple. The first step is to create a new page, name the file, assign it a title and save it. Remember when giving your home page a title use something that will help the visitor to understand your site's purpose.

1. The file you created in Chapter 1 should still be open, but if not start Dreamweaver and your site should open by default.
2. From the **Menu** bar, choose **File**, **New**.
3. When the New Document dialog box appears, select **Basic page** under the **General tab**.
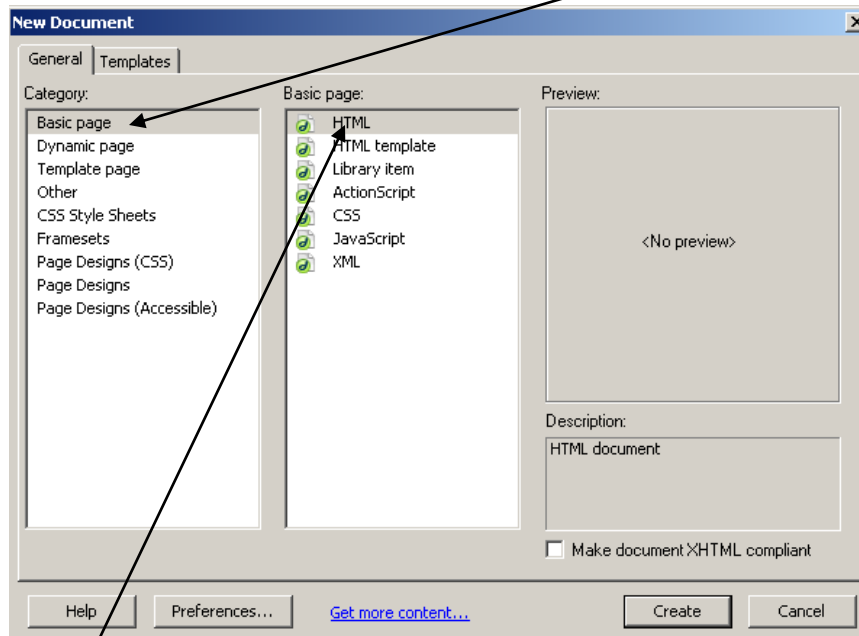
4. **HTML** should automatically be selected.
5. Click **Create**.

6. A new untitled page will appear.
7. Click in the **Title text window** and type in the title for the page, **European Vacation 2004**.
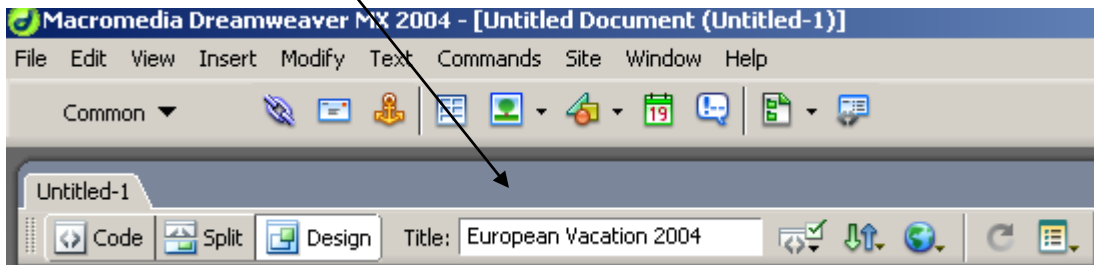
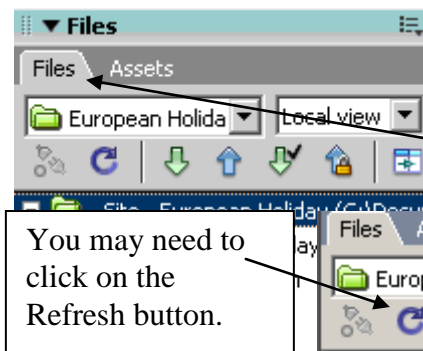8. Anyone who visits your site will now see the title at the top of their browser window. This acts as a label for your site.
9. **THIS IS NOT THE PAGE'S FILE NAME**.
10. From the **menu bar**, choose **File**, **Save** and in the **Save As** dialog box that opens, go to the folder you created in Chapter 1.
11. This page you are creating is your home page, so name it I**ndex** and click **save**.

12. The page will be saved and appear as part of your site in **Dreamweaver's Files tab**.

You may need to click on the Refresh button.

13. When you add text to your web page in Dreamweaver it is similar to using a word processing program.
14. Click anywhere in your still blank home page and **type the first line of text**.

European Vacation
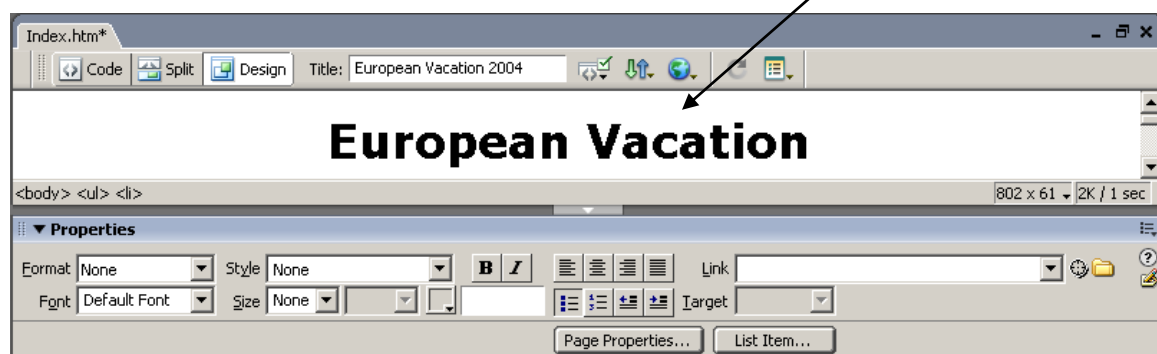
15. Select the text that you just typed.

16. In the **Property Inspector's Format** drop-down menu choose **Paragraph**.
17. Click the **Font** drop-down menu and choose **Verdana, Arial, Helvetica, San Serif**.
18. Click the **Align Center** icon to center the line on the page. Click anywhere on the page to deselect the text.
19. Press **Enter** to start a new paragraph.
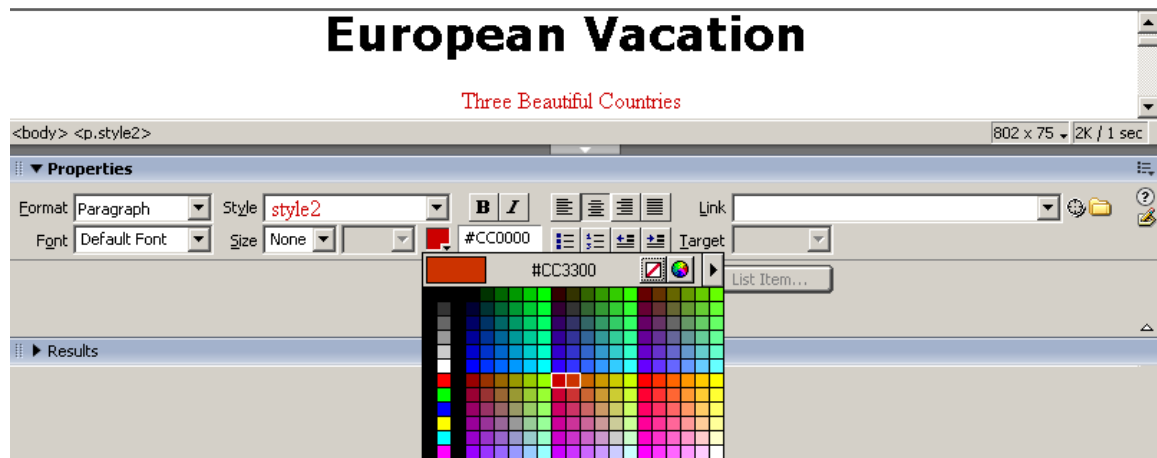
20. Type **"Three Beautiful Countries"**.
21. Select the text that you just typed.
22. Click the **Align Center** icon in the **Property Inspector**.
23. Click the **Text Color Box** and in the drop-down **Color Picker** choose a **basic red, labeled #CC0000.**
24. As soon as you apply the color change, the label in the Style box changes from Style 1 in Black to Style 2 in Red.
25. Deselect the text. Press enter to being a new paragraph and **enter the next piece of text.**

Join us for a visit to the cities of these countries.

Amsterdam, Leiden, Rotterdam, Madurodam

The Hague, Edam, Delft, Scheveengen

Brussels

Paris

26. Select the new lines of text.
27. Dreamweaver will automatically apply Style 2 to the text since that is what was used last. You have decided that you want this line formatted like the page's first line, so click the style drop-down menu and choose Style 1.
28. Press enter to create one last paragraph.
29. Type (in all capital letters) **"Sit back and relax as you explore our website"**.

30. Select the line and **choose 12 in the size** drop-down menu.
31. The text will now be slightly smaller than the regular information.
32. Notice that Dreamweaver saves this change as a new style, in this case style3 in the Style box.
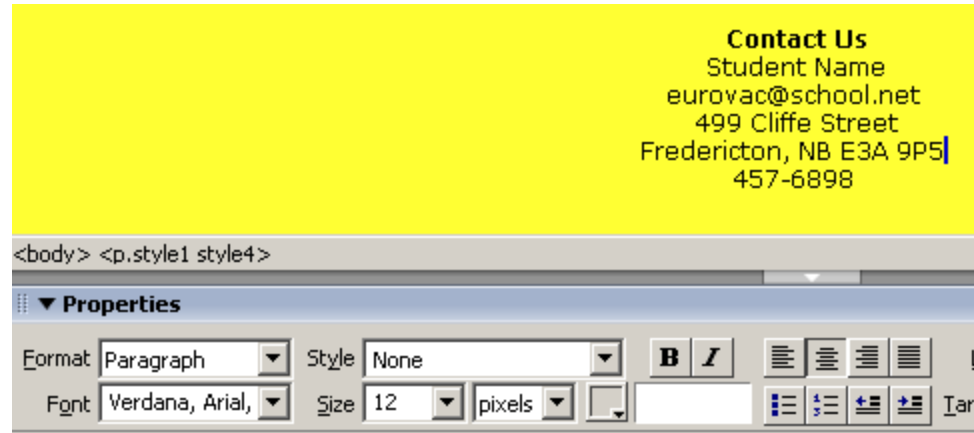
33. Press Enter to start a new paragraph for your site's contact information.
34. Type **"Contact Us"**.
35. The rest of the information should be presented as a single item, **press Shift Enter** to create a simple line break.
36. If you use a regular paragraph return it would leave too much space between each line.
37. Type the site's e-mail address.
38. Add more line breaks to place the street address and phone number on separate lines of their own.
39. Select the **Contact Us** line and click the **Bold** icon in the Property Inspector to highlight this section.
40. **Save** your changes.

