How to lay out a web page with CSS

You can use table design features in Adobe Dreamweaver CS4 to create a simple page layout. However, a more powerful technique is to use Cascading Style Sheets (CSS). The basic building block of CSS layout is the *div* tag—an HTML tag that in most cases acts as a rectangular container for text, images, and other page elements. When you create a CSS layout, you place div tags (or *divs*) on the page, add content to them, and position them in various places. Unlike table cells, which are restricted to existing somewhere within the rows and columns of a table, divs can appear anywhere on a web page. You can position divs *absolutely* (by specifying x- and y-coordinates), or *relatively* (by specifying their distance from other page elements).

In Dreamweaver, you can quickly and easily place an AP div (short for *absolutely positioned div tags*). These elements provide great control over the page layout, reduce the amount of code you need, and enable you to format layout blocks with margins, borders, and colors. In addition, people using screen readers to view web pages have a much easier time browsing pages built with CSS because the code is simpler and shorter. The limitation of an AP div, however, is that since it is absolutely positioned, its position never adjusts on the page to accommodate to the size of the browser window.

You will learn more about CSS in later units.

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Creating a new page

1. Start Dreamweaver.
2. Make sure the Files panel is visible (**Figure 1**).

   In Windows, it is docked at the right side of the screen. If the Files panel is not open, select Window > Files.
3. Make sure your portfolio site is selected. If it is not, click the Site pop-up menu and select your portfolio site.
4. Select File > New.

   The New Document dialog box opens (**Figure 2**).
5. With the Blank Page category selected under Page Type, click HTML.
6. Click Create.

   A new untitled HTML document opens.
7. To save the untitled document as your home page, select File > Save As.

   The Save As dialog box opens to the root folder of your portfolio site automatically.
8. Name the new page index.html and click Save.

   The new file, index.html, is added to the root folder in the Files panel (**Figure 3**).

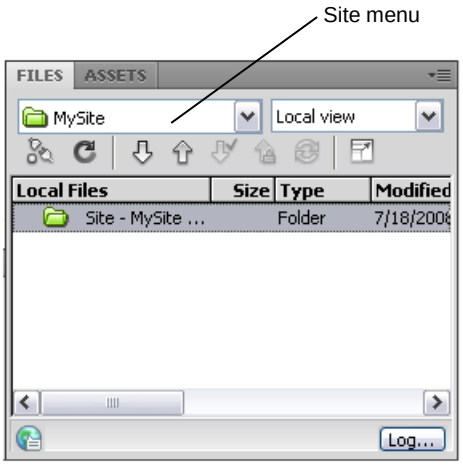

Figure 1 Files panel

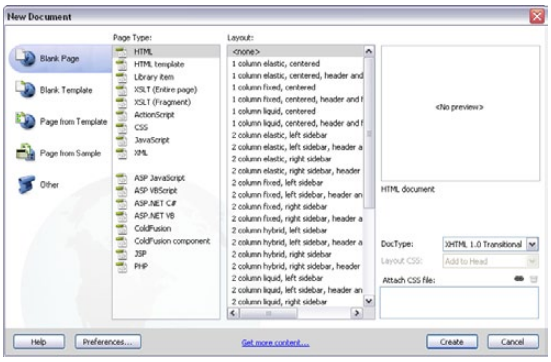

Figure 2 The New Document dialog box

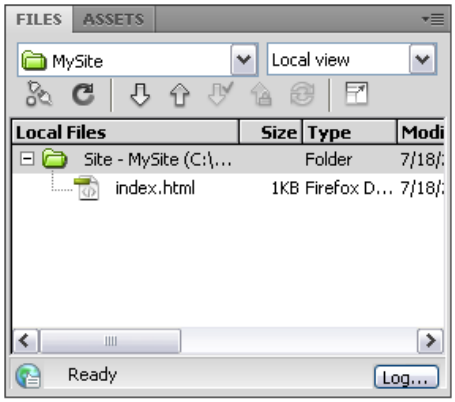

Figure 3 Files panel showing index.html

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Inserting a div tag

1. Select the Layout category in the Insert bar.

   Make sure the Standard mode button is selected (**Figure 4**).

2. Click the Draw AP Div button (**Figure 4**).

   The mouse pointer changes to a cross when you move it over the page.

3. Select one of the page areas on your storyboard. To create the div that will define this area on your page, drag a rectangle in the Dreamweaver document. When the rectangle matches the page area's size on your storyboard, release the mouse button.

4. Click the border of the div to select it.

   Handles appear along the border (**Figure 5**) and the div properties appear in the Property inspector.

4. Make sure the Property inspector is open (**Figure 6**).

   In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

5. Click in the CCS-P Element ID box **(Figure 6)** and enter a name for the div.

   Choose a unique name that will help you remember the div's contents, such as *header* or *navigation*.

   Note: "CSS-P" is a commonly accepted abbreviation for "CSS Positioning".

6. Click the Bg color box and select a color in the color picker.

   The div changes to the selected color.

7. Open the AP Elements panel (Window > AP Elements).

   You'll see that Dreamweaver has added the new div to the list of AP Elements.

8. Click once outside the new div to deselect it.

   A thin black line appears around the div. This line does not appear in a browser. If you do not see the line, select View > Visual Aids > CSS Layout Outlines.

9. Continue adding divs for all the sections on your storyboard. You can place divs directly alongside one another (**Figure 7**).

10. Save your page.

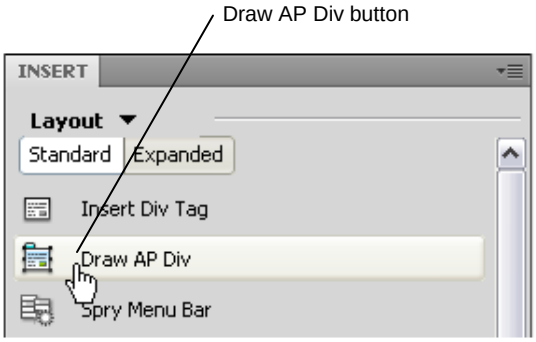

Figure 4 Insert bar, Layout category

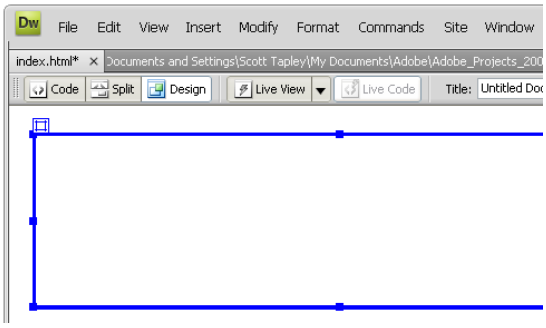

Figure 5 Div inserted and selected

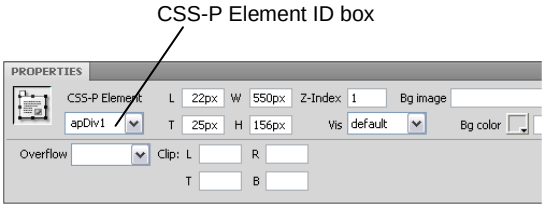

Figure 6 CSS-P Element ID Property inspector

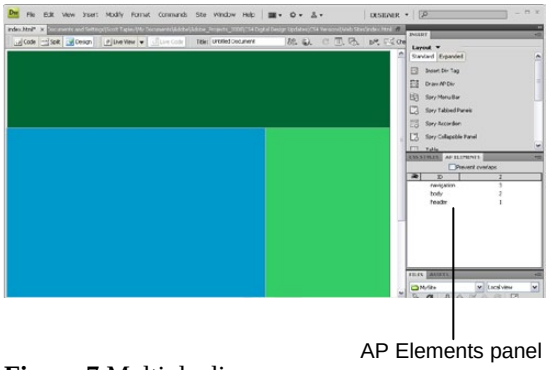

Figure 7 Multiple divs on page

Resizing divs

You can resize an individual div or simultaneously resize multiple divs to make them the same width and height.

Note: If the Prevent Overlaps option is selected in the AP Elements panel, you will not be able to resize a div so it overlaps with another div.

1. Select a div by clicking its border or by clicking the div's name in the AP Elements panel.
2. Do one of the following to resize the div:
   - To resize by dragging, drag any of the div's resize handles (**Figure 8**).
   - To resize one pixel at a time, hold down Control (Windows) or Option (Mac OS) while pressing an arrow key.

   Note: The arrow keys move the right and bottom borders of the div; you can't resize the top and left borders with this technique.

   - In the Property inspector, type values for width (W) and height (H).

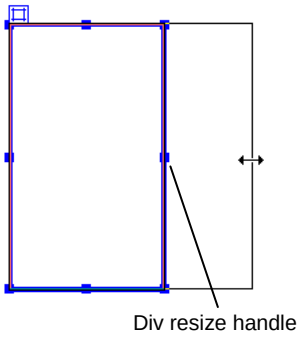

Figure 8 Resize by dragging

Moving divs

You can move divs in Design view in much the same way you move objects in most basic graphics applications.

To move one or more selected divs:

1. Select one or more divs.
2. Do one of the following:
   - To move by dragging, drag the div's selection handle (**Figure 9**).
   - To move one pixel at a time, use the arrow keys.

   Note: If the Prevent Overlaps option is selected in the AP Elements panel, you will not be able to move a div so that it overlaps another div.

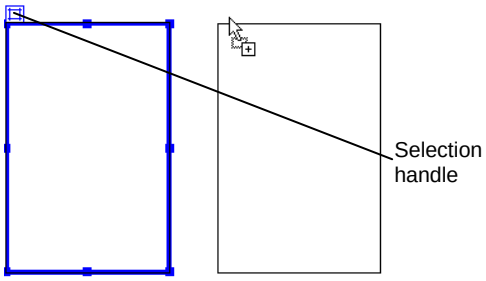

Figure 9 Moving a div

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Adding content to divs

You can add images, text, and other content (such as Flash movies) to your divs just as you would elsewhere in a web page.

1. To insert an image in a div, click in the div and select Insert > Image on the menu bar.

   Note: Make sure the div is sized large enough to hold the image or other content. If the div is sized smaller than the image, the div may not display correctly in all browsers.

2. In the Select Image Source dialog box, locate and select an image to insert (such as your page banner). Then click OK (Windows) or Choose (Mac OS).

   The image appears on the div (**Figure 10**).

3. To format the image in the div, select the image and select formatting elements in the Property inspector.

4. To add text to a div, click in the div and type text or paste text copied from another document.

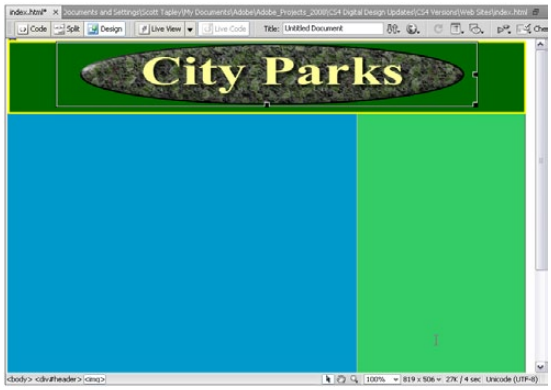

Figure 10 Div with image added

Previewing a page

You can add images, text, and other content (such as Flash movies) to your divs just as you would elsewhere in a web page.

To preview the page in a browser (**Figure 11**), select File > Preview In Browser and then select a browser from the submenu (or press F12).

Note: It is important to preview in a browser to make sure your design fits in a standard browser window. Try resizing the browser window to see the effect on your page.

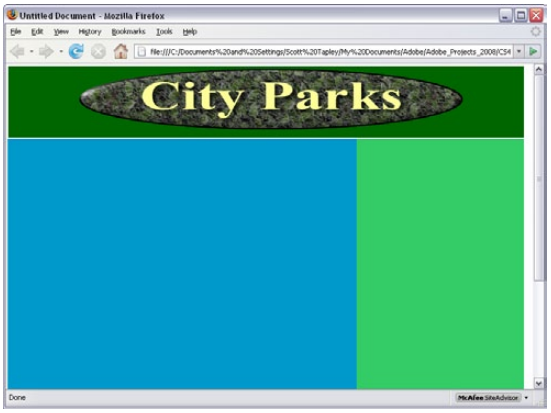

Figure 11 Web page in a browser window

How to create Cascading Style Sheets

Cascading style sheets (CSS) are collections of formatting rules that control the appearance of content on a web page. By using style sheets, you can achieve greater consistency across your website (even if your site consists of only one page). CSS styles provide you with a wide range of options for formatting text. This guide shows you how to take advantage of Cascading Style Sheets to maintain consistency and to apply characteristics to text.

If you've been using Adobe Dreamweaver CS4, you may have been using CSS without knowing it. Dreamweaver formats all text with CSS by default. Every time you change certain text properties in the Property inspector, such as text size and text color, Dreamweaver prompts you to define a mew CSS rule or update a style for the text. Dreamweaver places these style definitions in the beginning of each web page's code. A collection of these definitions is known as an *internal style sheet*, because it is contained within an individual web page.

