The remote server information that we just ignored has to do with where your site will be stored on a Web server. As this suggests, Dreamweaver provides a facility for uploading your Web sites to the Web. However, we will instead be using a different method for uploading files.

Click *Done* on the summary page. You should see the "Files" panel on the right. This window is a useful tool that you can use to keep track of the files in your Web site. It can also be used to change between multiple Web sites – if you are maintaining more than one.

NOTE: <u>When started, Dreamweaver automatically uses the last site used.</u> This works well for personal machines but does not work for a shared lab environment where the last site used may be someone else's. **<u>Always remember to re-define your site to the proper location each time you use Dreamweaver in our lab.</u>**

Seeing the HTML

h. To start editing a new file, use the *File>New* menu option, then choose *HTML* and click *Create*. A blank document is shown. Take a moment to survey the icons and tabs in the various locations that you see ("Common", "Layout", "Properties" etc.). Move the cursor over different buttons that you see to get their names. You'll recognize many of the controls (particularly in the Properties window) from word processing, and you may have a good intuition about others from the HTML reading.

```
<!DOCTYPE HTML PUBLIC
<head>
<title>Untitled Documen
<meta http-equiv="Conte
</head>

<body>

</body>
</html>
```

i. Before typing anything into your web page, find and click on the "*Code*" view button on the left side of the new document's toolbar. This button will show you the HTML code that underlies your Web page. Currently, HTML code similar to this box should appear on the page.

Periodically throughout this activity you might want to take a "sneak peek" at the developing HTML code. Though we will primarily be using the WYSIWYG feature of Dreamweaver to create our pages, keep in mind that the editor can also be used to edit the "raw" HTML.

j. Click on the *Design* view button to return to the WYSIWYG view.

Page titles

The *title* of a web page is the information that appears in the *title bar* of the browser when the page is being viewed. It is also what appears in any Bookmarks lists. **Note that a title <u>doesn't</u> appear as content on the page itself**. Currently this document title should be "Untitled Document".

h. To give the page a title, click in the document toolbar where it says Title: "Untitled Document". Type a temporary name like Behold my new title! in the box. Again, click on the *Code* view button to see what has happened. Notice the title tags and your text. While still in code view, change the title text to something like "Jane Doe's Home Page"-only use your name. Click on the *Design* view button.

i. Execute *File>Save* to save the page. ***Make sure the file is saved in your local root folder***. Use the filename **index.html** for reasons that will be explained later. Look at the *Files* panel to see your new file.

2. Formatting the page and adding content

a. Enter your name, school year (junior, senior, etc.) and contact information (expected major department and e-mail address) on separate lines.

> **Note** the wide spacing between the lines of your information. This spacing is because the "Return" key places *paragraph* tags (<P>) into your document. A paragraph tag takes you to a new line <u>and</u> inserts a blank line. Preferable in some cases is a *line break* tag (<BR>). Delete just your department and email information and retype them using a *Line Break* at the end of each line (Get a 'break' by pressing the **Shift** and **Return** at the end of a line) Just remember – text separated by *line breaks* are treated as one paragraph!

Next, we will add formatting to your personal information. Here is how it's done in Dreamweaver:

b.   Position the cursor by clicking anywhere on your name. Then go to the **Properties** panel, **Format** pull-down menu (which currently is labeled either *None* or *Paragraph*). Choose the option *Heading 1*. Then do the same with your class year.

The Properties Window

c.   View the HTML again. Your name and class year should be surrounded with respective <H1>...</H1> tags, like so:

```
<H1>Jane Doe</H1>
<H1>Senior</H1>
```

d.   Next, type the words "Contact Information" on a new line above your major information -- and make it into a *Heading 2* format. Try making your email address a *Header 6* format.

3. Adding pages to your site

Virtually all Web sites consist of multiple interlinking pages. Adding new pages using Dreamweaver is straightforward. In this section we'll add a new page with some of your favorite links.

a.   Save and close the current page (this is your *home page*).

b.   Execute the command *File>New*   Choose *HTML* and click *Create*. This will give you a new blank page. **Save the file immediately** using the filename *links.html*. Note that the file should appear in your site's root folder. (See the **Files** pane on the right)

c.   Enter the text: *Links to some other stuff*

d.   Save this file

Now we're ready to start putting these pages together into an interlinked site.

4. Adding links to other documents

What makes HTML particularly special is the ability to include hypertext links in the Web pages it produces. Hypertext is the special words (or images) on a page that can take you somewhere else on the same computer—or halfway around the world—with a single click.

Implementing hypertext links is very simple in HTML. They employ tags like those we have already seen. The general format of a link is:

```
<A HREF="resource URL">text or image</A>
```

It's that easy! The *A* stands for "anchor", and *HREF* stands for "hypertext reference". *URL* stands for "Universal Resource Locator".