Important!

Three pages that you will need to use have been partially completed. You will see these in the files panel in the separate folders.

Chapter 3

Headings on a Web page are larger and more noticeable than regular text just like in a newspaper or magazine headline. The size of the font can range from size 1 (the largest) to size 6 (the smallest). Larger sizes should be used for important items and smaller size for the less important information.

1. Select the first line of text in your home page **(European Vacation)**.
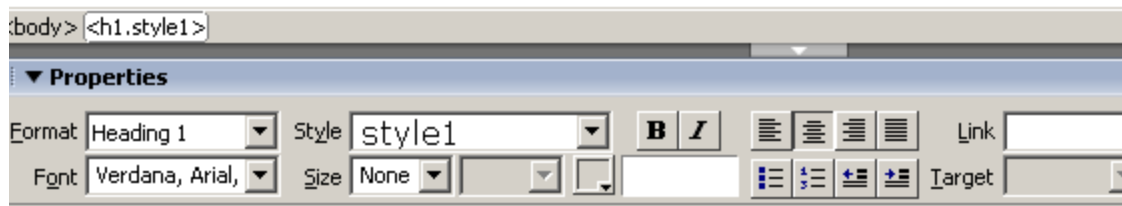
2. In the Property Inspector select **Heading 1** in the Format drop down menu.
3. The top line on the page will change from regular text to the larger, bolder Heading 1 style.
4. Select the second line **(Three Beautiful Countries)** and in the Property Inspector, select **Heading 3** in the Format drop-down menu.

5. While the text will retain the red color last used for style 2, it's size and boldness change to reflect the addition of the Heading 3 styling.
6. Click and drag your cursor to select the four lines, which list the countries and cities that were visited.
7. In the Property Inspector window, select **Heading 5** in the Format drop-down menu.
8. All the lines change size, making it clearer that they are the items being referred to by the previous heading.
9. **Save** your changes.

Amsterdam, Leiden, Rotterdam, Madurodam

The Hague, Edam, Delft, Scheveengen

Brussels

Paris

body>

▼ **Properties**

Format Heading 5 ▼ Style style1 ▼ **B** *I* Link

Font Verdana, Arial, ▼ Size None ▼ Target
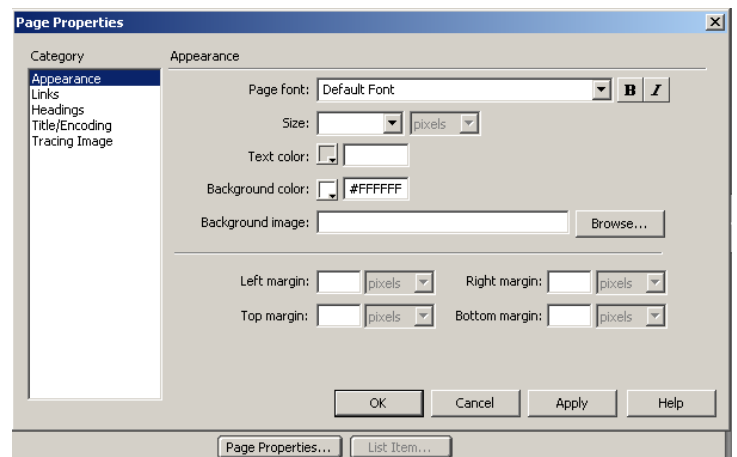
Page Properties... List Item...
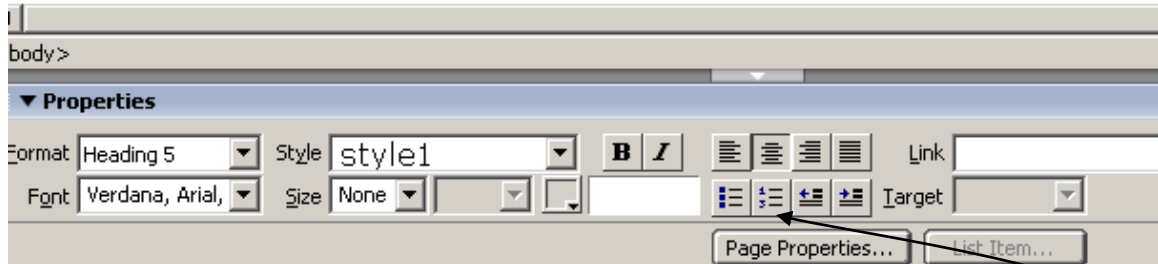
Organizing information into lists, whether they are numbered or marked with bullets, makes it simple to group lots of items in a way that anyone can instantly recognize them.

1. Return to your home page and **select the lines** as above.
2. In the **Property Inspector**, click the **Ordered List** icon just above the Page Properties button.
3. The selected lines will be numbered in sequence from 1 to 4 below the larger headings.
4. **Reselect the four lines** if they are no longer selected and click the **Unordered List** icon. It is located to the left of the Ordered List icon.
5. The selected lines will now have small bullets instead of numbers.
6. **Save** your changes.

Web pages often use background images behind the text. Many of these pages use what's called a tiled image, where a small image is repeated across the page while others use a single large image. Unless the image is a very simple one, it can make it hard to read the page's text. Instead of adding an image, you can simply change the page's background color from boring white to a color that will make your page pop without giving anyone a headache.

1. Click the Page Properties button in the Property Inspector.
2. Click the Background color's drop down menu and pick a color that provides good contrast with your text color. We have used yellow in our example.
3. Click OK to close the Page Properties dialog box.
4. Dreamweaver applies the changes your home page.
5. Save your changes.

Page Properties

Category — Appearance

Appearance
Links
Headings
Title/Encoding
Tracing Image

Page font: Default Font **B** *I*

Size: pixels

Text color:

Background color: #FFFFFF

Background image: Browse...

Left margin: pixels Right margin: pixels

Top margin: pixels Bottom margin: pixels

OK Cancel Apply Help

Page Properties... List Item...

Chapter 4

Text and headlines are an important part of the structure of your web page but it's the images that give them a real impact.

The Property Inspector will act as your main tool for most image work.

File size and width and height in pixels.

Tells you where the image is stored and if it is linked.

Alt lets you create a label to be read aloud by browsers for visually handicapped visitors.

The items from Map to Target are used to create image maps.

Edit buttons, Crop, Contrast, Sharpen. You must have Fireworks installed for all buttons to work.

Use Border to set the border width around the image. The three buttons to the right control whether the image is set left, center or right. Align drop down control how the text wraps around the image.

Once you have prepared the images that you want to use, you are ready to add them to your webpage.

1. **Open the Amsterdam Original webpage file from the Amsterdam folder.**
2. Make sure the **Insert toolbar** is set to **Common**.
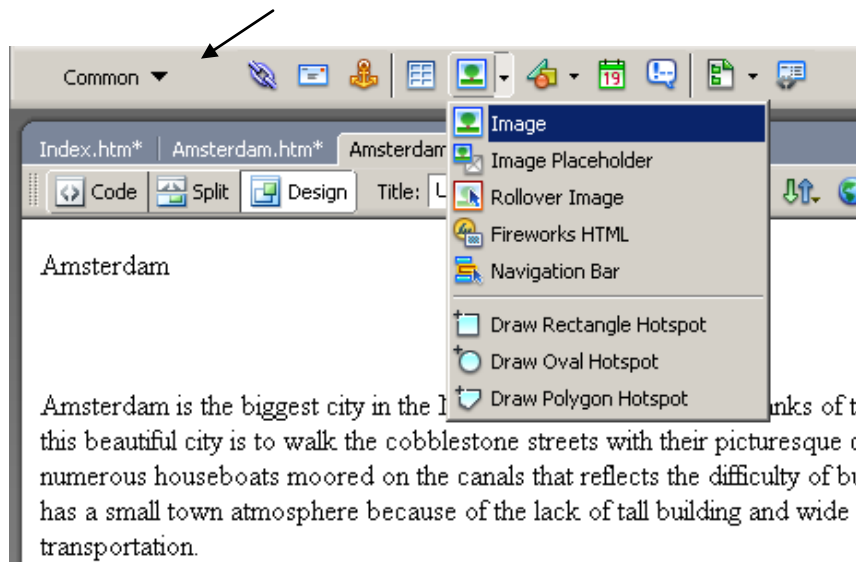
3. Position your cursor in a new blank paragraph between your headline and the main text.
4. Choose **Image** from the **Image buttons' drop-down menu**.
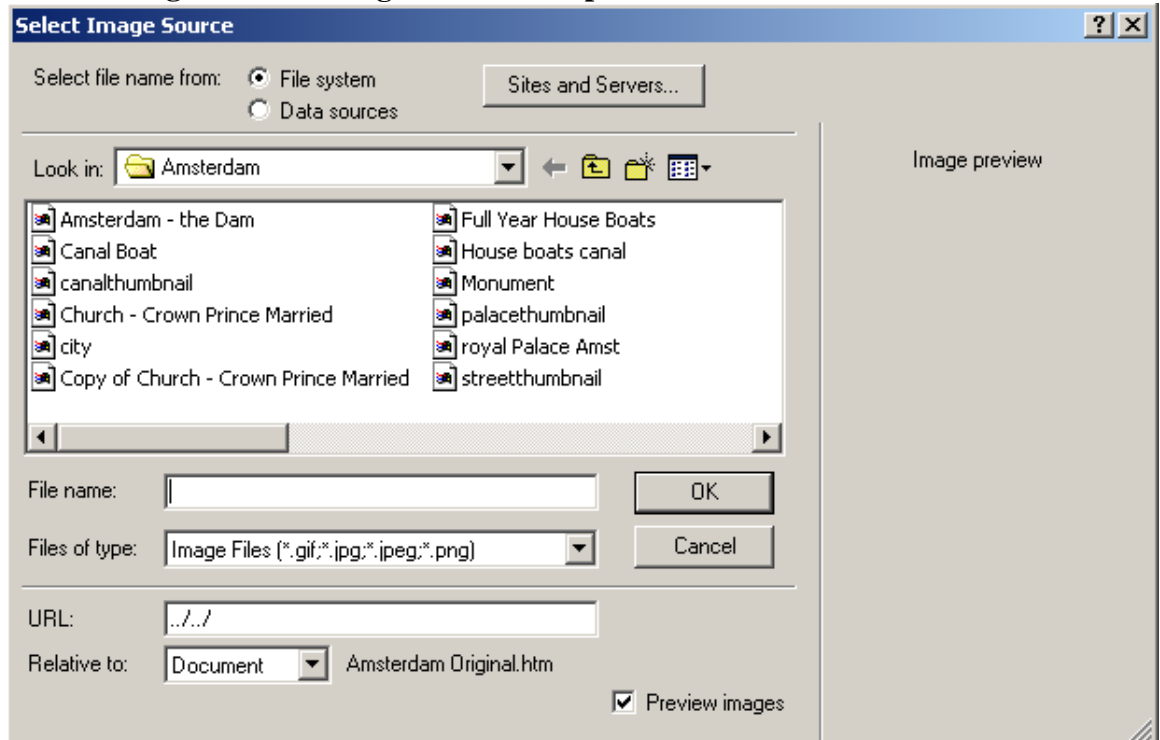
5. When the **Select Image Source** dialog box appears, find the image **"Amsterdam1"** and click **OK**.
6. ONLY If the image is not already a part of your web site, **Dreamweaver will ask if you want to save it in the site's root folder**.
7. **Choose Yes**, navigate to your site's images, and save the image there.
8. **Click OK** and the selected image will appear between the headline and the main text.
9. Once the picture has been inserted on the page, the image remains selected.
10. **Click the align center** button in the Property Inspector to center the image on the screen.
11. **Type a brief description** of the image in the Alt text box. What the picture is.
12. **Save the page** before continuing.