Internal style sheets (sometimes called *embedded style sheets*) are great for maintaining consistency within a document, but Cascading Style Sheets are especially useful for maintaining consistency across a number of different pages. By using an *external style sheet*—a separate document that holds CSS style information—you can make sure that text appearance is consistent across multiple pages. Not only does a consistent appearance look more professional, but usability experts say that site visitors find what they're looking for more easily on sites where text appearance and placement is consistent.

Defining CSS styles

The most basic way to define CSS styles in Dreamweaver is to apply formatting by using the CSS options in the Property inspector. When you do, you are prompted to create a new CSS rule. You need to name the new rule and define the type of CSS.

There are three main types of CSS:

A Class style is similar to the styles you use in word processing and page layout programs. For example, you may want to format all body text in 10-point, Arial, dark green type. You can create a Class style with these attributes and then apply this style to all body text in your web site.

A *Tag* style applies global formatting to individual HTML tags, as opposed to individual selections. Suppose you want to modify the Heading 1 paragraph style to always appear in purple text. Instead of creating a class style and applying it to every heading in the document, you can create an HTML Tag style with these attributes and apply it to the Heading 1 <h1> tag. In effect, you are redefining the HTML tag.

An *ID* style is only used once within a document or page. It is used as a unique identifier (ID) for a style applied to elements such as a header, banner, or menu that is only present in one location in the document.

A *Compound* style is used to format text in different ways based on how a user interacts with the text. For example you can use a compound style to change the look of text when a user rolls over a link.

Whenever possible, redefine existing tags instead of creating new CSS styles. The existing tags provide a useful hierarchy for both you and the users of your site, and they also make it easier for people using screen readers to use your site.

In addition to using the CSS options in the Property inspector, you can define, apply, and modify CSS styles by using the CSS panel, which you will do in this guide.

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To redefine an existing HTML style tag by using a CSS Tag rule:

1. Start Dreamweaver.
2. Create a new HTML document.
3. Save and name the Dreamweaver document.
4. Type some text in the document.
5. Select the text.
6. Using the Property inspector, apply an HTML tag such as Heading 1 to the text.

   The text appears in the default Heading 1 format (**Figure 1**).

7. Make sure the CSS Styles panel is open and expanded.

   If it is not open, select Window > CSS Styles.

8. To create a new style, click the New CSS Rule button (+) at the bottom of the CSS panel (**Figure 2**).

   The New CSS Rule dialog box opens (**Figure 3**).

9. In Selector Type pop-up menu, select Tag.

   This option lets you add CSS properties to an existing HTML tag.

10. From the Selector Name pop-up menu, select h1 (the tag for Heading 1).
11. In the Rule Definition pop-up menu, select This Document Only or New Style Sheet File.

    The option *This Document Only* defines the style as part of the document's internal style sheet. The option *New Style Sheet File* defines the style as part of an external style sheet.

12. Click OK.

    Note: If you choose to create an external style sheet by selecting New Style Sheet File, you are prompted to select a location for the new style sheet (.css) document.

Figure 1 Text with default Heading 1 tag applied

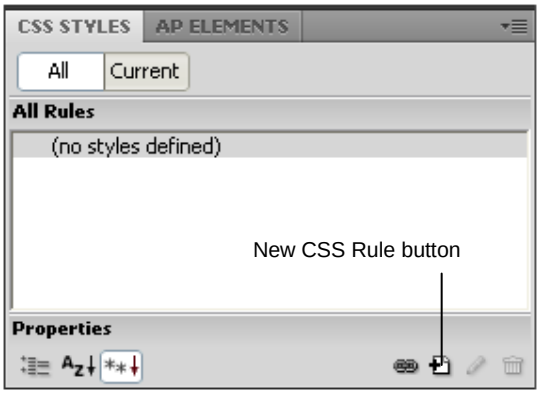

Figure 2 CSS Styles panel

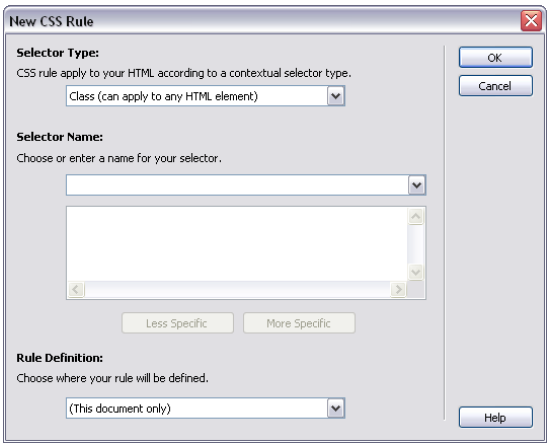

Figure 3 New CSS Rule dialog box

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The CSS Rule Definition dialog box opens with the Type category selected (**Figure 4**). The dialog box has the options listed below. (For more details, select Help > Dreamweaver Help.)

- *Type* changes text properties such as font, size, and color.
- *Background* controls background properties. For example, you can use a colored background or an image or create a fixed or scrolling background.
- *Block* controls spacing and alignment of text and lines on the document.
- *Box* changes the box that surrounds a block element. It affects properties such as height, width, padding, and margins.
- *Border* changes the border properties around text, such as style, width, and color.
- *List* controls list properties such as text type and bullet appearance.
- *Positioning* defines text position on the page.
- *Extensions* controls page breaks and the visual appearance of the cursor.

13. Select options for Type, such as the following (**Figure 5**):

- Select Verdana, Arial, Helvetica, Sans-serif from the Font-family pop-up menu.
- Select 14 from the Font-size pop-up menu, and select px (pixels) for the measurement unit (in the pop-up menu to the immediate right of the Font-size pop-up menu).
- Type **#006600** in the Color box, or select a color in the Color picker.

Note: All Heading styles are bold by default. If you don't want the text to be boldface, select Normal from the Weight pop-up menu.

14. Click Apply.

Observe that the Heading 1 text, or the text you chose, in the document has changed. (You may need to move the dialog box.)

15. To change the background, select Background in the Category pane on the left.

The Background category of the CSS Rule definition dialog box opens (**Figure 6**).

16. Select a color in the Color picker or type a hexadecimal number in the Background color dialog box, such as **#CCCCCC**. (Make sure the background color is lighter than the color of the text.)

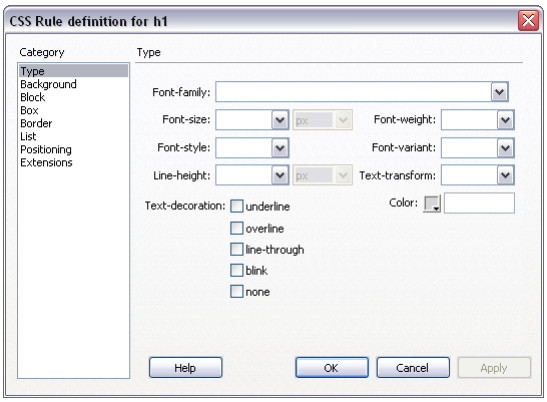

Figure 4 CSS Rule Definition dialog box

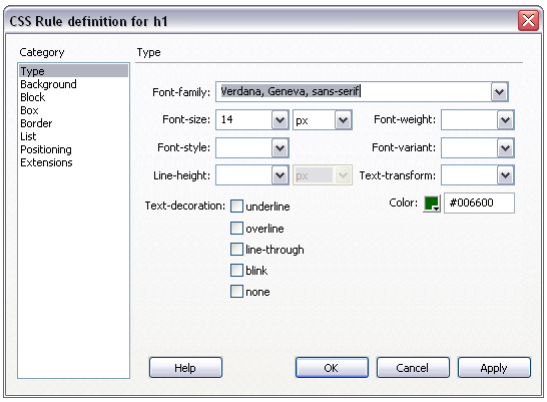

Figure 5 CSS Rule Definition dialog box showing type options

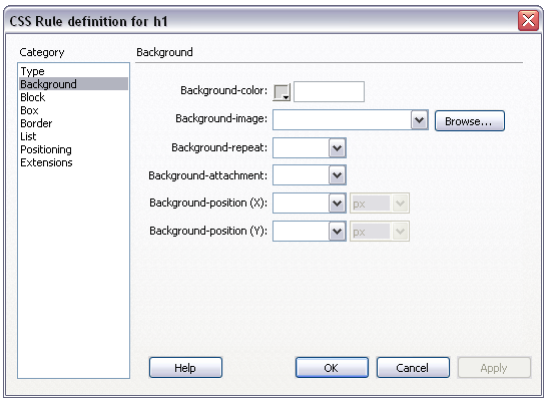

Figure 6 CSS Rule Definition dialog box showing background options

17. Click Apply to see your changes.

18. To change the border and its properties, select Border in the Category pane.

The Border category of the CSS Rule Definition dialog box opens (**Figure 7**).

19. Under Style, you can make changes such as deselecting the option Same For All and selecting the option Solid in the Top pop-up menu.

20. Under Width, you can make changes such as typing **1** in the Top pop-up menu, and leaving pixels selected as the measurement unit.

21. Under Color, you can make changes such as entering **#006600**, or whatever color you chose in step 13.

22. Click OK.

The CSS Rule Definition dialog box closes.

Observe that the appearance of the Heading 1 text you created has now changed (**Figure 8**).

23. Make sure the CSS Styles panel is open.

If it is not, select Window > CSS Styles.

24. Make sure that All is selected in the CSS Styles panel.

Observe that the h1 style now appears under <style> in the All Rules area, indicating that this tag is part of the style sheet. Also observe that properties for this tag appear in the Properties area (**Figure 9**).

25. To make further changes to the tag style, select it and click the Edit Rule button.

The CSS Rule Definition dialog box opens. Make any changes you wish. When you are finished, click OK.

Note: You can also make changes using the Properties area of the CSS Styles panel, but it is easier to make changes using the CSS Rule Definition dialog box.

26. To apply the style to new text, select the text and then select Heading 1, or the tag you modified, in the Text Property inspector.

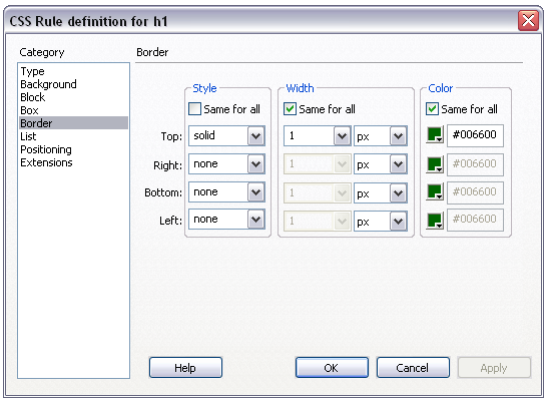

Figure 7 CSS Rule Definition dialog box showing options for formatting borders

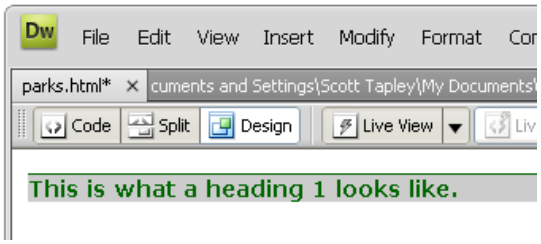

Figure 8 Text with new style formatting applied

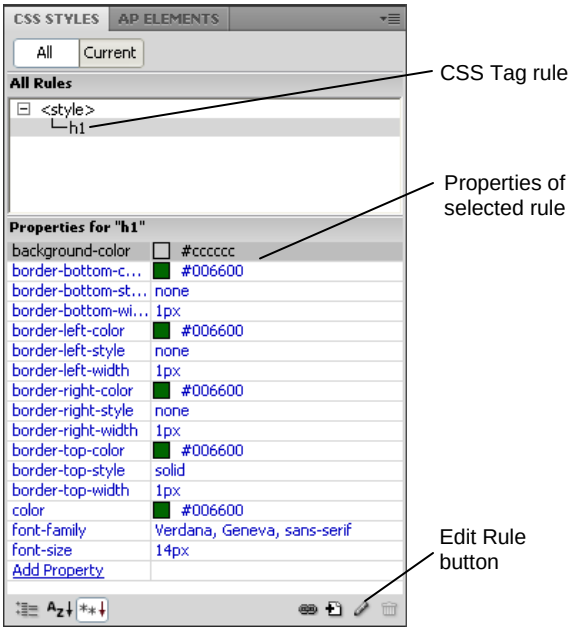

Figure 9 Style added to CSS Styles panel

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To create a new CSS Class rule:

1. Start Dreamweaver.
2. Create a new HTML document.
3. Save and name the Dreamweaver document.
4. Type some text in the document. Make sure that no formatting is applied to the text (**Figure 10**).
5. Make sure the CSS Styles panel is open.

   If it is not, select Window > CSS Styles.
6. To create a new style, click the New CSS Rule button (+) at the bottom of the panel.