A basic familiarity with URLs is assumed, but as review, a URL such as this example:

```
http://cs.furman.edu/students/acmw/about.htm
```

breaks down as follows:

http:// — identifies the resource to be accessed as a hypertext page from another web site
cs.furman.edu/ — identifies the *server address* on the Internet
students/acmw/ — identifies the *directory path* to the resource
about.htm — identified the *file name* of the resource

There can be numerous variations of URLs. The resource identifier may be other things besides "http" for instance. Sometimes the path may be omitted, as well as the file name. This is because certain paths and file names are accepted as defaults by Web browsers. (**index.html** is a default name, as you may have guessed.)

It is important at this point to note that URLs come in two forms: ***absolute*** and ***relative***. The easier of the two to understand is the absolute form. In short, an absolute URL is one that is fully specified, including **http://** and the server address. The example above is an absolute URL.

Specification of URLs in HTML code can sometimes be simplified by using the *relative* form. This is possible whenever a link is to another resource <u>on the same computer</u> . In short, the resource identifier and machine address can be omitted in this case. As long as a browser can determine where a resource is—based on where you currently "are"— a URL can be relative.

> **Rule of thumb: use *relative* URLs when you are creating links to pages of your own, and use *absolute* URLs when you are creating links to pages elsewhere on the Web.**

Adding links: Relative URLs

Let's link together the pages of your site now. As the previous analysis suggests, we'll use relative URLs to do it.

a. Open your home page (`index.html`). [An easy way to do this is to use the "Files" listed by selecting from the **Files** panel on the right. Your current site ("*Bobs* Demo Web") should be shown. You'll see a convenient listing of all files and folders in the local root directory. Double-click the file *index.html* that you created earlier.]

b. Below your email address, we will add links to two other pages (*links.html* and *action.htm*) Start by positioning the cursor appropriately and entering these phrases "Other Links" and "Things to do" on separate lines.

c. To make the words "Other Links" into a hypertext link to your *links.html* page, Select that text with the mouse and then enter the URL of your *links.html* page in the *"Link"* box of the Properties window. Since this page is stored <u>in the same folder</u> as the home page, all you need is the **relative** URL — `links.html`. Instead of typing the filename, however, click on the folder icon to browse for the file. When you have confirmed the file selection, click *OK*.

d. To test the link, you'll need to view your page in a browser like Firefox or Internet Explorer. Save your file, then choose *File>Preview in Browser* and select the browser of your choice. When the browser opens, click on the "Other Links" text. Did it do what you expected? Close your browser.

e. Repeat the same process in order to make "Things to do" into a link to the *action* page found in the images folder.

f. Finally, open the `links.html`. Add the text "Return to Home Page" and make it a hyperlink back to `index.html`.

Open the file *action.htm* and look closely at the format of the link back to *index.html*. Notice how the relative path specifies to go "up" in the hierarchy. <u>This is important to remember</u>.

External Links (Absolute URLs)

You have now linked together the various pages of your demo site. But this is most interesting when we are able to link to sites other than our own:

g. Open your "links" page and insert the following text (<u>before</u> the "Return to Home Page" hyperlink)

    using the *Header 2* format: `My Links`
    as regular text: `Sports Site`

h. Now, make the words "Sports Site" into a hypertext link. As you did before, select the text and then use the "Link" box of the Properties window to type

    `http://sportsillustrated.cnn.com`

    Hit the *Enter* key. In your file the "Sports Site" text should now be a link.

i. Test the link by previewing the page in a browser.

j. In Dreamweaver, click the *Code* view of the *links.html* page. You should see the following code:

    ```
    <A HREF="http://sportsillustrated.cnn.com">Sports Site</A>
    ```

k. Find and make note of 2 or 3 URLs other favorite external pages and add new links to your *links* page. Be sure to separate the items with paragraph breaks. Confirm each link by previewing in a browser.

> **Links**
> When creating links to existing Web pages, *Copy* and *Paste* can be valuable aids. When you find a page that you want to link to, highlight the URL in the browser window and select *Copy* from the **Edit** menu. Then return to the Properties window of Dreamweaver and *Paste* the URL.

The e-mail link

A popular web page feature is to have a link that allows someone to quickly and easily send e-mail to the author of a particular page. Make your e-mail address into one of these.

m. Highlight your e-mail address on your home page. In the "Link" field of the Properties window, enter the following:

```
mailto:first.last@furman.edu
```

using your own e-mail address (of course!). *Confirm that there are no spaces*; then hit the Enter key.

> CS LAB NOTE: The email link **may not actually allow you to send mail in this shared lab** environment, but it should fail gracefully – it should work fine from a personal machine with mail properly set up

Note that you can also create a new e-mail link easily using Dreamweaver and the *Insert E-mail Link* button in the toolbar.

5. A bit more HTML

Before moving on, let's apply a bit more polish using additional features of HTML.

Horizontal rule tag <HR>

> You have already seen how to separate the different segments of your page using paragraph heading sizes. Often a non-text separator is desirable. It is for just this purpose that HTML includes a facility for including horizontal lines as dividers. These are implemented using the <HR> ("horizontal rule") tag.

a. As a learning experience, we will add this tag by typing directly in the HTML. Return to the *index* page and click *Code* View. Move your cursor to before the "Contact Information" header tag. Type the <HR> tag. View in WYSIWYG (design view); if a horizontal line did not appear, recheck your tag.