You don't need a separate program for cropping your images, but make sure that you have an extra copy of your image. Cropping permanently alters your image, if you make a mistake choose Undo Crop in the Edit menu immediately.

1. **Select the original image** in your site's Files panel.
2. To make a copy hold down the **Ctrl key** and **press the letter D**.
3. In the File's panel you will now see your picture with the words **"Copy of"** at the beginning of the file's name.
4. If you want to name it something else, **right click on the copy.**
5. Choose **Rename** from the **Edit drop-down menu**.
6. Once the name is highlighted, **type in a new name** and **press Enter**.
7. **Click the Crop** button in the Property Inspector.
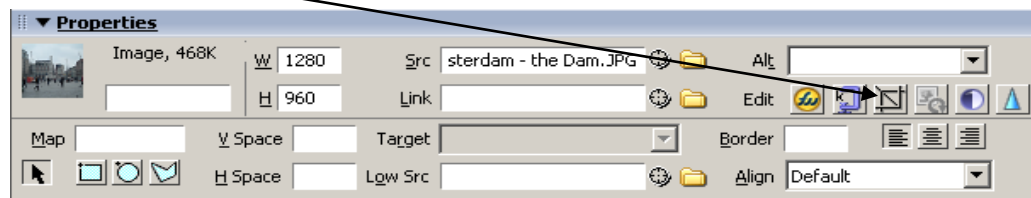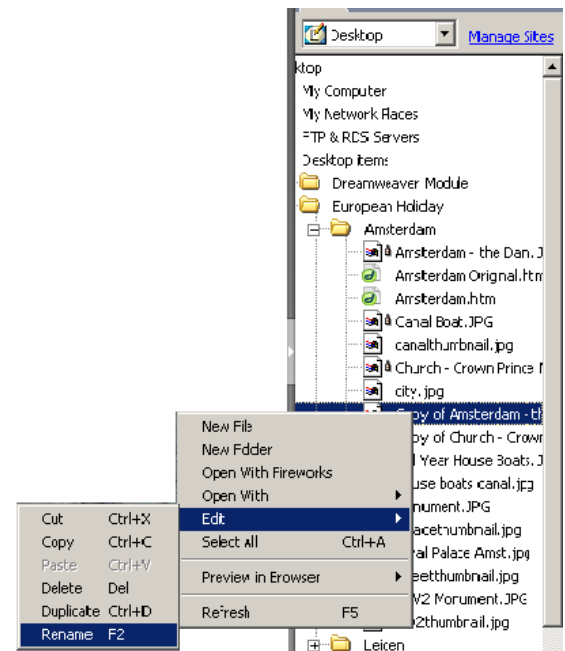
8. A selection area around the picture will appear (dashed line and darker surrounding area) in the middle of the image.
9. **Click and drag** any of the black handles along the selection's edge to set your crop lines.

10. **Double click** inside the selection and the image will be trimmed.

Now it's time to adjust the image's brightness or contrast. Minor adjustments can improve a so-so image. You do not need to make a duplicate of the image although any changes you make will permanently change the image but remember you can always Undo any changes you do not like.

1. **Click to select the image** that you want to adjust.
2. **Click the Brightness and Contrast** button in the Property Inspector.
3. A **warning** that your image will change will pop up, simply **click OK.**
4. To change the brightness or contrast **drag the sliders** or **enter new values** in the text windows.
5. **Click OK** to apply your adjustments.
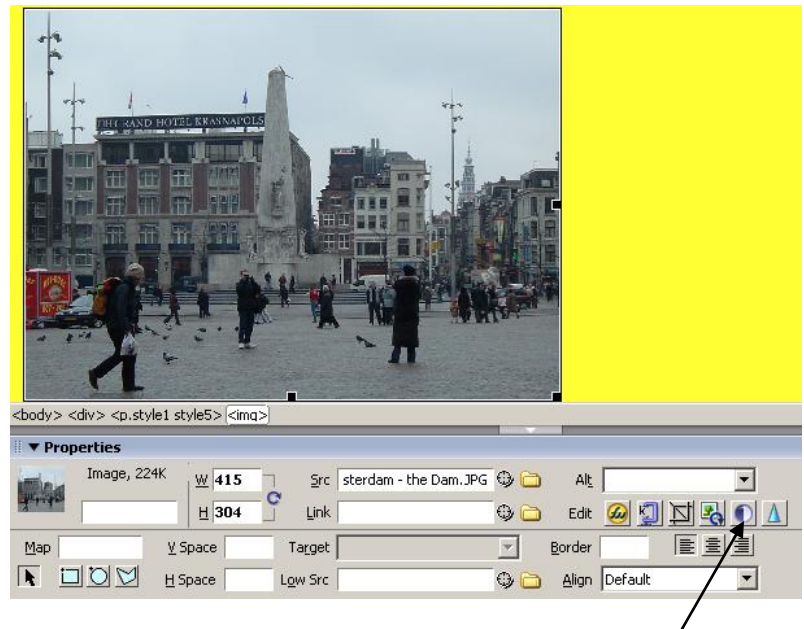
Brightness and Contrast
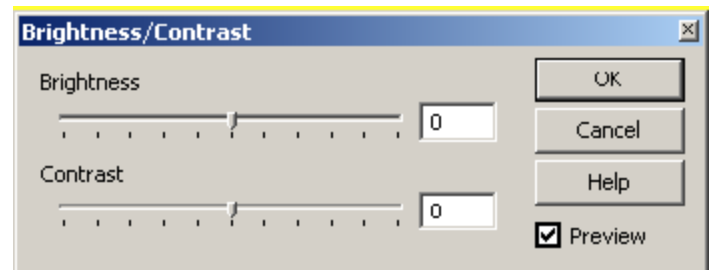
CREATING THUMBNAILS

If you have an image with details that will be lost if you shrink the picture, you can use it to create a tiny thumbnail to add some graphic variety to a page. Details that you delete when reducing cannot be recovered so be sure to use a duplicate of your original image.

1. **Make a duplicate** of your original image **(Amsterdam2)** and **rename** it Amsterdam2Thumb.jpg.
2. **Drag the original image** to the beginning of the fourth paragraph on the Amsterdam page.
3. The image will appear on the page with small black handles at its corners.
4. **Hold down the Shift key** while dragging a corner handle to reduce the image yet maintain its proportions.
5. Notice that the pixel dimension will change in the text window in the Property Inspector. The actual size of the file remains the same.
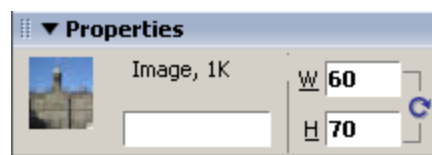
6. Click the **Property Inspector's Resample** button to reduce the actual file size, indicated by a smaller K size in the Property Inspector.
7. When images are reduced they often lose some of their crispness, so click the **Sharpen button**.
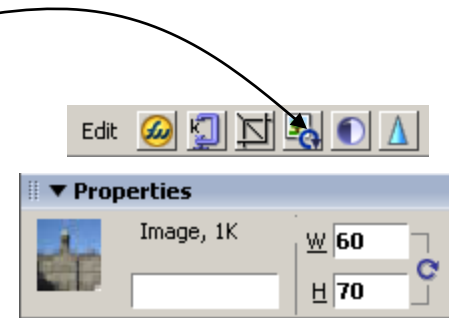
8. Use the slider to adjust the amount of sharpness.
9. **Click OK** when you are satisfied with your image.
10. **Save** your page before continuing.

WRAPPING IMAGES WITH TEXT

Wrapping text around your images creates a tighter and more professional page layout.