   The New CSS Rule dialog box opens (**Figure 11**).
7. In the Selector Type pop-up menu, select Class.

   This option creates a new Class rule.
8. In the Selector Name box, type a name for the style such as **.warning**.

   Note: Class rule names must begin with a period and cannot contain spaces or special characters. If you forget to type the period, Dreamweaver will add this automatically.
9. In the Rule Definition pop-up menu, select This Document Only or New Style Sheet File.

   This Document Only option defines the style as part of the document's internal style sheet. *New Style Sheet File* option defines the style as part of an external style sheet.

   Note: If you select to create an external style sheet by selecting New Style Sheet File, you are prompted to select a location for the new style sheet (.css) document.
10. Click OK.

    The CSS Rule Definition dialog box opens (**Figure 12**).
11. Select the options for Type, such as the following (**Figure 12**):
    - Select Arial, Helvetica, Sans-serif in the Font-family pop-up menu
    - Select 12 from the Size-size pop-up menu, and select px (pixels) for the measurement unit.
    - Type **#CC0033** in the Color box, or click the color box and select a color in the Color Picker.

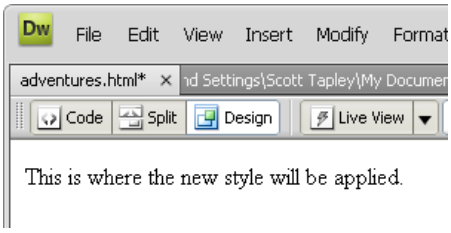

Figure 10 Text with no formatting applied

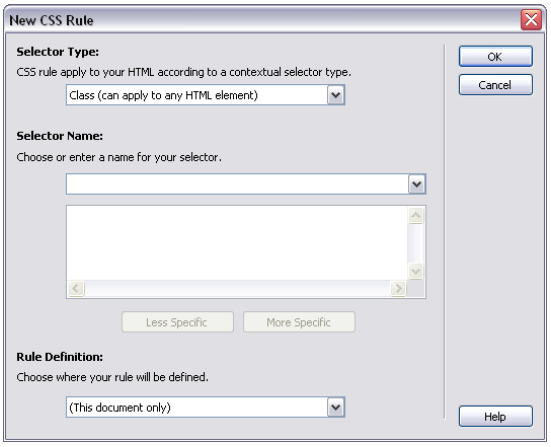

Figure 11 New CSS Rule dialog box

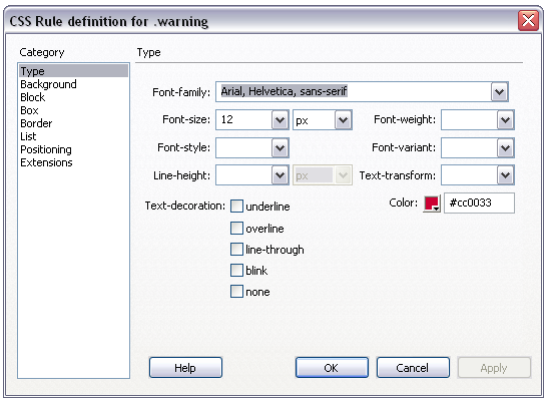

Figure 12 CSS Rule Definition dialog box showing type options

12. To change the formatting of text blocks, select Block in the Category pane.

The Block category of the CSS Rule Definition dialog box opens (**Figure 13**).

13. In the Letter-spacing box, you can make changes such as typing **3** and selecting pixels for the measurement unit.

This setting adds space between each letter.

14. In the Text-indent box, you can make changes such as typing **5** and selecting pixels for the measurement unit.

This indents the first line of each paragraph.

15. Click OK.

The CSS Rule Definition dialog box closes.

16. Select the document text.

17. Make sure the Property inspector is open and the HTML option is selected.

In Windows, the Property inspector is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

18. Select warning, or the name of your style, from the Class pop-up menu (**Figure 14**).

19. In the document, deselect the text by positioning the mouse pointer next to it and clicking once.

Observe that the format of the text has changed (**Figure 15**).

20. Make sure the CSS Styles panel is open.

If it is not, select Window > CSS Styles.

21. Make sure that All is selected in the CSS Styles panel.

Observe that the newly created CSS rule now appears under <style> in the All Rules area, indicating the new rule is part of a CSS style sheet. Also observe that properties for the style appear in the Properties area.

22. To make further changes to the style, select it and click the Edit Rule button.

The CSS Rule Definition dialog box opens.

Note: You can also make changes using the Properties area of the CSS Styles panel.

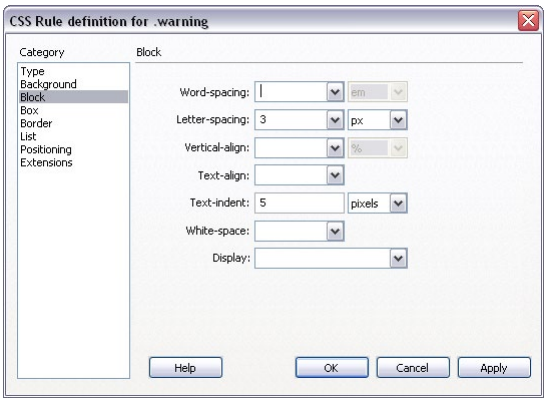

Figure 13 CSS Rule Definition dialog box showing options for formatting text blocks

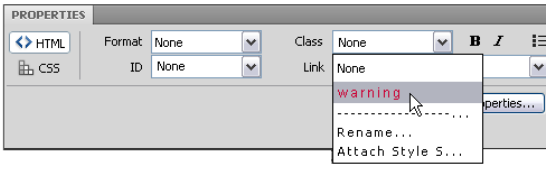

Figure 14 Text Property inspector

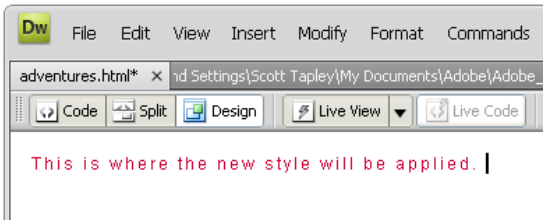

Figure 15 Formatting applied to text

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Exporting CSS rules to an external style sheet

You can convert an internal CSS style sheet to an external one by exporting it, removing the internal CSS style sheet, and attaching the exported CSS style sheet to one or more web pages.

To export a style sheet:

1. Make sure the CSS Styles panel is open (**Figure 16**).

   If it is not, select Window > CSS Styles.

2. Make sure that All is selected in the CSS Styles panel.

3. Select the CSS rule you want to move to an external style sheet.

   Note: To move more than one rule at a time, you can Shift-click to select multiple rules that are next to each other. To select multiple rules that aren't next to each other, you can Control-click (Windows) or Command-click (Mac OS) the names of the rules.

4. Right-click (Windows) or Control-click (Mac OS) the selected rule(s) and select Move CSS Rules in the context menu.

   The Move To External Style Sheet dialog box opens (**Figure 17**).

5. Select A New Style Sheet and then click OK.

   The Save Style Sheet File As dialog box opens (**Figure 18**).

6. Browse to a location for the CSS file, enter a name for the file, and click Save.

   Note: It is good practice to place CSS files in their own folder and good practice to name that folder "css."

   Dreamweaver exports the CSS file.

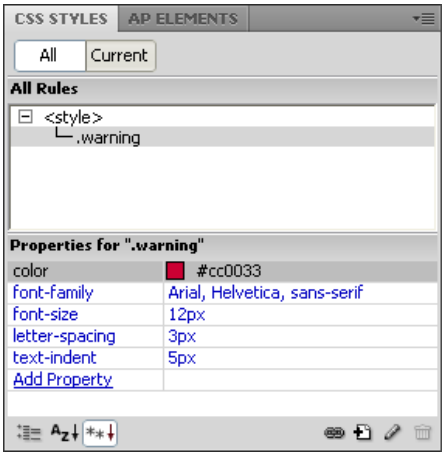

Figure 16 CSS Styles panel

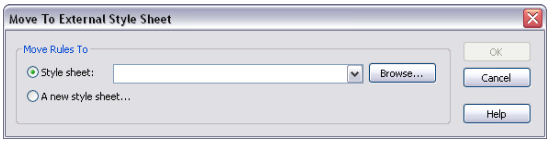

Figure 17 Move To External Style Sheet dialog box

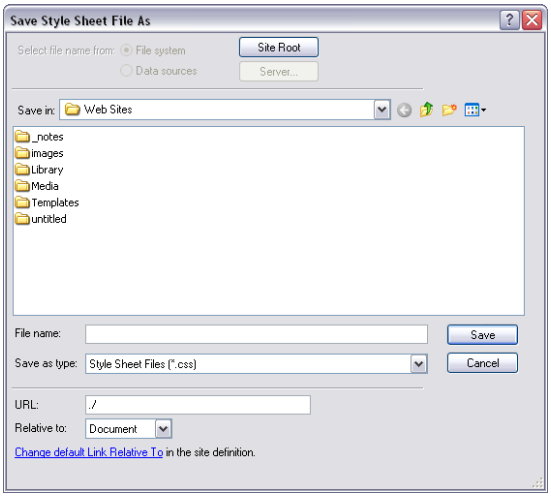

Figure 18 Save Style Sheet File As dialog box

To delete an internal style sheet:

1. In the CSS Styles panel under All, select <style>.
2. Click the Delete Embedded Stylesheet button (**Figure 19**).

   Dreamweaver removes the internal style sheet. If the internal style sheet contains any styles still being used on the page, the affected text reverts to its default formatting, or it takes on the formatting defined in the external style sheet.

Figure 19 CSS Styles panel

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Attaching an external style sheet

It's preferable to use external style sheets, especially if you have more than one web page. Once you create an external style sheet and attach it to multiple documents, you can instantly change any style in all your documents by making changes to the external style sheet.

Note: Once you start using an external style sheet, it is best to make all text formatting changes through that style sheet. If you make formatting changes through the Property inspector, Dreamweaver will automatically create a new internal style sheet.

1. Open a document.
2. Make sure the CSS Styles panel is open.

   If it is not, select Window > CSS Styles.
3. Click the Attach Style Sheet button (**Figure 20**).

   The Attach External Style Sheet dialog box opens (**Figure 21**).
4. Click Browse, navigate to your saved style sheet, select it, and click OK (**Figure 22**).

Figure 20 CSS Styles panel

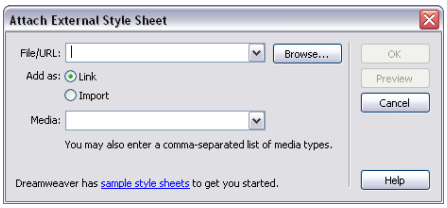

Figure 21 Attach External Style Sheet dialog box

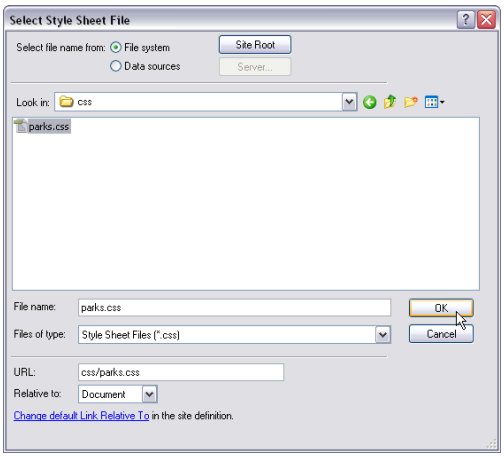

Figure 22 Selecting a CSS style sheet to attach

5. In the Attach External Style Sheet dialog box, click OK (**Figure 23**).

   Dreamweaver attaches the style sheet to your document (**Figure 24**).

   The style sheet's rules are now available in the Property inspector. You may need to expand the style sheet to see its rules.

   You can attach the same style sheet to multiple documents. When you make changes to the style sheet, those changes will appear in all documents the style sheet is attached to.

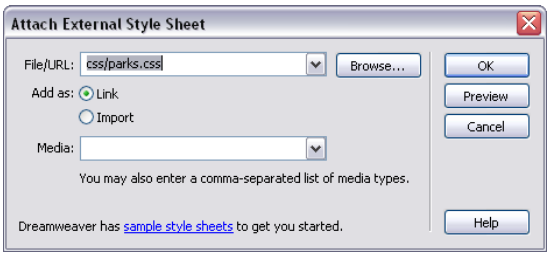

Figure 23 Confirming style attachment

Figure 24 Attached style sheet

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Creating external style sheets

You can also create external style sheets.

1. Start Dreamweaver.
2. Create a new HTML document.
3. Save and name the Dreamweaver document.
4. Make sure the CSS Styles panel is open (**Figure 25**).

   If it is not, select Window > CSS Styles.
5. To create a new style, click the New CSS Rule button (+) at the bottom of the panel.

   The New CSS Rule dialog box opens.
6. Select one of the following types of styles:
   - *Class (Can Apply To Any HTLM element).* Make your own HTML tag by naming a new style and defining its formatting.
     - In the Selector Type pop-up menu, select Class.
     - Type a name in the Selector Name box.