1. Using the image that you just inserted into your webpage, be sure that the **image width is 60** and the **height is 70**.
2. Select the image and in the Property Inspector click the **Align drop-down menu to choose Left**.
3. The image will be aligned on the left side of the page with the text wrapping along its right side.
4. To add more space between the image and the text make sure the **image is selected**.
5. Click in the **Height space text** box and change it to **10** and then press **Enter** to apply the change. This will add a moderate amount of space between the image and text.
6. In the **Vertical space text** box change it to **5** to add space above and below the image then press **Enter** to apply the change.
7. **Save** your page before continuing.
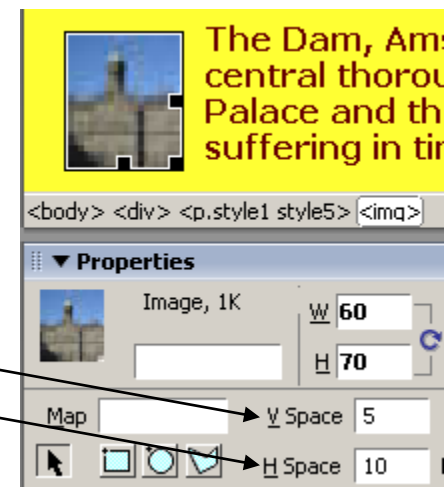
Now it is time to insert some more images onto your webpage.
1. At the beginning of the **third paragraph** insert the image **Amsterdam3.jpg**.
2. Make any adjustments needed to resize the image, alignment and the text spacing.
3. Now try placing the image **Amsterdam4.jpg** in the **middle of the text** in the **last paragraph**.
4. Remember to **adjust the size, alignment and text spacing**.

Hints for Aligning Text

The same Align drop-down menu that you used previously to wrap blocks of text around images can also be used to position an image next to a single line of text. This is extremely helpful when pairing a button sized image with text labels. Follow these steps to accomplish this:
1. Select an image that you have placed next to a line of text.
2. In the Property Inspector the Align text window will be set to Default.

3. Click the drop down menu and choose anything except Left or Right, which are best to wrap text.
4. Release your cursor and the image will realign itself with the text beside it.
5. By applying a variety of alignments you can create some surprising effects.

Cropping an image

Dreamweaver has a built-in image editing but it only works for JPEG and GIF images which are the two most common formats used for photos and graphics.

Adjusting brightness

The sliders can be hard to control, so type numbers in the text windows for fine adjustments. This task may also be slow at times.
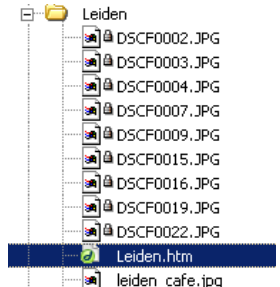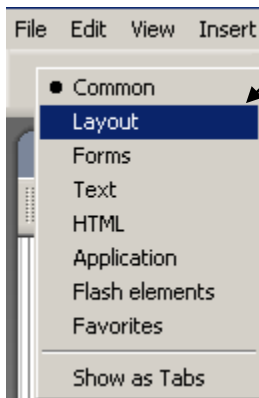
Reducing an Image

You can use the option Resampling to enlarge an image but it is not recommended. The quality of your image will suffer. Use your regular image editing program to make any adjustments. Remember to use copies of your images and not the original as any changes made using the Resample button will be permanent.

Chapter 5

Remember you are not limited to one design one your webpage. By using tables you can create pages more quickly and consistently. Tables allow you to mix text, data, images and headers and present it in an organized manner.

1. **Open the webpage called Leiden which is in the Leiden folder.**
2. Now we need to set several Dreamweaver options that will make using tables easier.
3. Click the down arrow at the top of the page under the **File menu** and change the toolbar to layout.
4. Click the **Standard button** near the center of the new toolbar.
5. After clicking the standard button the toolbar will change to display buttons for inserting tables and columns.
6. To make it easier to align your tables and cells turn on the ruler.
7. **Click View, Rulers and click on Show**.
8. **Click on View, Grid, Show Grid**.
9. Set the grid so that your objects will snap to it.
10. **Click View, Grid, Snap to Grid**.
11. Click inside your page after the last paragraph, then **click the Insert Table** button in the Layout toolbar.
12. The table dialog box appears allowing you to adjust the table size and whether you want a header.
13. A header will allow you to create labels for your rows or columns.
14. Set the following:
    Rows to 2
    Columns to 3
    Table width to 500 pixels
    Border thickness to 1 pixel
    Header to None.
15. **Click OK** to insert the new table.
16. When the new table appears **click inside the top left cell.**
17. Insert an image by clicking **Insert on the menu bar and choose Image.**
18. In the **Select Image Source** dialog box, open the images for Leiden.
19. **Select the Image, Leiden1.jpg.**
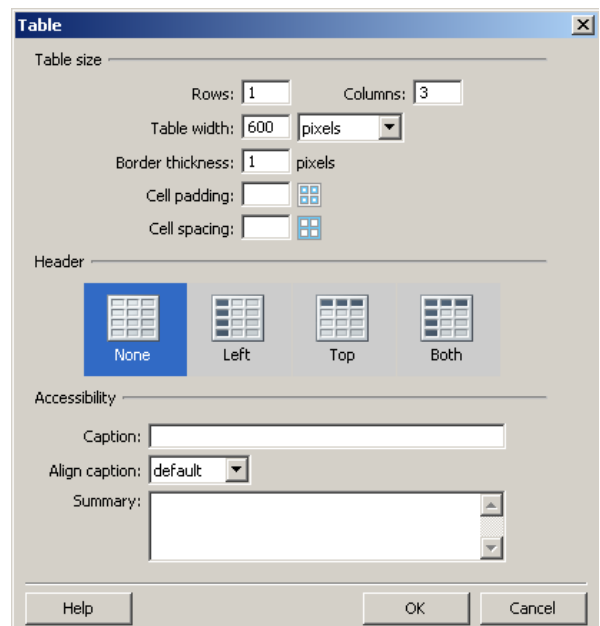
20. The picture will be inserted in the first cell. You will need to resize the image by dragging it's selection handles.
21. **Drag the following pictures into the cells as shown below** and **resize all pictures and cells** so that it can all be seen on the page as shown below.
22. When you resize the pictures you may need to click outside the table so that it will resize itself to fit the new image size.
23. The names of the pictures are shown above each picture for your information only and do not need to be placed on your web page.

Leiden1   Leiden2   Leiden3

Leiden4   Leiden5
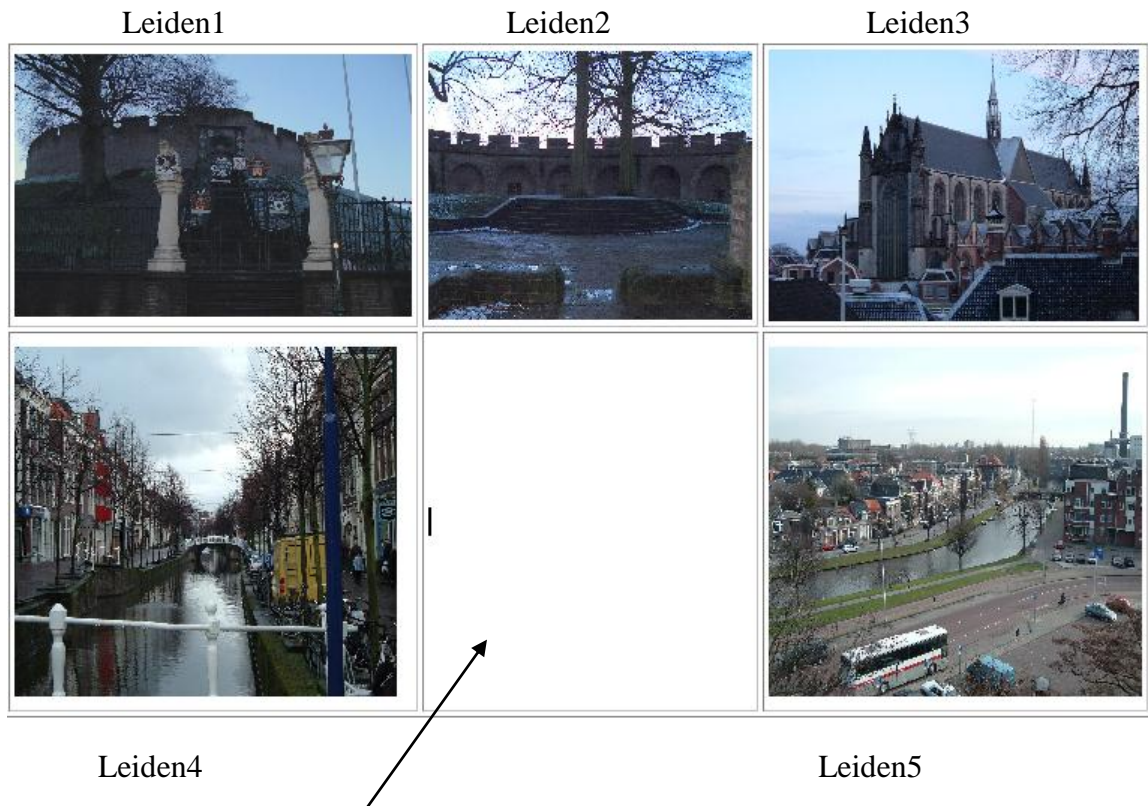
24. In the bottom middle cell we will now type in the following text.

Some of the canals of Leiden have been closed in the last 100 years, but most of the old ones are still open. The most beautiful canal in the city is surrounded by stately homes built in the 15th and 17th century by rich families. Leiden was once one of the most important and powerful cities in Holland.

25. **Change the font to Verdana, Arial, Helvetica, san-serif, the size at 16, in Bold.**
26. **Rename** the style to **TableText followed by your initials** by clicking on the down arrow and choosing Rename. (No Spaces Allowed)
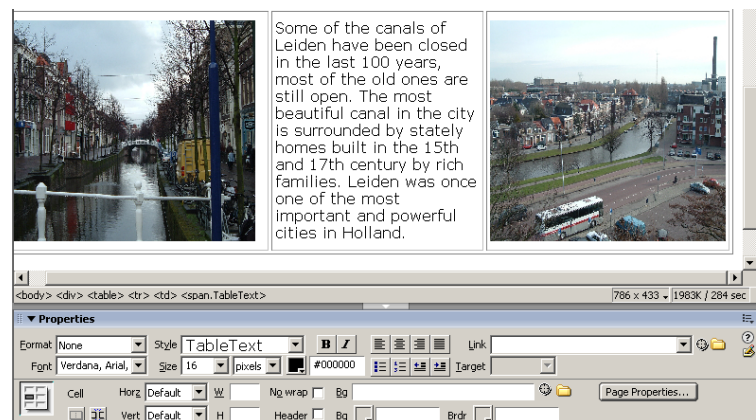
27. Now apply the Table text style to all the text that is above the table except the title.
28. **Change the background** of your web page to a **dark green** with the text a **bright yellow**.