       Note: Class names typically begin with a period and do not have spaces or special characters. Example: .highlight (**Figure 26**).
   - *Tag (Redefines an HTML Element).* Change the default format of any tag in a document.
     - In the Selector Type pop-up menu, select Tag.
     - In the Selector Name pop-up menu, select the type of tag to redefine (for example, H1 tag, Body, or Table) (**Figure 27**).

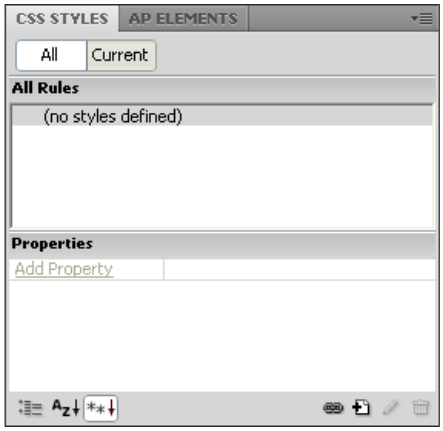

Figure 25 CSS Styles panel

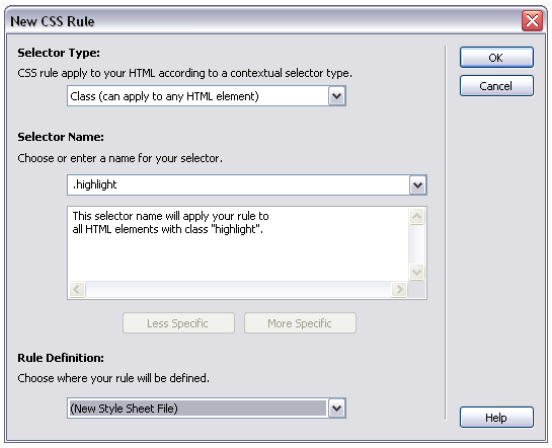

Figure 26 Create your own HTML tag (class)

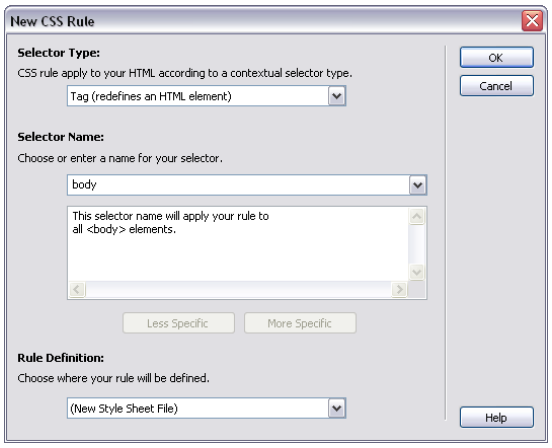

Figure 27 Modify an existing tag

- *ID (Applies To Only One HTML Element).*
  - In the Selector Type pop-up menu, select ID.
  - Type a name in the Selector Name box.
- *Compound (Based On Your Selection).*
  - In the Selector Type pop-up menu, select Compound.
  - In the Selector Name pop-up menu, select the type control to apply to linked text **(Figure 28)**.
    - Link controls the normal state of the link. The default color is blue.
    - Visited controls the link format after a visitor has clicked it. The default color is purple.
    - Hover controls the link format as the mouse moves over the link. The default color is red.
    - Active controls the link format while it is being clicked. The default color is red.

8. In the Rule Definition pop-up menu, select New Style Sheet File.

9. Click OK.

The Save Style Sheet File As dialog box opens (**Figure 29**).

10. Name and save the style sheet in your local root folder.

11. Make sure Site Root is selected in the Relative To box.

12. Click Save.

13. Use the CSS Rule Definition dialog box to set the formats for the new style.

14. Click OK.

The new external style sheet is automatically attached to the current document and listed in the CSS Styles panel (**Figure 30**).

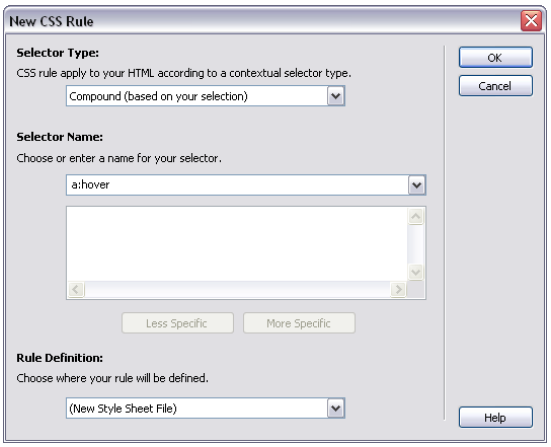

Figure 28 Create a Compound style

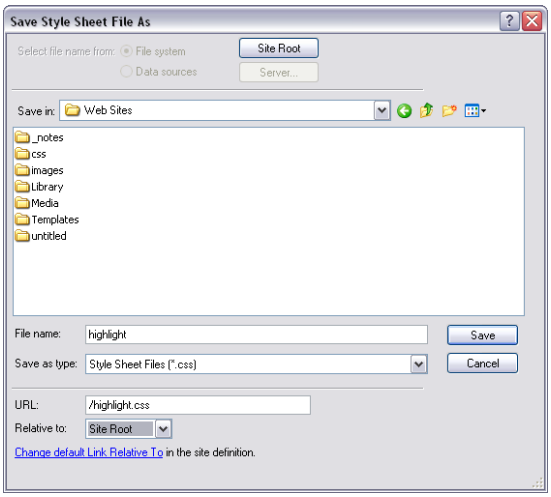

Figure 29 Save Style Sheet File As dialog box

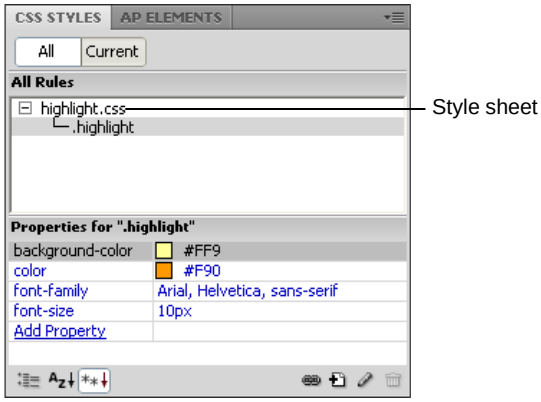

Figure 30 New external style sheet

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Edit styles

1. To view a style sheet's rules, click the plus symbol beside the style sheet you want to edit in the CSS Styles panel.

   Dreamweaver displays style sheet's rules.

2. Select the rule you want to edit.

3. At the bottom of the CSS Styles panel, click the Edit Rule button (**Figure 31**).

   The CSS Rule Definition dialog box for the selected style opens (**Figure 32**).

4. Make formatting changes in the CSS Rule Definition dialog box. Then click OK.

   The changes take effect immediately. Because you editing an external style sheet, the same changes are applied to any other documents attached to this style sheet.

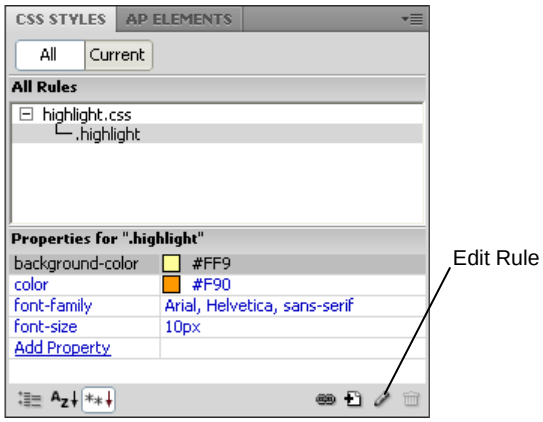

Figure 31 CSS Styles panel

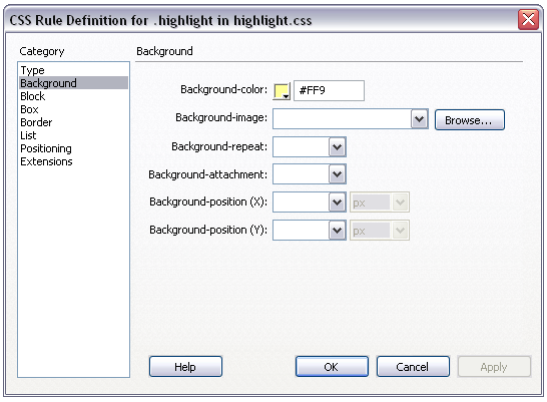

Figure 32 CSS Rule Definition dialog box

How to use templates

You can use an Adobe Dreamweaver CS4 *template* document to create multiple pages with the same layout. In a template, you control which page elements should remain constant in documents based on that template and which elements can be changed from page to page. Templates are helpful for building a website in which most pages have the same header, navigation system, and other elements. Using templates helps you save time as well as create and maintain a consistent look when more than one person is developing a site.

Creating a template

1. Start Dreamweaver.
2. Build a page that contains elements designed to appear on all content pages such as common graphics, a navigation bar, and common layout structures such as tables (**Figure 1**).

   Note: You may want to create navigation elements in Adobe Fireworks CS4 and export them as HTML documents.
3. Select File > Save As Template.
4. In the Save As Template dialog box (**Figure 2**), give the template a name. You can also enter a brief description of the template. Then click Save. If Dreamweaver asks if you want to update links, click Yes.

   Dreamweaver creates a Templates folder in your site root folder and saves your template in that folder. Template files have a .dwt file extension.

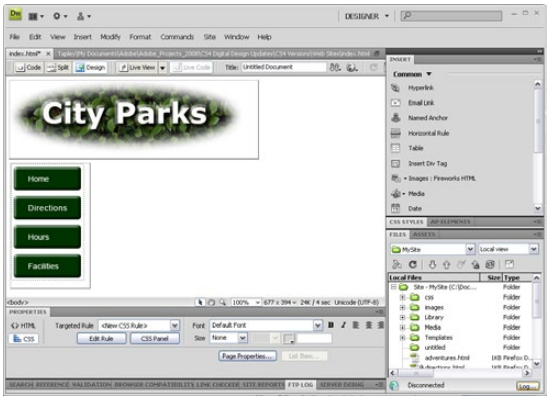

Figure 1 Common elements on a web page

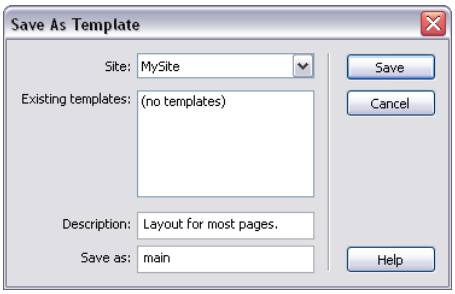

Figure 2 Save As Template dialog box

To create an editable region:

Editable regions in a template are the parts of the page layout that can be changed in files based on the template. Locked (non-editable) regions are the parts of the page layout that remain constant from page to page. All regions in a new template are locked, so to make the template useful, you must make some regions editable.

1. In the Layout category of the Insert bar, click Draw AP Div, and then drag on the page to create a new div to represent the editable region in the template.

   Note: You also click to indicate where to place the editable region, but using a div gives you more control over page layout.

2. With the div still selected, do one of the following to create an editable region:

   - Select Insert > Template Objects > Editable Region.
   - Right-click (Windows) or Control-click (Mac OS) the region and select Templates > New Editable Region from the context menu.
   - In the Common category of the Insert bar, click the Templates button (**Figure 3**), and select Editable Region from the pop-up menu.

   The New Editable Region dialog box opens (**Figure 4**).

3. In the dialog box, enter a unique name for the region, and click OK.

   The editable region is within the selected div, and is enclosed in a light blue rectangle on the template **(Figure 5)**.

   Note: You cannot use the same name for more than one editable region in a particular template. Use only letters and numbers in the name.

4. Save and close the template.

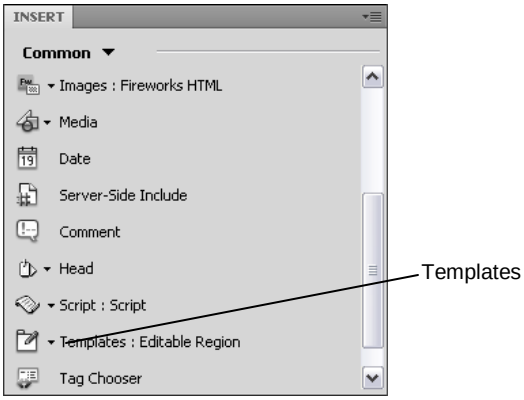

Figure 3 Templates button on the Insert bar

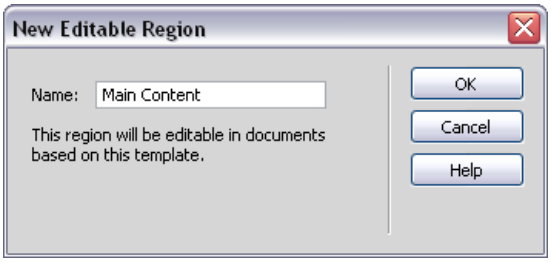

Figure 4 New Editable Region dialog box

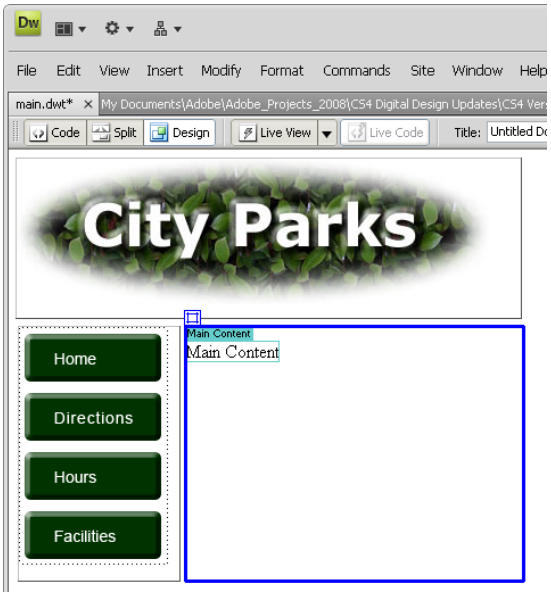

Figure 5 New editable region inside the div

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To create a document based on a template:

Once you create a template, you can use it to create new documents.

1. Select File > New.
2. In the New Document dialog box, select the Page From Template category.

   The dialog box displays your sites and all of the templates for the selected site. (**Figure 6**).
3. In the Sites list, select the site that contains the template you want to use.
4. Select the template you want to use.
5. Make sure the Update Page When Template Changes option is selected.

   With this option selected, Dreamweaver can update all template-based pages if you change the template later.
6. Click Create to create a new template-based page.

   The document opens in the Document window.

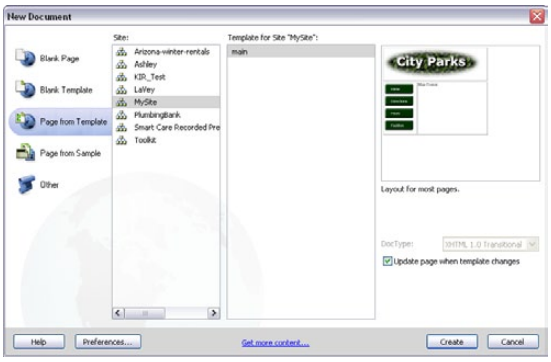

Figure 6 Page From Template category in the New Document dialog box

Editing a template

You can edit a template at any time, even if you have created pages based on the template.

1. Select Window > Assets.

   The Assets panel opens.
2. Click the Templates button on the left side of the panel (**Figure 7**).

   A list of the templates for your site appears in the lower pane. The upper pane displays a preview of the selected template. (You may need to scroll the preview pane to see this.)
3. Select the template you wish to edit and do one of the following:
   - Double-click the name of the template.
   - Click the Edit button at the bottom of the panel (**Figure 7**).
4. Edit the template in the Document window, changing non-editable elements or creating editable regions in the template as desired.
5. Save the edited template by choosing File > Save.

   The Update Template Files dialog box opens, with a list of the documents based on your template (**Figure 8**).

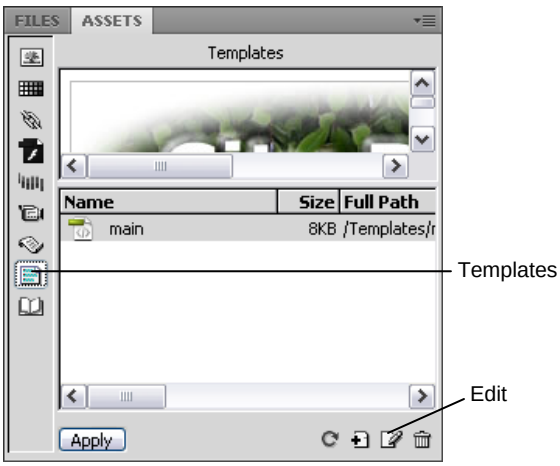

Figure 7 Assets panel

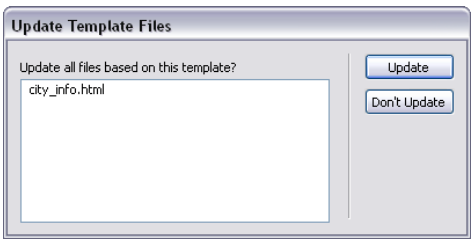

Figure 8 Update Template Files dialog box

6. Click Update to update the documents based on the changes you made in your template.

   If you have renamed or deleted any editable regions, the Inconsistent Region Names dialog box opens (**Figure 9**). It lists the regions in the documents based on the template that no longer exist in the template.

   Note: If you have enabled check in/check out, and the files to be updated are currently checked in, Dreamweaver asks to check these out before it can update them.

7. Select a region from the list.
8. In the Move Content To New Region menu, select a new region in which you want to place the content from the selected region (**Figure 9**).
9. Repeat steps 7 and 8 for the remaining regions in the list.
10. Click OK.

    The Update Pages dialog box displays a summary of the updates performed (**Figure 10**). You may need to select Show log to view the Status information.

11. Click Close.

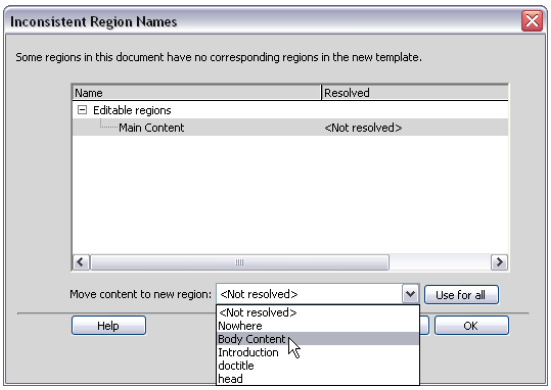

Figure 9 Inconsistent Region Names dialog box with Move Content To New Region menu

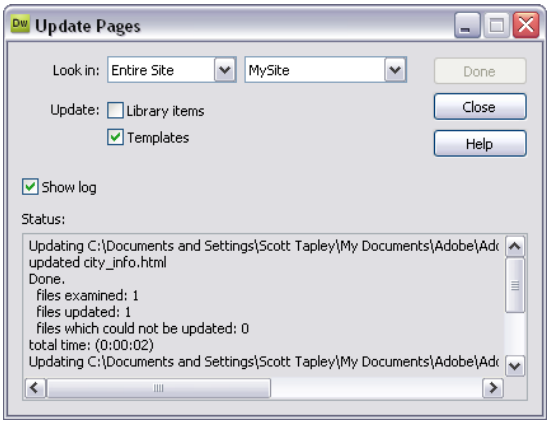

Figure 10 Update Pages dialog box

Deleting a template

1. Select the template in the Assets panel.
2. Click the Delete button (trash can icon) at the bottom of the panel and confirm that you want to delete the template.

   The template file is deleted from your site.

   Documents that were based on a template you have deleted retain the structure and editable regions the template file had before you deleted it. To turn such a document into a normal HTML file without editable or locked regions, you must detach it from the template.

Detaching from a template

To remove the template structure and constraints from a document based on a template, you can *detach* the document from the template. When a document is detached from its template, you can edit any element, including the regions that were previously locked.

1. To detach a document from a template, open the document.
2. Select Modify > Templates > Detach From Template.

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How to add Flash movies and Flash video to a website

To add interest and interactivity, you can add movies created in Adobe Flash CS4 and Flash video to your site. Flash movies contain animated and interactive content, while Flash videos incorporate video from other sources, such as a video camera. For example, you might add an instructional Flash movie about model rocketry, or a slide show, or some video that documents a community event.

Adding Flash movies (SWF files)

1. Start Adobe Dreamweaver and open the document in which you want to insert the Flash movie.
2. Make sure the Common category in the Insert bar is selected.
3. Click the down arrow on the Media button and select SWF in the pop-up menu (**Figure 1**).

   The Select File dialog box opens (**Figure 2**).

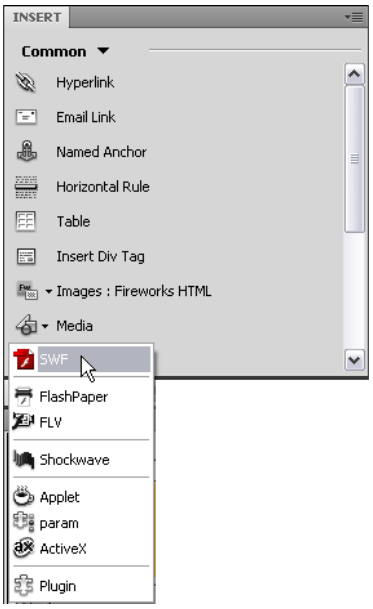

Figure 1 Media pop-up menu

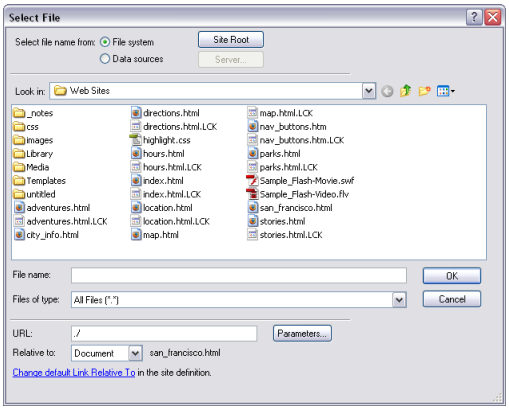

Figure 2 Select File dialog box

4. Locate and select the Flash movie (SWF), and then click OK (Windows) or Choose (Mac OS).

   The Object Tag Accessibility Attributes dialog box opens **(Figure 3)**.

5. In the Title text box, type a brief title to identify the movie's contents. Then click OK.

   A Flash content placeholder, rather than a scene from the Flash movie itself, appears in your document **(Figure 4)**. This is because the page is pointing to the Flash SWF file. When a visitor opens this page, the browser plays the SWF file.

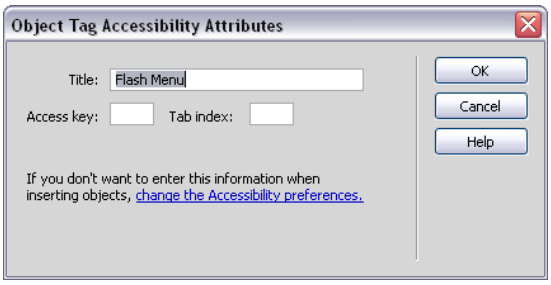

Figure 3 Object Tag Accessibility Attributes dialog box

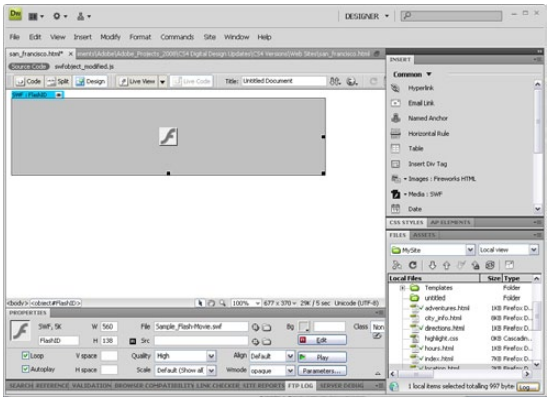

Figure 4 Flash content placeholder

To set play options:

To determine how the movie plays when the page loads, you set options in the Property inspector (**Figure 5**).

6. Make sure the Flash content placeholder is selected.

7. In the Property inspector (**Figure 5**), select the Loop option to cause the movie to repeat as long as the visitor is on the page. Or, if you don't want the movie to loop, make sure that the Loop option is not checked.

8. Select the Autoplay option to cause the movie to play when the page loads.

9. To test the movie, click Play.

   Dreamweaver plays the Flash file in the document, showing you what visitors will see when they view the page in a browser

10. When you are finished viewing the Flash movie, click Stop in the Property inspector.

Figure 5 Flash Property inspector

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Adding Flash video (FLV files)

Flash video plays like any other video content. When you add Flash video, Dreamweaver also inserts a set of playback controls. These controls appear in a browser when a visitor opens the page.

1. Click the down arrow on the Media button on the Insert bar and select FLV from the pop-up menu.

The Insert FLV dialog box opens (**Figure 6**).

2. Click the Browse button beside the URL text box.

3. Locate and select the Flash video (FLV), and then click OK (Windows) or Choose (Mac OS).

4. Make sure Progressive Download Video is selected in the Video Type menu at the top of the dialog box.

The Progressive Download Video option enables visitors to see movies as they download instead of waiting until after the entire movie has downloaded.

Note: The Streaming Video option requires the use of Adobe® Flash® Media Server.