Information Only on Formatting Table Colors

To make it easier for visitors to read information in long tables you should consider using some color formatting.

Select the entire table and then click on the Command menu and then choose Format Table to open the dialog box which includes more that a dozen preset table color combinations. Once you have previewed the various options and previewed them, set what rows you want colored then click apply to see your choice applied to your table. Remember the less busy the appearance the more appealing it will be for the viewer.

Chapter 6

The magic of the web comes from the hyperlink, which lets the web surfer jump from page to image to e-mail to almost anywhere on the Internet. There are two types of links, the internal link which connects different items within your own website and the external links which connect items to other items on the larger Web.

Before beginning this section **switch** the **Insert toolbar** to **Common**, which includes link-related buttons.

Add Link   Add Anchor Link

Add e-mail Link
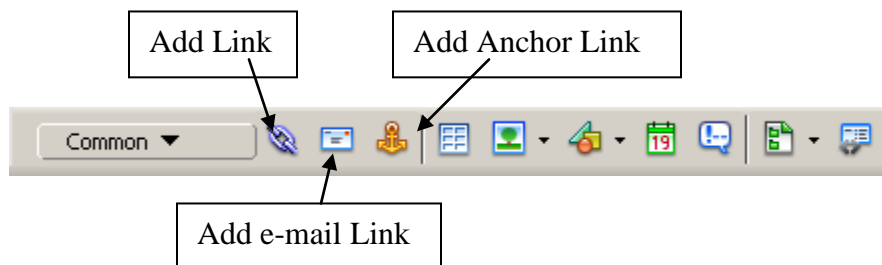
Dreamweaver makes creating links between pages on your website as simple as point-and-click.
1. Open your homepage which is called **Index.html.**
2. We will be linking this page with the Amsterdam page and the Leiden page.
3. **Select the word Amsterdam** on the Index page.
4. **Scroll up** on the Files panel so that your **Amsterdam file can be seen**.

- **Amsterdam**, Leiden, Rotterdam, Madurodam
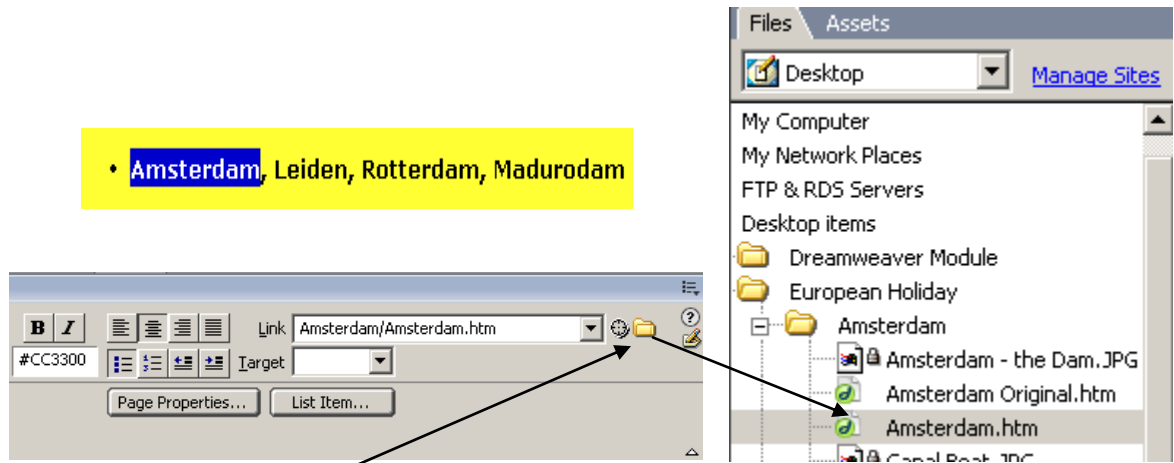
5. Click the **Yellow Folder** next to the compass point.
6. Browse for the **Amsterdam.**htm file.
7. The file name will appear in the Link text window.
8. To **test the link**, **save the page** and launch Internet Explorer by pressing **F12**.
9. When the page appears in the browser click the linked text.
10. The Amsterdam page should appear in your browser.

Now let's link to an external website. The site that we will be linking to is our school webpage.

1. Type the name of your school "**Leo Hayes High School"** at the bottom of the **Index.html** page.
2. Select the text you just typed.
3. In the Link window of the Property Inspector type the full web address of the page.   **http://leohayeshigh.nbed.nb.ca**
4. In the **target window select blank** from the drop down menu.
5. **Save** the page and test the link in your browser.

Color Page Links

Unvisited links by default are blue and underlined while visited links are purple and underlined. With Dreamweaver it is easy to change the color and style of all your links to match your Web site's look.

1. With your **Index page** still open, **click the Page Properties** button in the Property Inspector.
2. **Select the Links category** in the Page Property box.
3. By default the Link font is the same as the page's font and the link is underlined.
4. You can change the font and size but for this exercise we are changing only the colors.

5. **Change your colors so that they are the same as above**.
6. **Click OK**.
7. **Save** your webpage.
8. View it again in your browser to check the colors.
9. **Open the Amsterdam page**.
10. At the bottom of the page, link the text **"Home Page"** with the Index page.
11. Adjust the colors of the links for this page.
12. Open the **Leiden** page and link it to the Index page as well and make changes to the color of the linked text as well.
13. Open the **Madurodam** page and link it to the Index page.

Information Only for E-mail Links

Due to the fact that we do not have student e-mail accounts we cannot effectively do this part of the exercise but if you are interested in learning how to add an e-mail link it is very simple. Select the text on your page that you want to link to your e-mail. Click the e-mail button on the Insert toolbar. The selected text will be highlight in the e-mail link box. Type the e-mail address in the bottom text window and click OK.

Page Properties ×

Category | Links

Appearance
Links
Headings
Title/Encoding
Tracing Image

Link font: (Same as page font) ▼ **B** *I*

Size: ▼ pixels ▼

Link color: #CC000C   Rollover links: #006600

Visited links: #000099   Active links: #6600CC

Underline style: Always underline ▼

OK   Cancel   Apply   Help
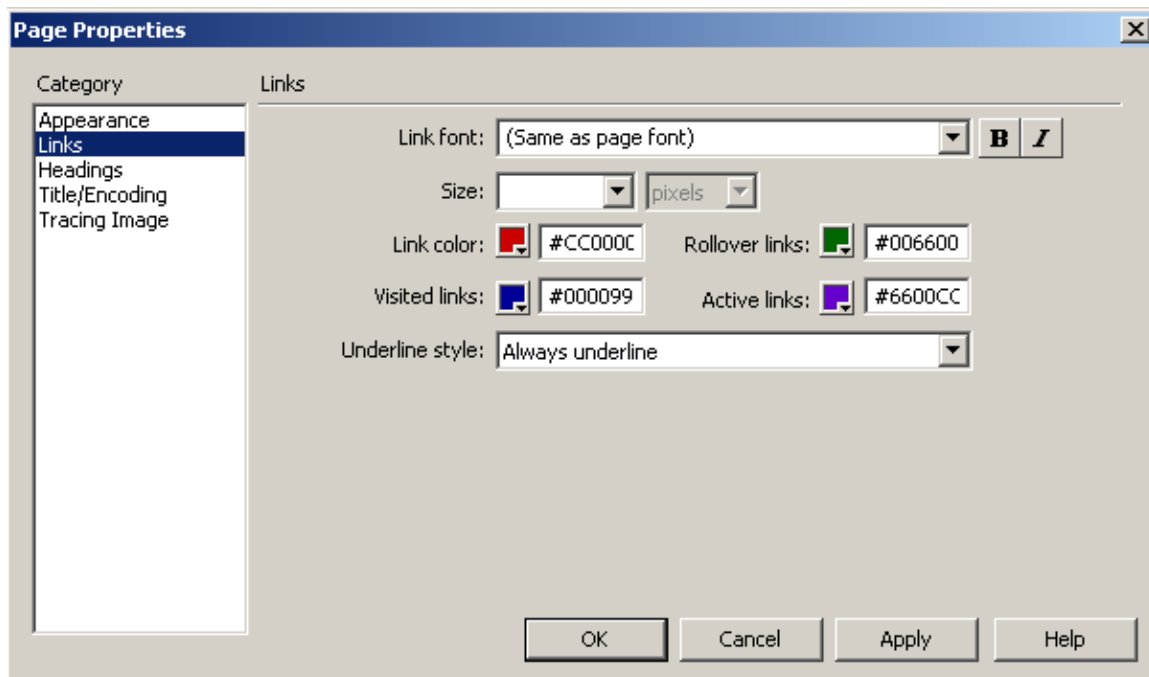
Chapter 7

Visitors to your website will need an easy way to move from page to page or section to section. We will include a Navigation Bar to our home page so visitors do not get lost. We will need to add two layers to our webpage – one to hold our Navigation Bar and one to hold the main text of our Web page.

1. Open the home page, **Index**.
2. Switch the Insert toolbar to **Layout** using the drop-down menu.
3. Press **F2** to open the Layers tab of the Design panel and check off **Prevent overlaps.**
4. **Do the following steps in order.**
5. Select the entire page and then cut it by holding down the **Ctrl** key and press **X**.
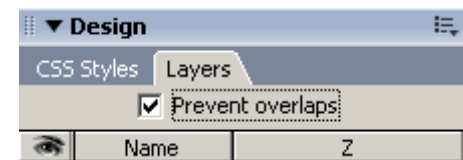
6. Click the **Draw layer** button.
7. **Click and drag** within the document to draw a layer box of any size.
8. **Click inside** the layer box.
9. **Click Edit** and choose **Paste** to insert the text that you cut previously.
10. The layer will expand to hold the pasted content.
11. Click the layer's border to select the layer box.
12. Drag it to the right to give you some room to work on the left side of your page.
13. Click the **Draw Layer** button again.
14. Draw a box beginning in the top left corner of your page and drag down. This box will be smaller than the first one that you made.
15. **Save the page before continuing**.
16. We will now name the layers so that we can tell them apart.
17. Click the border of the left layer, notice it is highlighted in the Layers tab.
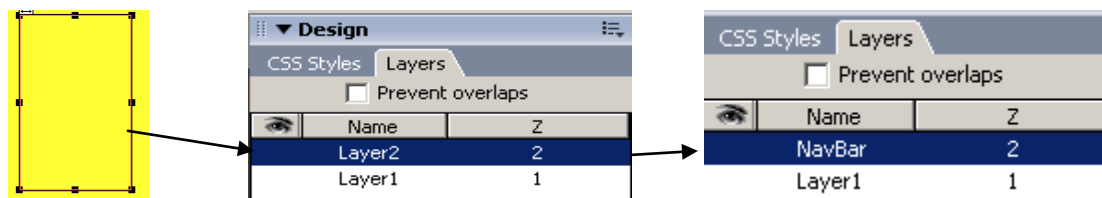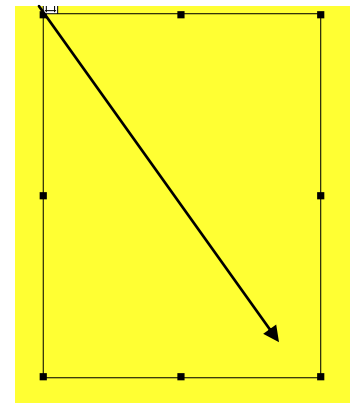
18. Double click on the name in the **Layers** tab.
19. Type in **NavBar** as this layer is the Navigation Bar for your Index page. (no spaces in the name)
20. Select the other layer and name it **MainBlock**.

21. Now you will need to position your layers where they need to be.
22. Make sure that the **Property Inspector** and **Rulers** are visible.
23. Select the **NavBar** layer.
24. In the Property Inspector window make the following changes:
    a. **L: 0**
    b. **T: 0**
    c. **W: 100**
    d. **H: 600**
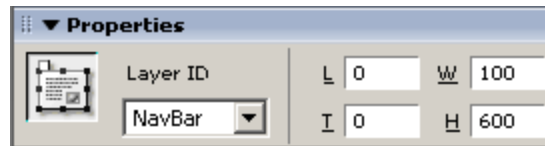
25. Now it's time to position our **MainBlock**.
26. Select the layer for the MainBlock and change the values to:
    a. **L: 110**
    b. **T: 0**
    c. **W: 495**
    d. **H: 750**
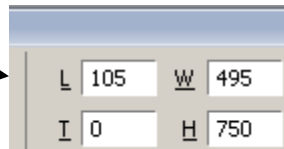
27. Now you will use the images that you resized at the beginning of this chapter.
28. Click in the **NavBar**.
29. Insert the picture of the **Bikes** that you will **resize to 75X75**. This will be the image that you will use to represent **Amsterdam**.
30. Add a line break. **(Shift – Enter)**
31. Type in **Amsterdam**.
32. Insert the image of the **Gates of Leiden**. **(resize to 75X75)**
33. Type in **Leiden**.
34. Insert the image of **Madurodam**. **(resize to 75X75)**
35. Type in **Madurodam**.
36. Format the images and text so that they are centered and apply a style that is appealing.
37. Since the NavBar's images and text will both link to the same page, select both the image and text for Amsterdam and link them to the Amsterdam page using the steps that you have already learned.
38. The linked image will show a big border when it is viewed on the Web.
39. To remove this, change the Border to 0 in the Property Inspector window.
40. Save the page.
41. View it in your Web browser.
42. Link the rest of your images and text and complete the formatting.
43. Check all your pages to be sure that everything is as you want it. Check the pages in your Web browser.

Establishing your Web Site Folders for new website

***PLEASE READ BEFORE BEGINNING YOUR FINAL PROJECT

Begin by creating two folders on your user drive:
1. Your Website Named folder (name this folder base on your topic)
2. An Image folder within your Website folder named *images*

Open Dreamweaver and Go to <u>Site</u> in the toolbar menu, and click <u>New Site</u>
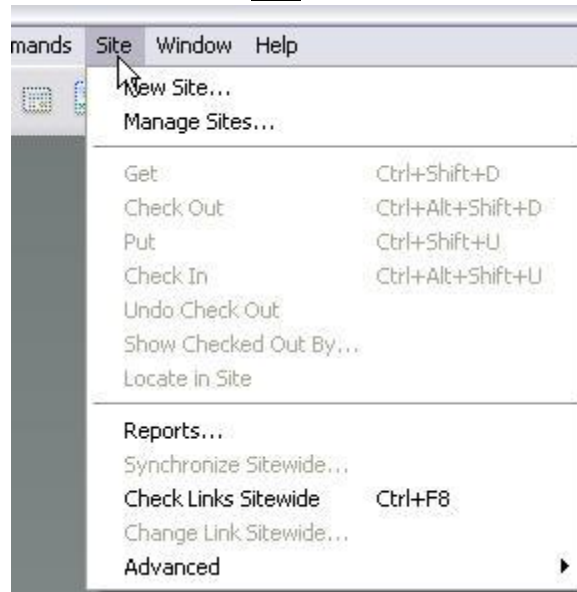
Click on Advanced Tab, and name your web site by putting in a name in the Site Name
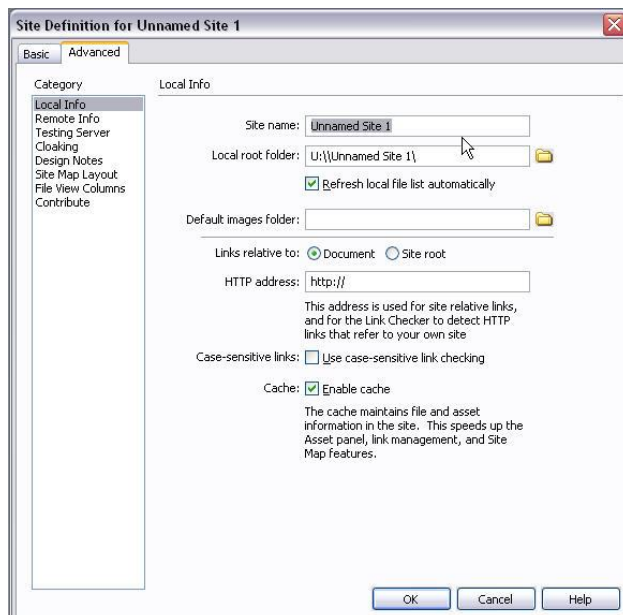
Click on the Folder Icon next to the Local Root Folder and browse for the folder you created for your web site in your user drive
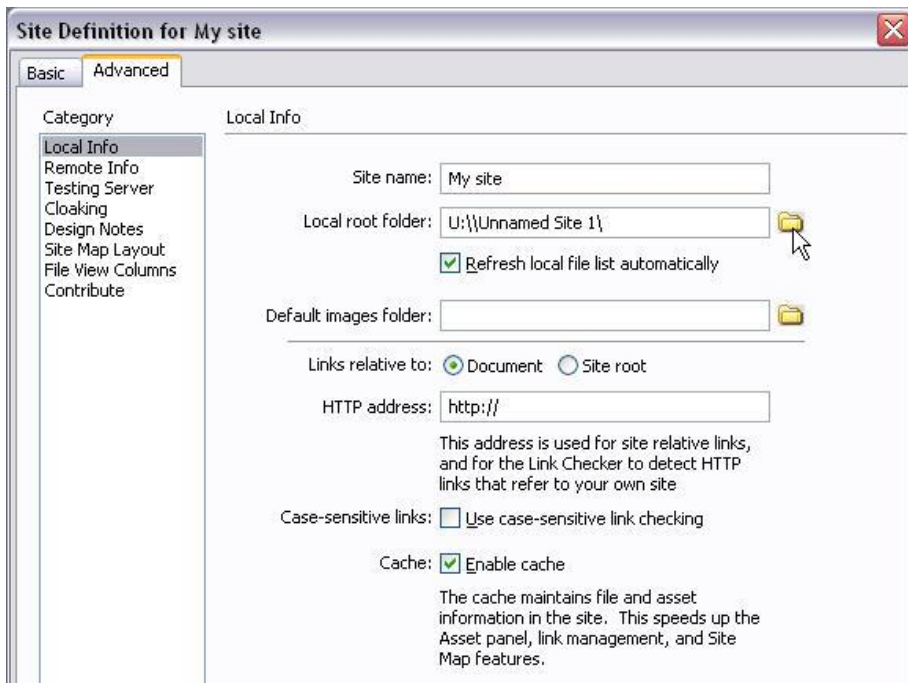
Double Click on your folder and click Open
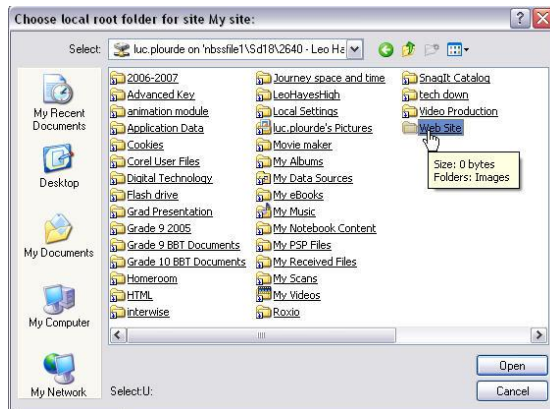
Click on Select
You should see your website folder name
In the select box at the top of the window
and the images folder in the window itself.
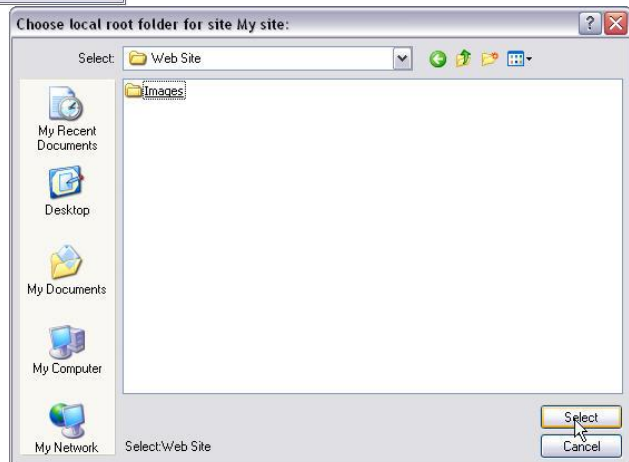
Next Click on the folder beside <u>Default Images Folder</u> and browse for your website folder
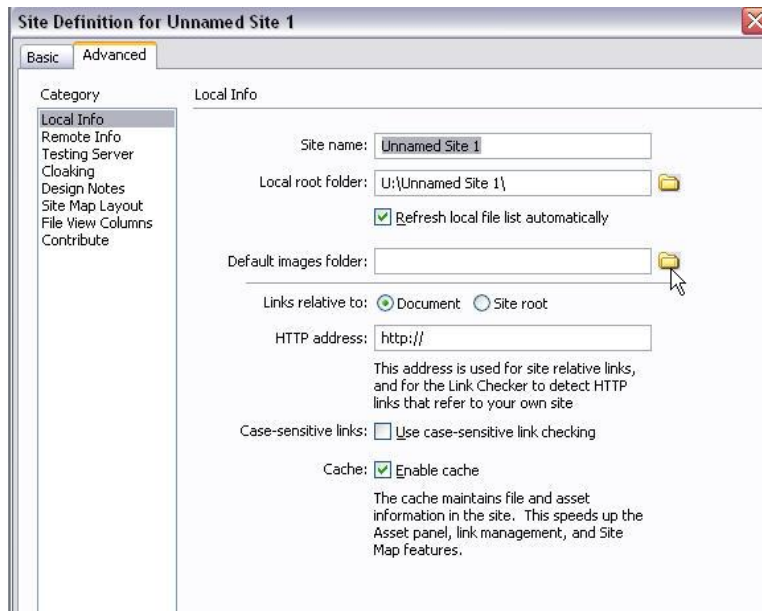
Open your images folder in your website folder
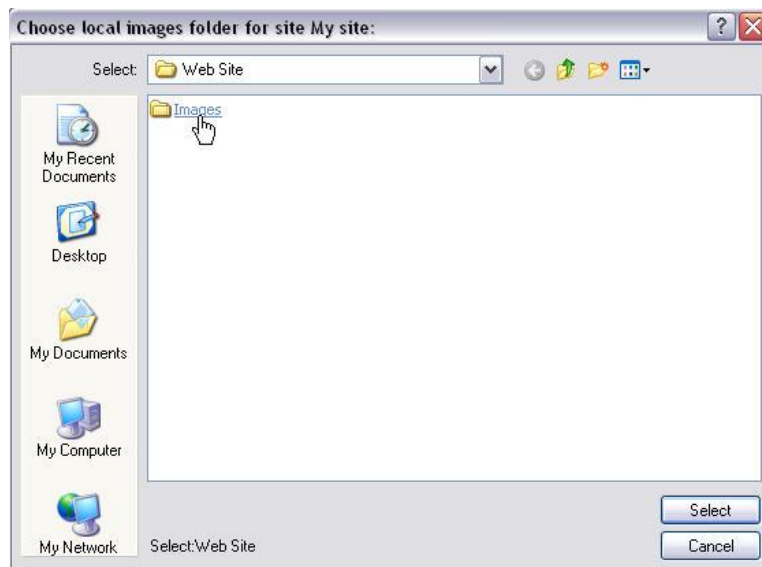
Make sure your images folder appears in the Select box at the top of the window and press Select