5. Click the Detect Size button to fill in the Width and Height boxes.

Dreamweaver requires this information to include the video.

6. Select a skin from the Skin pop-up menu.

This determines the appearance of the Flash video playback controls (**Figure 7**).

7. Select the Auto Play option to cause the video to play when the page loads.

8. Select the Auto Rewind option to cause the video to rewind automatically when it reaches the end.

9. Click OK to close the dialog box and insert the video.

A Flash Video placeholder appears in your document (**Figure 8**).

10. Save the document.

Note: If the Copy Dependent Files dialog box opens, click OK to copy the necessary scripts to your site for proper playback of the video.

11. Select File > Preview In Browser and select a browser from the submenu to preview the page and test the video.

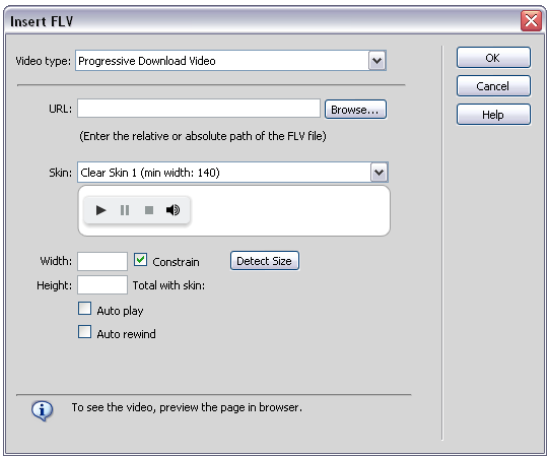

Figure 6 Insert Flash Video dialog box

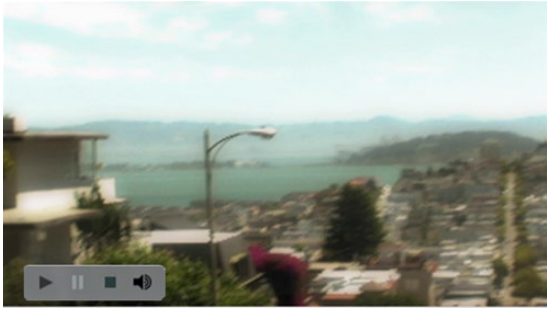

Figure 7 Flash video in a browser with Clear Skin selected

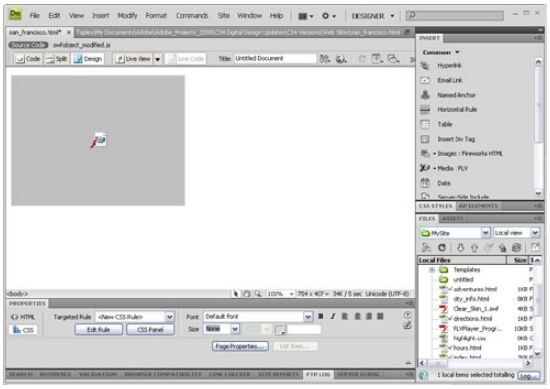

Figure 8 Flash Video placeholder

How to create forms

You can use forms to interact with or gather information from site visitors. With forms, visitors can provide feedback, sign a guest book, take a survey, or place an order for merchandise. In Adobe Dreamweaver CS4, you can create a variety of form elements, such as text fields, password fields, radio buttons, checkboxes, pop-up menus, and clickable images (such as a Submit button).

The Forms category in the Insert bar (**Figure 1**) contains buttons for creating forms and inserting form elements.

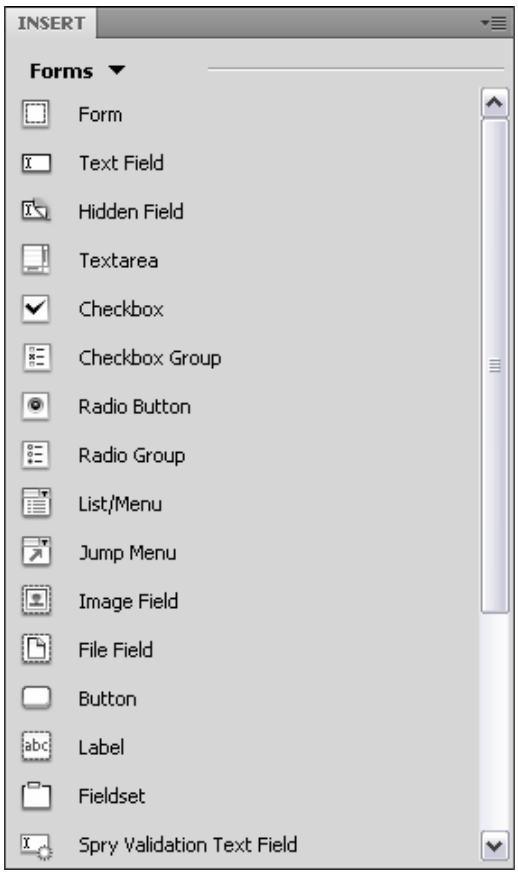

Figure 1 Forms category in the Insert bar

The data gathered in forms is usually sent to a database on a server or through e-mail. To set up the form processing, contact your site administrator. This guide helps you make the user interface of a form.

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Setting up a form

1. Open a page in Dreamweaver.
2. Place the insertion point on the page where you want to insert a form or draw a new div for more precise positioning of the form on your page.

   Note: To draw a new div, click Draw AP Div in the Layout category in the Insert bar, and then drag to draw the div. Be sure to make the div large enough to contain the entire form you plan to create.
3. Select the Forms category in the Insert bar (**Figure 1**), and click Form.

   A blank form appears, with a red dotted outline (**Figure 2**). You place all form elements inside this outline. If you placed the form inside a div, you may need to click outside the div to see the entire form outline.

   Form options appear in the Property inspector.
4. From the Method pop-up menu in the Property inspector **(Figure 3)**, select either GET or POST.
   - *GET* appends the form contents to the URL specified in the Action text box. Use GET if the form data is short and the results of the form will lead to a page that you want the visitor to be able to bookmark.
   - *POST* sends the form contents directly to the server in a manner that is not visible to the visitor. Use POST if the form data might be long (if, for instance, the form includes a text field that the visitor can use to type an unlimited amount of text).
5. In the Action text box, type the URL or CGI script that will process the form.

   Note: Get this information from your site administrator.

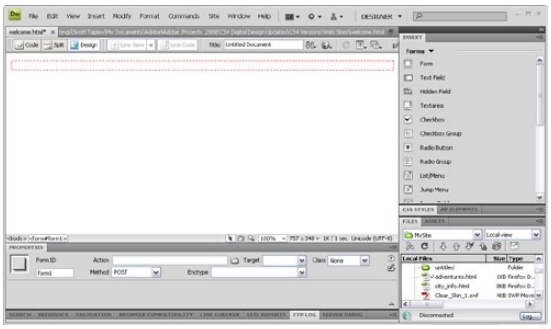

Figure 2 Blank form

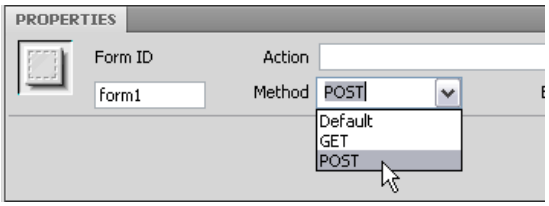

Figure 3 Method menu in the Property inspector

Adding form elements

Using the Forms category in the Insert bar, you can insert any combination of form elements within the red outline of the form. You can use tables to lay out these elements if you choose.

Using form fields

Form fields enable site visitors to enter text into a form. Form fields include the following:

- *Text fields,* in which a visitor types a response
- *File fields,* in which a visitor types the path of a file to upload to your server

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To add a text field:

Text fields provide a space in which visitors can enter text.

1. Click the Text Field button in the Insert bar.

   The Input Tag Accessibility Attributes dialog box opens (**Figure 4**).

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the text field in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

   The ID is used by HTML and/or Javascript code to distinguish this input tag from others, but it isn't visible to site visitors.

3. Enter a label for the text field in the Label text box. You can leave the other properties in the dialog box at their default values.

   The label will be displayed next to the text field, indicating to the visitor what to put in the field.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

   The text field appears in the form (**Figure 5**).

5. Click in the text field (not the label) to select it.

6. In the form Property inspector **(Figure 6)**, select one of the three types of text fields:

   - *Single Line* text for short answers
   - *Multi Line* text for long answers such as the visitor's description of a problem with a purchased item
   - *Password* text for passwords (in which asterisks appear in place of typed characters)

   Note: You can also create a multiple-line text field by clicking the Text Area button in the Insert bar.

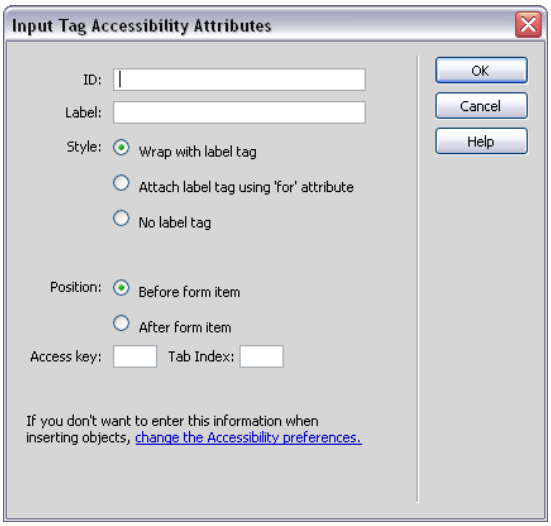

Figure 4 Input Tag Accessibility Attributes dialog box

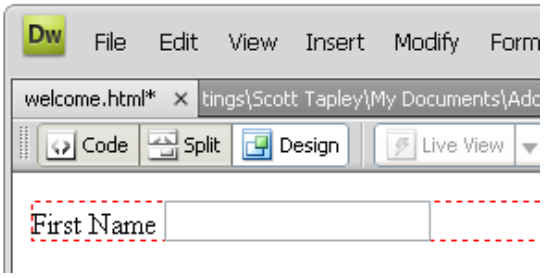

Figure 5 Example of text field in the form

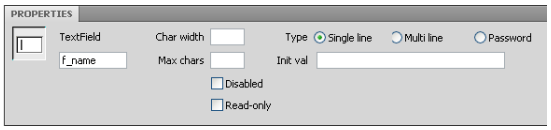

Figure 6 Form Text Field Property inspector

To add a file field:

A file field enables site visitors to select a file on their computers (such as a word-processing document or graphics file) and upload it to your server. A file field looks like other single-line text fields, except it also provides a Browse button. The visitor either types the path to the file they want to upload or uses the Browse button to locate and select the file.

1. Click the File Field button in the Insert bar.

   The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the file field in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

3. Enter a label for the file field in the Label text box. You can leave the other properties in the dialog box at their default values.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

   The file field appears in your document (**Figure 7**).

5. Click in the file field (not the label) to select it. In the Property inspector, in the Char Width text box, specify the maximum number of characters visitors will see in the field **(Figure 8)**.

6. In the Max Char text box, specify the maximum number of characters the field will hold.

   Note: Contact your site administrator to confirm that anonymous file uploads are allowed before using the file field.

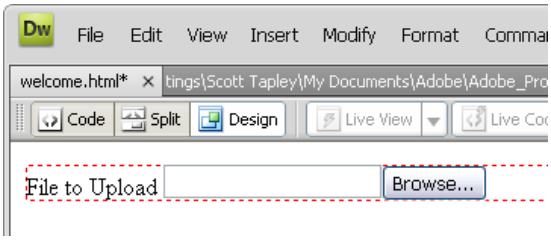

Figure 7 Example of file field

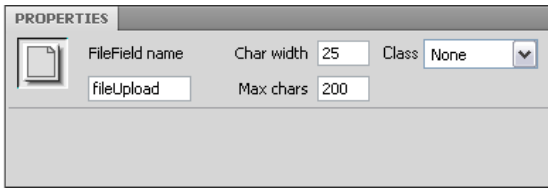

Figure 8 Form File Field Property inspector

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Using checkboxes and radio buttons

Visitors click a checkbox or radio button to make a choice. With checkboxes, visitors can toggle a single option on or off, or they can select one or more options from a group of options. With radio buttons, visitors can select only one option from a group of options.

To add a checkbox:

1. Click the Checkbox button in the Insert bar.

   The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the checkbox in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

3. Enter a label for the checkbox in the Label text box. You can leave the other properties in the dialog box at their default values.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

   The checkbox button appears in your document (**Figure 9**).

5. Click the checkbox (not the label) to select it.

6. In the Checked Value text box in the Property inspector **(Figure 10),** enter a value for the checkbox.

   This is the value that will be returned by the form. For example, for a checkbox that indicates whether a visitor wishes to be on a mailing list, you might set a value of 1 for *yes*.

7. For Initial State, select Checked if you want an option to appear selected when the form first loads in the visitor's browser. Otherwise, select Unchecked.