You should now be ready to create your pages to your website.

Remember:
Your Website folder is for your HTML pages and the images folder within your website folder is for your images only. Save all images to this images folder.

Good Luck

Planning Your Web Site Storyboard

Successful use of the DreamWeaver application is predicated on carefully preplanning
your web site.

Organizing your site before you make your first page in DreamWeaver can save everyone a great deal of time later on – your links and images will work, and your visitors will be able to easily navigate and use your pages.

First, decide your

1. **Goals: Why are you making a web site?** In our demonstration, the web site is an informative resource about the indigenous languages of Latin America. The purpose of the web site is two-fold: it is being made for the convenience of the students in a Spanish course, but it is also intended as a resource for others interested in Latin American culture and language.

2. **Audience: Who will use your web site?** For our purposes, the main audience is resident students, using supported computer configurations, known Internet connection speeds, and a known browser. This information is important if there

will be audio or video files on your site, or large or numerous images – the download time can be crucial to a good user experience.

3. **Supported browsers: What browsers will work with your web site?** As we discussed earlier, Internet Explorer is the supported campus browser, but Netscape is widely used among our target audience. Our goal will be to make the site neutral to these browsers, for our registered students, and to make the pages available to the public fairly simple to avoid JavaScript or plug-in incompatibility. Consider these questions carefully before proceeding to the design stage.

Then, decide your

1. **Site structure: How will the information flow from one page to another?** This is where the storyboard – or flowchart or organizational chart- comes in. Take the time to design how movement throughout the site will take place. It's easiest to do this by actually drawing out all of the pages and folders on your site.

2. **Design: How will your pages look?** A consistent design theme (backgrounds, colors, etc.) lets visitors know when they are on your site and when they've moved to external links.

3. Navigation: How will your visitors move from page to page?

a. Users should know where they are in your site at all times and how to return to your home page.

b. You should have a search or index function for them to be able to locate information.

c. Visitors should be able to provide feedback or contact you through an email link or a guestbook form, if there is a problem with your site.

Organizing and Storyboarding a Web Site
Before you start designing web pages you should always do the following:

- Collect the information you want to put on the Web site.
- Organize the information into topics.
- Lay out the topics to create a storyboard, choosing breaks in information as page separators.
- Create a graphic logo or theme to be used on each page of your site.

To be able to easily maintain Web pages, you should create a separate Web document or page for each **topic** that you identify. The starting point for a Web site is referred to as the home page or index page. You provide navigation links from your home page to the other pages in your Web site. There is no limit to the number of pages in a Web site.

Web page organization can be approach through three different design structures: Linear Layout and Hierarchical Layout, or a combination of the two.

- The **linear** approach is appropriate when you want the user to visit each page sequentially without skipping around. Computer based training, procedural task instructions or following a story line, are typical examples.
- The most common way to structure your web documents is in a **hierarchical** layout. This layout usually begins with a master page, or home page. This page usually has many links that lead to other pages, and these pages, in return, contain a link back to the home page.
- Since many web sites are very extensive, usually they will contain a **combination** of linear and hierarchical layouts.

There are two considerations in the design of a Web site:

- You must inform and guide the Web user through a complex body of linked information.
- You must create a **visual design storyboard** appropriate for interactive computer displays composed in HTML.

Most Web sites contain more than one page, so matching the look and feel of each page to a common standard will help the user to better understand the logical content and physical layout of the site.

Storyboarding refers to the process of arranging a sequence of images or dialogs. You can plan the sequence of pages and indicate all the hyperlinks, inline images, downloadable files, and text that will make up each page in your Web site. Examples of storyboarding are the production of animated movies and comic books. Storyboarding is especially useful when a team of designers is building a Web site. Team members should meet to discuss the division of site content into specific pages.

Steps for Storyboarding

1. Define the purpose of your presentation and the audience or reader that you are planning to address.
2. Break up your content into main topics and group related information under a single topic.
3. Use paper-based templates or flowcharting software to create a rough outline of each Web page starting with the home page.
4. Provide the following information for each page.
    o A descriptive title
    o The main heading
    o The subheadings
    o The purpose of the page

- o   A description of content
- o   The type of images
- o   A description of the links

Storyboard Template

Title: _____

Heading: _____

File Name: _____

Purpose of Page: _____

_____

Text: _____

_____

_____

_____

_____

_____

_____

_____

Sub Headings: _____

Proposed Graphics: _____

Proposed Links: _____

_____

Storyboarding

Storyboarding a Web site is a concept borrowed from filmmaking. In filmmaking, each scene and each individual camera shot is sketched and roughed out in the order in which it occurs in the movie. Storyboarding provides an overall structure and plan to the movie that allows the director and staff to have a clear idea of where each individual shot fits into the overall movie.

In Web design, storyboarding is the process of creating a rough outline and sketch of what your Web site will look like before you actually write any pages. Storyboarding helps you to visualize the entire Web site and how it will look when it is complete, including:

- Which topics go on which pages
- The primary links
- Types of graphics and where they will go

It is a good idea to try out your design on a computer screen. A good way to do this is to use a graphics program such as Macromedia Fireworks. Use a canvas size of 783 x 398 pixels (this is the minimum live space of a web browser on an 800 x 600 resolution screen). Use the drawing tools to lay out your screen design.

Using a graphics program allows you to see how your Web page design will look on a computer screen. You can view the colours and layout and if the colours or layout do not work well, you can easily change them until you get the design the way you want it. Moving things around takes seconds in a graphics program as opposed to the hours you would spend rearranging in HTML.

Three Successful Tips to Storyboarding...

Tip #1 - Define Your Links

This is already understood since this is one of the main reasons you are doing a storyboard in the first place. Many first time web designers approach their first few web sites with a high level of anxiety and frustration for which they cannot explain.We naturally approach web design from a linear approach when in fact the entire concept of web design is its dynamic, multi-layered advantages. Creating a storyboard and defining the links between the pages gives you as the designer a "Big Picture" of your project and more confidence and speed (with less errors) during the actual design phase.

Tip #2 - Name Your Pages (URLs)

In addition to the descriptive names for each page of your site, also create real URL names for your html pages. For instance, lets assume you will have the following descriptive names for pages in your web site:

- Who Am I
- Hobbies
- Career
- Cool Links
- My Favorite Things
- Photo Album

You will also want to include .html names in your storyboard:

- Who Am I - **who_am_i.html**
- Hobbies- **hobbies.html**
- Career - **career.html**
- Cool Links - **cool_links.html**
- My Favorite Things- **favorite.html**
- Photo Album- **album.html**

Though this may seem like an obvious thing to do, often times people will mis-spell or mis-title a page by accident. For example, I might refer to the Photo Album page as album.html in one link and call it photoalbum.html in another link. These types of errors are not usually discovered until after publishing the site, leaving you with the frustrating task of trying to determine which pages were linked correctly and which were not. When you have your html page names down in writing, it is much easier to create your html pages by referring to your storyboard, thereby eliminating those time consuming, irritating mistakes.

Tip #3 - Trace the Flow of Your Site

While viewing your storyboard, think through the logical steps to get your visitor from point A (nearly always your index page) to point B "learn more about me" (depending on your goal for the site.)
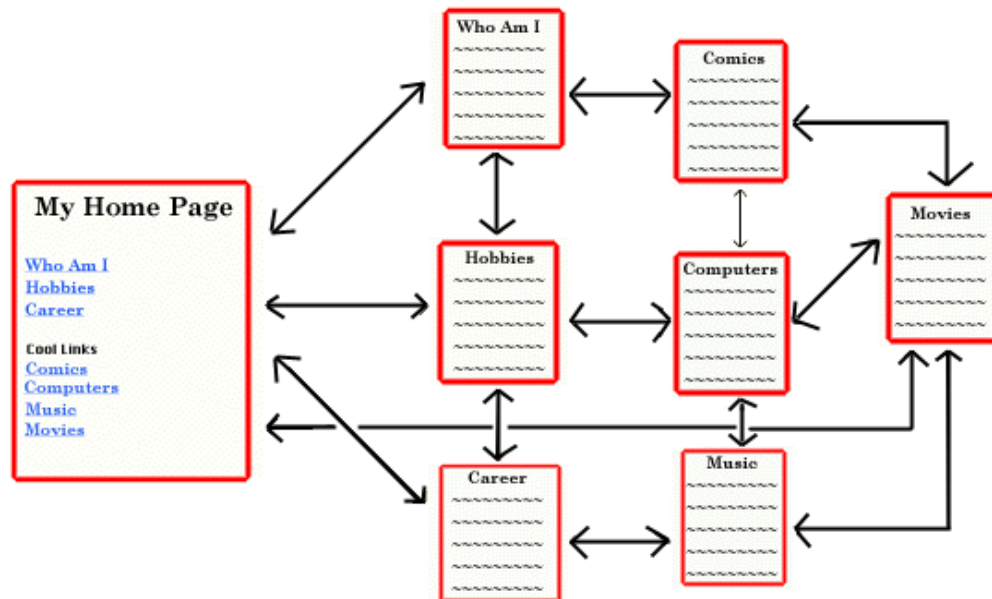
More Samples of Flow Charts

Home page

Web Site

Pages within the Web site

Plan

Conceptualize
Research
Goals
Audience
Schedule
Resources

Evaluate

Content
Useability
Accessibility
Feedback

**Redesign
and
Rework**

Design

Organize
Story board
Visual components
Navigation
Site maps
Interface design
Information design

Develop

HTML code
Graphics
Multimedia
Web pages
Working prototype

Grade 10 Dreamweaver Final Project

Web Site Design

Website design involves the construction and maintenance of an internet home page. Working on computers with specialized software programs, designers are responsible for the overall arrangement and creation of the internet presentation, which usually includes links to other web pages, graphics, text, photographs and lettering placed according to conceptual layouts and technical specifications. They prepare designs, sketches, illustrations, layouts and visual images to communicate information clearly, precisely and persuasively for their clients. It is crucial that they are able to meet the goals of their client while keeping the website visually appealing, informative and accessible. They also must be aware of the copyright, authorship and ethical issues related to this field.

Traits & Talents
As a website designer, you should have an aptitude for modern technology and enjoy working with computers. Artistic ability, creativity and a working understanding of the internet are imperative. As most of your time will be spent working for clients, you need good interpersonal communication skills in order to listen, discuss and understand the clients' description of what they want on their home page. Website creation often involves working with many different people, such as programmers and graphic artists, making teamwork skills essential.

Final Project Scenario
You have been approached by a local company to design a web site for their business. This site can take the form of something that is related to an interest of yours. (sports organization, pet adoption, video games, but something other than web design). **You need to create a <u>Index page</u>, an "<u>about us</u>" page (this page is about the company..not you and your partner), "<u>contact/feedback" page</u>, and <u>at least five other pages</u> to support your website. A reference document to list your borrowed items.**

Before Beginning
Site planning is one of the most important aspects of web design. It is your responsibility to provide me with site plan indicating the purpose of the website along with specific information such as theme, layout, navigation and structure. This will allow you to visualize your website before actually creating and working on your site. It is important that the topic be appropriate for

the school setting as well as your audience. **<u>Your plan must be passed in before beginning the website on the computer. (50PTS)</u>**

Please remember all binders in the class are your resources as is the internet. But be careful as copyright in always a concern when doing these kinds of projects. Your site should be your own work. Be creative and have fun. Remember that you are not limited to Dreamweaver, use other software which have been used this term if needed. Make sure you reference any information or images you borrow from Internet Sites.

Remember to look over the marking rubric as it will also guide you as to what elements I am looking for in your final project. Ask questions if you are not clear. Questions are an important part of our learning.

**Search the internet about Story Boarding Web sites and look in the stushare folder under *Dreamweaver Project* for documents relating to this final project.

Good Luck

Dreamweaver Final Project

For your final project you and your partner will need to come up with an idea for your website. Once you have chosen your topic explain it to your instructor and get their approval before proceeding. Once you have the approval of your instructor, plan a storyboard on paper of what your website will contain.

All work will need to be saved in a folder in your Student Network folder, this will include the images and the text.

Your project should contain:
- Home page saved as Index with links to your other pages in a Navigation Bar as well as in the Main Block of the web page
- Four Information pages that are linked to the Index page
  - The last page of your website will contain all the references, whether they are from a textbook or website.
  - Remember that plagiarism is an automatic zero on your project
- Each page should contain pictures and text
  - Pictures should be placed in various areas of your webpage, **NOT** just down one side of the page or in the middle.
  - Place the pictures within some of the text
  - Crop some of the pictures to allow for better viewing of your website
- Text will need to be wrapped appropriately around the pictures that you have inserted
- One page should contain a table with text and pictures inserted into it
  - Add flattering colors to your table
- All pages should have different backgrounds that are appealing to the viewer
- **Do Not** use images that are tiled across the page and are very busy
- Text color and size should be set to show off the information that you have on your web page
- Your web pages are to be free of typing/spelling errors. Proofread carefully!!!

When you have completed your final project, be sure to show it to your teacher for their analysis.

Dreamweaver Final Project

Student Names: _____

*Website Topic:*_____

Description	Range	Pts	Total
Site Plan - 50 Points (To be printed and passed in before work on website begins)			
General Description and Purpose of Site(Paragraph format, spelling and grammar)	1 . . . 5 . . . 10		
General Description of page content (General idea of text and graphics)	1 . . . 5 . . . 10		
File naming (clearly defined structure, index page and names of pages) in Story Board Format	1 . . . 5 . . . 10		
Defines navigational structure (flowchart to show flow of site)	1 . . . 5 . . . 10		
Overall visual theme (Theme adopted by team to remain consistent throughout site. Paragraph or point form)	1 . . . 5 . . . 10		

Description	Range	Pts	Total
Required Elements - 100 Points			
HTML Table is used - quality is...	1 . . . 5 . . . 10		
Headings used and pages are properly titled	1 . . . 5 . . . 10		
References/Resources cited	1 . . . 5 . . . 10		
Links to external sources	1 . . . 5 . . . 10		
Links to internal pages (internal navigation, home/back/ forward movement)	1 . . . 5 . . . 10		
At least one list is used	1 . . . 5 . . . 10		
Photos and images used - appropriate use...	1 . . . 5 . . . 10		
Home page - quality is...	1 . . . 5 . . . 10		
About us page - quality is...	1 . . . 5 . . . 10		
Contact/feedback page - quality is...	1 . . . 5 . . . 10		

Overall Site Design - 100 Points			

Layout:
  * Neat and tidy pages with logical and consistent layout
  * Good use of colour and layout with a small range of blending and nicely contrasting colours
  * Text broken by lines, images or bullets
  * Clear and legible text: dark on light; light on dark
  * Pages and graphics assist user comprehension
	1 . . . 10 . . . 20		

Content:
  * Pages engage and hold users' attention and interest
  * Your own words - not copied and pasted from another site
  * Accurate, complete, up-to-date information
  * Identified sources of information with links back to site used for research
  * Correct spelling and grammar
  * Content is interesting and relevant
	1 . . . 10 . . . 20		

Audience Awareness:
  * An introduction to the site and its intended audience; or a mission statement
  * Content and language appropriate for the users
  * Attention to needs of different kinds of users. Experience and inexperienced Internet users.
	1 . . . 5 . . . 10		

Functionality:
  * Easy navigation
  * Consistent menus, buttons, and other icons
  * Alternative routes through the material
	1 . . . 10 . . . 20		

Technical Elements:
  * All links work
  * Use of thumbnail images for quick download
  * Alternative text page is offered when heavy graphics
  * Image links and image maps have alternative text
  * Pages are titled
  * Appropriate use of HTML tags (omission of errors)
  * Web-safe colours are used
  * Appropriate use of fonts
	1 . . . 10 . . . 20		

Credibility:
   * Resource links used to develop content are included
  * States the name of the institution and URL
	1 . . . 5 . . . 10		

Additional Bonus Technical Elements -			
Use of Java, JavaScript, Flash, ...	1 . . . 5 . . . 10		
Custom graphic is used - quality is...	1 . . . 5 . . . 10		
Custom animated GIF or Flash animation is used - quality is...	1 . . . 5 . . . 10		
A site map is used	1 . . . 5 . . . 10		
Image map created - quality is...	1 . . . 5 . . . 10		

Other added features not listed (Please list below)			