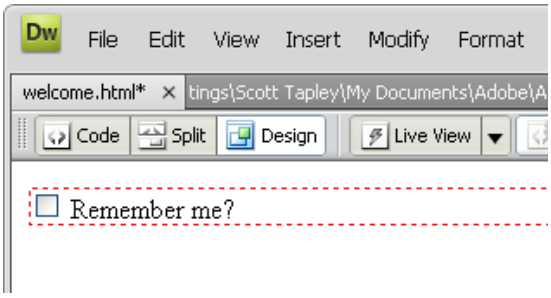

Figure 9 Example of checkbox

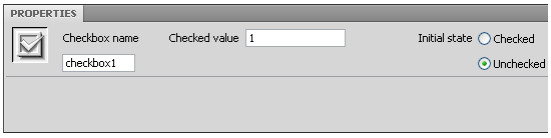

Figure 10 Form Checkbox Property inspector

To add a group of radio buttons:

Radio buttons are typically used in groups.

1. Click the Radio Group button in the Insert bar to insert a group.

   The Radio Group dialog box opens (**Figure 11**).

2. Enter a name in the Name text box.
3. Click the plus (+) button to add a radio button to the group.
4. Enter a label and (if you want) a checked value for each button.
5. Select an item in the radio button list, and click the up or down arrows to reorder the buttons.
6. Select Line Breaks to arrange the radio buttons without using a table. Select Table to arrange them in a table.
7. Click OK.

   The group of radio buttons is added to the form **(Figure 12)**.

8. Click a radio button (not its label) to select it.
9. In the Property inspector, click Checked or Unchecked to indicate if this option is selected by default (**Figure 13)**.

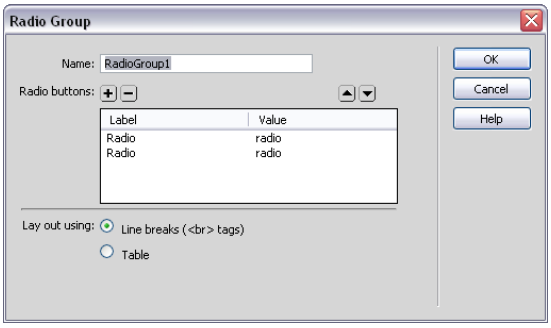

Figure 11 Radio Group dialog box

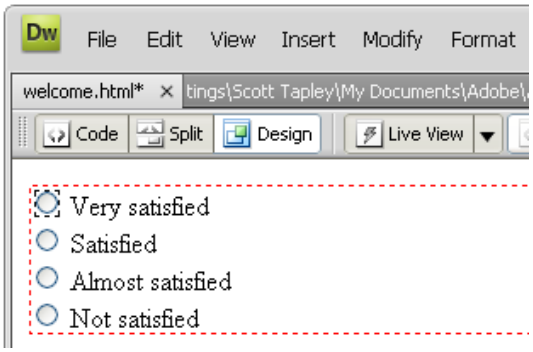

Figure 12 Example of Radio Group

Figure 13 Form Radio Button Property inspector

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Using lists and menus (List/Menu)

Lists and menus allow visitors to select options from a list or pop-up menu. With a list menu, you can display multiple options in a confined space and allow visitors to select multiple items. Visitors can select only one item from a pop-up menu.

To add a list menu:

1. Click the List/Menu button in the Insert bar.

   The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the list menu in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

3. Enter a label for the list menu in the Label text box. You can leave the other properties in the dialog box at their default values.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

   A list/menu field appears in your document (**Figure 14**).

5. Click the list/menu field (not its label) to select it.

6. In the Property inspector, for Type, select List **(Figure 15)**.

7. In the Height text box, enter the number of items the list will display.

   If this number is less than the total number of items in the list, a scroll bar will be displayed.

8. If you want to allow visitors to select more than one item in the list, select Allow Multiple for Selections.

9. Click the List Values button to add the list items.

   The List Values dialog box opens (**Figure 16**).

10. With the insertion point in the Item Label text box, enter the text you want to appear in the list.

11. In the Value text box, enter data you want sent to the server when a visitor selects the item.

    If you enter no value, then the form sends the label as the value for that item.

12. To add another item to the list, click the plus (+) button.

13. When you finish, click OK to close the List Values dialog box.

14. To have one of the items in the list selected by default, select that item in the Initially Selected text box in the Property inspector **(Figure 17)**.

    The Initially selected item is highlighted in the list **(Figure 18)**.

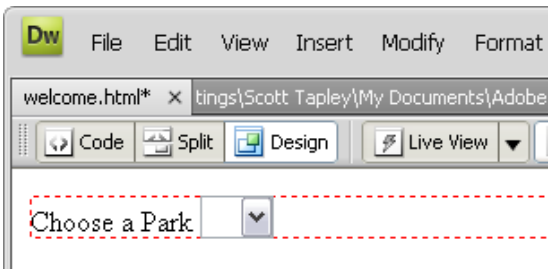

Figure 14 Example of list/menu field

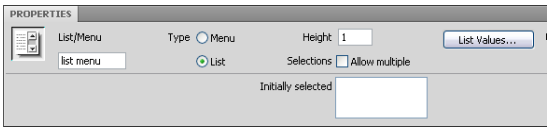

Figure 15 Form List Menu Property inspector

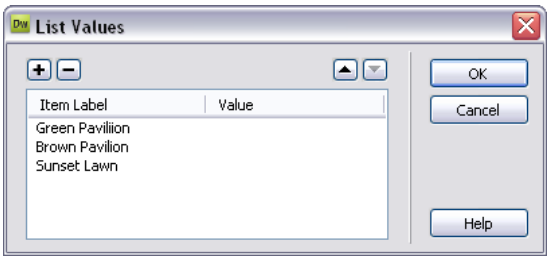

Figure 16 List Values dialog box

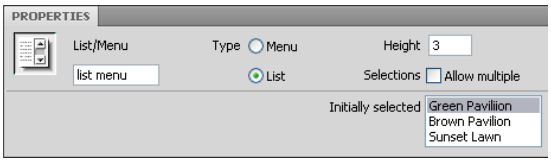

Figure 17 Choose which item is initially selected

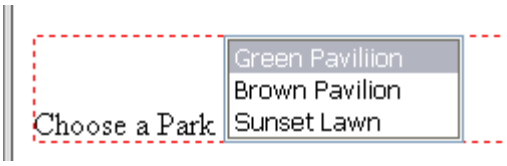

Figure 18 Form list with three items in the list

To add a drop-down menu:

1. Click the List/Menu button in the Insert bar.

   The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the pop-up menu in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

3. Enter a label for the pop-up menu in the Label text box. You can leave the other properties in the dialog box at their default values.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

   A list/menu field appears in your document (**Figure 19**).

5. Click the list/menu field (not its label) to select it.

6. In the Property inspector, for Type, select Menu.

7. Click the List Values button to add the menu items.

   The List Values dialog box opens (**Figure 20**).

8. With the insertion point in the Item Label text box, enter the text you want to appear in the menu.

9. In the Value text box, enter data you want sent to the server when a visitor selects the item.

10. To add another item to the menu, click the plus (+) button.

11. When you finish, click OK to close the List Values dialog box.

12. To have one of the items in the menu selected by default, select that item in the Initially Selected text box in the Property inspector.

    Note: To see these values on the page, you need to preview this page in a browser **(Figure 21)**.

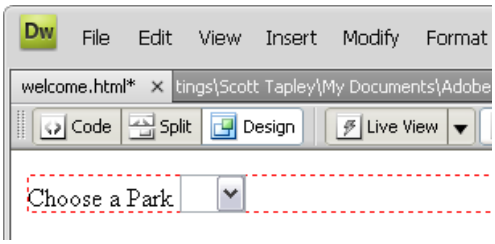

Figure 19 A list/menu field

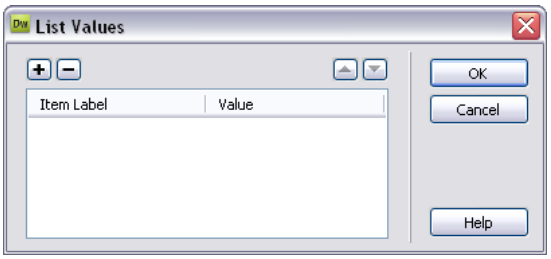

Figure 20 List Values dialog box

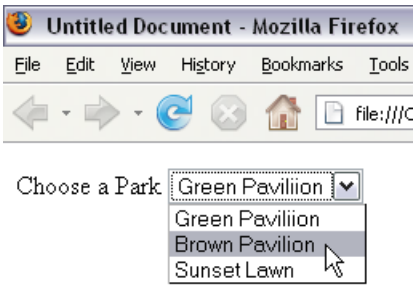

Figure 21 Preview in a browser

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Using form buttons

Form buttons control form operations. Use a form button to submit data entered into a form to the server or to reset the form. There are two types of form buttons: Standard text buttons are the browser's default button style, with text you want to display (typically *Submit*, *Send*, or *Reset*); graphical buttons use the graphic of your choice.

To add a standard text button:

1. Click the Button button in the Insert bar.

   The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the button in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

   Note: There are two reserved names: *Submit*, which submits the form data for processing, and *Reset*, which resets all the form fields to their original values.

3. Don't enter a label for the button. Click OK to close the Input Tag Accessibility Attributes dialog box.

   Note: A label would appear *next to* the button, rather than *on* it, so you don't want a label for a button form element. The text on the button itself is set by the button's *value* attribute, which you will set in the next step.

   A text button appears in the document (**Figure 22**).

   Note: In this example, a Submit button is placed below an existing file field.

4. Click the button to select it.

5. In the Property inspector's Value text box, enter the text you want to appear on the button **(Figure 23)**.

   Note: It's a good idea to set the value to whatever the button does. "Submit" is a good choice, but you might also consider brief phrases in the forms of commands (for example, "Send Message" or "Update Profile" or "Register").

6. Select the type of Action (usually this is Submit Form).

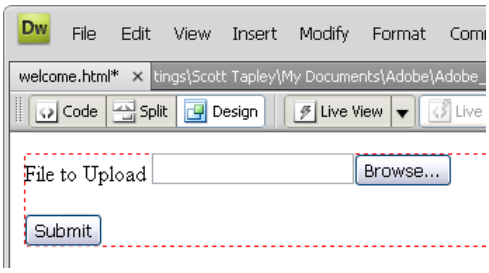

Figure 22 Example of text button

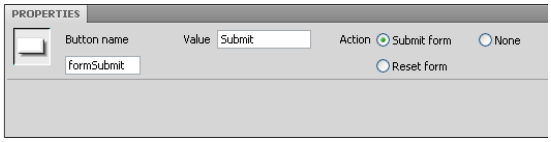

Figure 23 Form Button Property inspector

To add a graphical submit button:

You can use images as submit button icons. Using an image to perform tasks other than submitting data requires attaching a behavior to the form object by using the Behaviors panel.

1. Click the Image Field button in the Insert bar.

   The Select Image Source dialog box appears (**Figure 24**).

2. Locate and select the image to use as the submit button icon; then click OK (Windows) or Choose (Mac OS).

   The Input Tag Accessibility Attributes dialog box opens.

3. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the button in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

   Note: There are two reserved names: *Submit*, which submits the form data for processing, and *Reset*, which resets all the form fields to their original values.

4. Don't enter a label for the button. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

   The graphical submit button appears in your document (**Figure 25**).

5. Click the button to select it.

6. In the Alt text box, type alternate text you want to appear in place of the image for text-only browsers **(Figure 26)**. This should match any text displayed on the button.

   Note: You can also click the folder icon beside the Src text box to select a new image for the button.

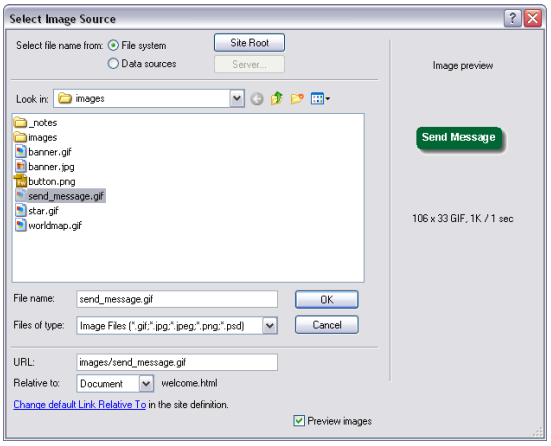

Figure 24 Select Image Source dialog box

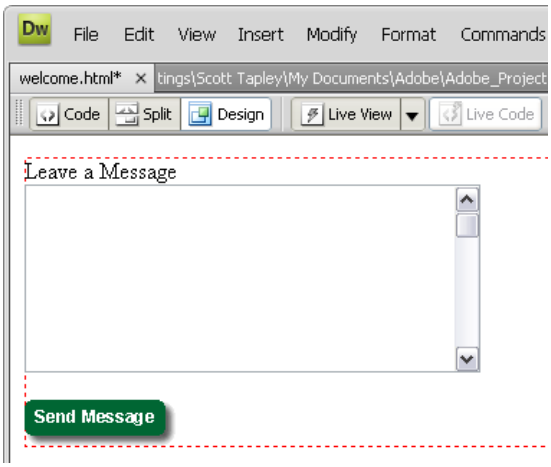

Figure 25 Example of graphical submit button

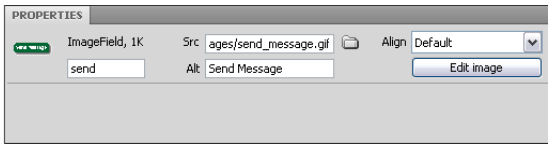

Figure 26 Form Image Field Property inspector

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Using jump menus for navigation

A jump menu is a pop-up menu with options that link to documents or files. It is a form element that acts as navigation. You can create links to documents in your website or other websites, e-mail links, links to graphics, or links to any file type that can be opened in a browser. Because using this type of menu will cause the browser to navigate to another page, don't mix jump menus with other form elements.

To add a jump menu:

1. Click the Jump Menu button in the Insert bar.

   The Insert Jump Menu dialog box opens (**Figure 27**).

2. Complete the dialog box.

   For more information, click the Help button in the dialog box.

3. Click OK.

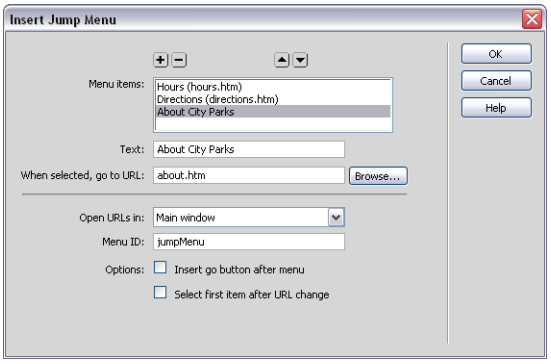

Figure 27 Insert Jump Menu dialog box

How to make websites accessible

Alternate text

Alternate text for images is critical for many devices that assist disabled people to access the web. The Property inspector in Adobe Dreamweaver CS4 has an Alt text box for entering alternative text for an image, link, or button. The text can be descriptive and as long as necessary, but it should be as succinct as possible.

Cascading Style Sheets (CSS)

Developers use CSS to separate content from presentation of their websites, allowing assisting devices easier access to the information provided in the content. Developers also use CSS to create a consistent structure for text content, aiding interpretive devices (such as text-to-speech browsers).

Image maps

Provide alternate text for hot spots in images to make them readable by interpretive devices.

Tables

Provide alternate text descriptions for tables, such as identifiers of row and column headings for data tables or longer descriptions for tables with textural information.

Templates and library objects

Designers can create a single, accessible template or a small set of templates as the basis of the entire site. Templates limit mistakes when multiple designers are working on a site. In addition, templates foster a consistent, easy-to-use site that keeps visitors oriented and has consistent common elements such as navigation bars.

Frames

Add descriptions of frames in the Adobe Dreamweaver CS4 Property inspector. This alternative text provides additional information to web browsers and readers as visitors navigate each frame.

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Movies

Use the Accessibility panel in Adobe Flash CS4 to provide text equivalents where appropriate. If there are movie elements that are purely decorative, are repetitive, or otherwise convey no content, then make those elements inaccessible by deselecting the option, “Make Object Accessible.” Use the Description section of the panel to provide context for the entire movie.

Device independence

Device independence means that your web page should not require a particular hardware device in order to use it. For instance, the page should not require that the user have a mouse in order to use it—all controls should be manageable from the keyboard. Provide a keyboard equivalent for each button, and include all links and buttons in the tab index, so that visitors can use the Tab key to move from one element to the next.

Use the Behaviors panel in Dreamweaver to create rollovers and other scripts that are triggered by logical events, such as onFocus and onBlur. Create scripts that combine mouse events with logical events to support a variety of visitors. For more about behaviors, see “Adding JavaScript behaviors” in Dreamweaver Help (in Dreamweaver, select Help > Dreamweaver Help).

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How to check links

A key technical testing task is to check all the links. Adobe Dreamweaver CS4 enables you to do this automatically.

1. Start Dreamweaver.
2. Make sure your site is open.
3. On the menu bar, select Site > Check Links Sitewide.

   The Link Checker tab displays all the broken links in the site (**Figure 1**).

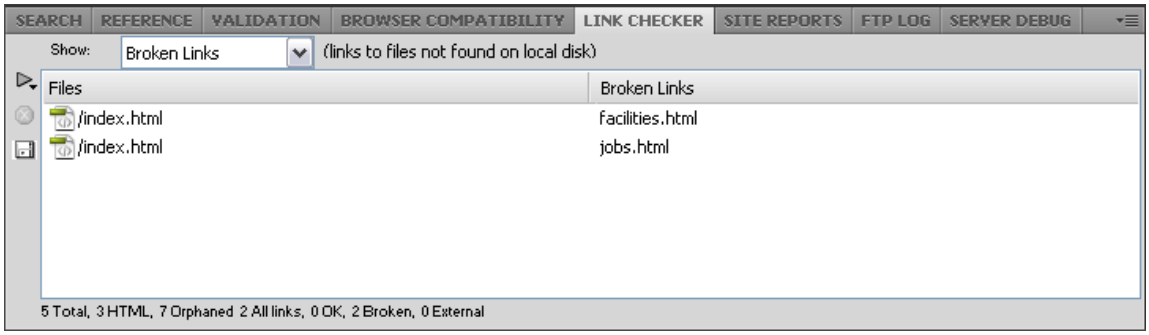

Figure 1 Link Checker tab

   Note: Even though links are listed as broken, check them in the browser to confirm.

4. Fix the broken links and check the links again.

   Note: To clear the current Link Checker results, select Clear Results from the Link Checker Options menu.

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How to publish web files

After you finish editing your documents, you need to publish them to your web server so the documents can be viewed.

Connecting to a remote site

Many websites let you publish files through FTP (File Transfer Protocol). You connect to a remote site by using the Site Definition dialog box in Adobe Dreamweaver CS4.

1. Select Site > Manage Sites from the menu bar.

   The Manage Sites dialog box opens (**Figure 1**).

2. Select the name of the site you want to connect remotely, and click Edit.

   The Site Definition dialog box opens.

3. Click the Advanced tab and select the Remote Info category in the Site Definition dialog box (**Figure 2**).
4. Select FTP in the Access pop-up menu.
5. Enter the FTP access information as directed by your teacher.
6. Click Test to test the connection.

   Dreamweaver confirms the connection.

7. Click OK.
8. Click Done to close the Manage Sites dialog box.

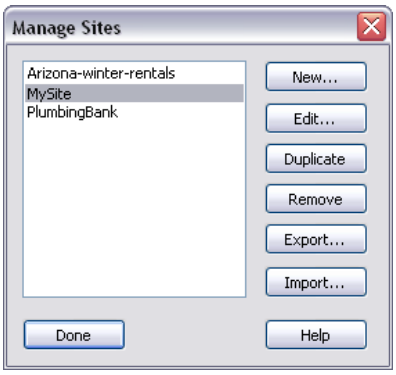

Figure 1 Manage Sites dialog box

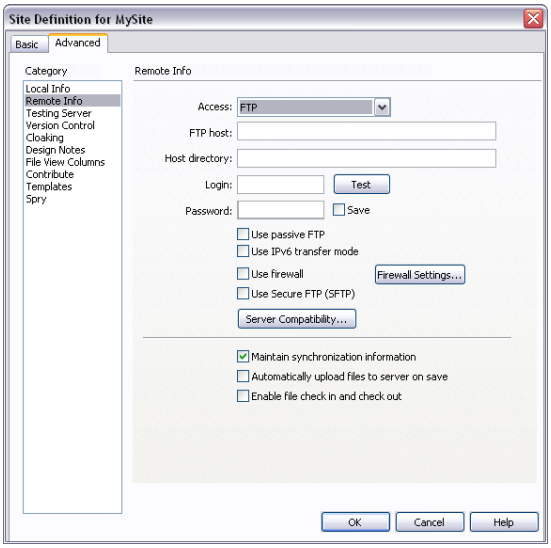

Figure 2 Site Definition dialog box

Uploading and downloading files

Once you establish an FTP connection, you can publish files directly from the Files panel.

Uploading the entire site for the first time

1. Make sure the Files panel is open (**Figure 3**).

   The Files panel is typically located on the right side of the screen. If the Files panel is not open, select Window > Files.

2. Click the Expand/Collapse button in the Files panel toolbar (**Figure 3**).

   The Files panel expands (**Figure 4**).

3. Make sure the Connects To Remote Host button is active (**Figure 5**). Click it if necessary.

   Dreamweaver connects to the web server.

4. Select the root folder for your site in the Local (right) pane.

5. Click the Put Files button (the upward-pointing arrow).

   Dreamweaver uploads the site's files and opens the Background File Activity dialog box (**Figure 6**).

   Note: To upload one or more folders or files without uploading the entire site, select them and click the Put Files button.

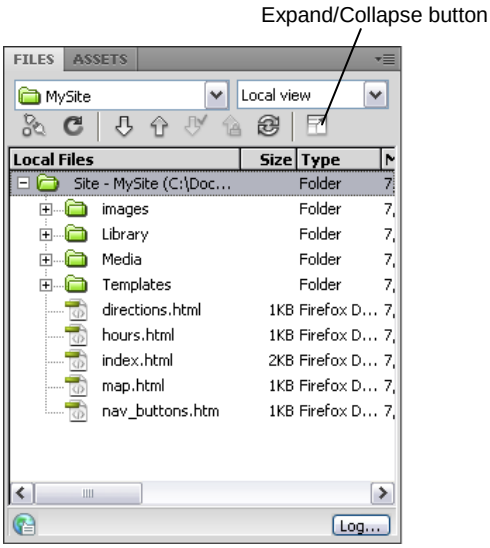

Figure 3 Files panel

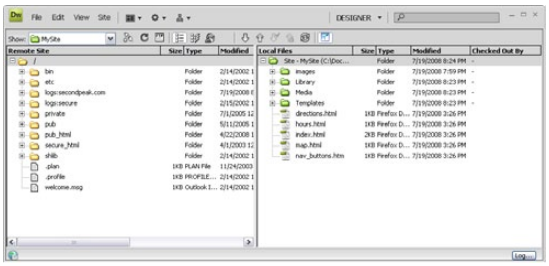

Figure 4 Expanded Files panel

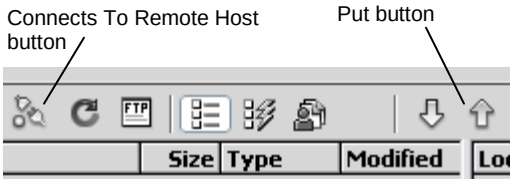

Figure 5 Connect To Remote Host and Put buttons

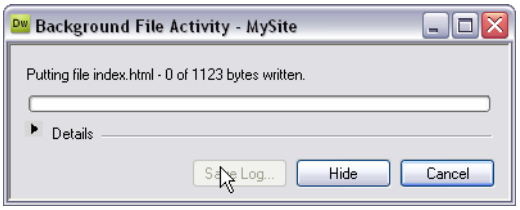

Figure 6 Background File Activity dialog box

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Uploading a revised version of an existing file

1. Select the file you have revised.
2. Click the Put Files button.

   Dreamweaver uploads the revised file.

Downloading files to work on them

Once your website has been published, you will often want to download a file so you can revise it. You do so through the Remote Site pane, on the left side of the expanded Files panel.

1. Click the Refresh button (**Figure 7**) to make sure the files in the Remote Site pane are up-to-date.
2. Select a file to download.
3. Click the Get Files button (**Figure 7**).

   If the file has any dependent files, the Dependent Files dialog box opens (**Figure 8**). Dependent files are files, such as images or Flash movies, incorporated into a web page. In most cases, you need to download these in order for a web page to appear correctly.
4. Click Yes.

   Dreamweaver copies the file and its dependent files to your local folder. The downloaded files appear in the right pane of the expanded Files panel.
5. Click the Disconnects From Remote Host button **(Figure 7)**, and then collapse the Files panel.

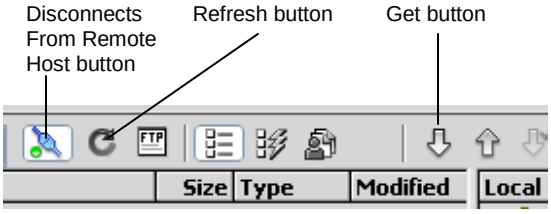

Figure 7 Get button

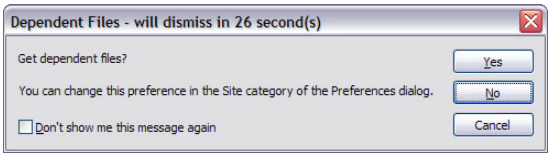

Figure 8 Dependent Files dialog box