Lists

> Web page information is often organized into lists. HTML provides tags for the implementation of three major types of lists: unordered (bullets), ordered (numbered) and definition lists. We'll implement the first two today, and leave the third to your own exploration.

b. Open your *links* page and convert your list of links to an <u>unordered</u> list: First highlight all the links that you created earlier. Then click the *Unordered List* button in the Properties window (that's the one with the bullets).

> You can also create lists simply by typing them while the *Unordered List* button is clicked. To end the list, hit the "Enter" key twice consecutively, or re-click the *Unordered List* button.

c. Take a look at the HTML code - you should recognize the HTML tags that handle the list items. (<ul> for *unordered list*; for *list item; would be the tag for ordered list*)

Character formatting

> Centering text and formatting characters (bold, italics, etc.) is as easy in Dreamweaver as it is in a word processor. You should experiment with some of these options (in the Properties window).

6. Using images

Let's add a picture to the beginning of your home page, just before your name. Images that are interspersed with your text are called *in-line images*. A special tag, called *IMG*, is used to include these. This tag uses the following basic format:

```
<IMG SRC="URL for image">
```

The first thing you will need, of course, is a digitized image of some kind. A scanner, digital camera or drawing or painting software could be used to create original images. Also, any image that you find displayed on the Web can be downloaded to your disk and re-used (with permission, if necessary). To see how it's done, let's get a picture of some Furman scenery.

> **Note:** If you choose an image that is on your disk but not in your local site root folder, you will be given the opportunity to make a copy of the image somewhere in the root folder. You *should* make a copy. If you don't, everything will work fine for *now*, but the image will be "broken" when you upload your site to a Web server, because the server won't know where it is.

a. First, use a web browser to access *http://www.furman.edu/postcard/* Select a Furman scene by clicking on it. To save your own copy, simply right-click on the image. A menu will pop up on the screen. Select *Save Image As* (or *Save Picture As*). You will then be presented with a dialog box asking you where to save the file. Save the image file into your "Demo" web site that you've been working in. Don't change the file name, but make a mental note of what it is.

b. Return to Dreamweaver and open your *index* page. Position the cursor before your name and hit the *Enter* key, then reposition the cursor above your name. Click on the toolbar's *Image* button— identified by a small drawing of a tree (or use the menu: *Insert>Image*). Navigate within your site folder and select the image that you just downloaded. Click *OK*. (You may ignore any other dialog options if shown) The image should appear on your page.

c. Note the little black squares around the image. Use these to resize the image, as needed, by clicking and dragging. Resize the image to the size of a business card (about 2 inches?). Now, save your home page.

d. Return to the site "File" listing. Now we'll illustrate another nice feature of Dreamweaver. Note that your Furman image is stored with all of your other files. It is better idea to organize all images for your site in a common location, such as the "images" folder I created for you. Within Dreamweaver, reorganizing is easy, from the Files panel simply drag the file icon for the image that you downloaded onto the "images" folder and release. (When Dreamweaver asks you to "update files", answer yes, by clicking "Update")
Ordinarily, at this point you may not expect the image to show up on your home page anymore, because the image file *location* has been moved. However, Dreamweaver has updated the URLs of all files that need to link to the image. To see this, return to your home page and click the *Code* View button. Find the <IMG> tag and note that the "images" folder name is now part of the relative URL for the image. [Note: You may also use this tool to rename a file and Dreamweaver will change all references to it]

e. As mentioned earlier, hypertext links need not always be text. We can make the Furman image into a link to the Furman home page simply by treating the image as we have previously treated text links.

Make sure that you are in the WYSIWYG design view -- click once on the image to highlight it. Then enter the Furman URL in the "Link" field of the Properties window (absolute URL please!). Save these changes and then preview/test the page.

Replace your **background color**

f. To apply a colored background to a page, simply select *Page Properties* from the **Modify** menu. Find the **Background color** and click the *Color Selection box* to select an appropriately light color. (Note that Link colors and other page properties could also be modified here.)

7. Miscellany- additional notes regarding Web authoring with Dreamweaver

Returning to work on your site

When you come back to edit your site again, you must begin by "defining your site". This is what you did at the beginning of this lab (steps 1c-1g).

> Note: When you are defining or editing your site, you may see a list of other defined sites. These might remain from other students using this computer in other classes. To be safe in the lab, always define a new site. Always make sure your site is defined to your folder and not someone else's.

Importing information

If you have previously created HTML pages using other tools (e.g., raw HTML, Microsoft Office, another Web editor, etc.) it is no problem to import them into Dreamweaver. Simply copy the needed files into your local root directory and open them as you would one of the files from your site created by Dreamweaver. Since HTML is machine-independent (works the same on all computers), Dreamweaver will interpret the HTML correctly, no matter how complicated.

Final Tasks

We've covered the basics, in the next few weeks we will cover some fancier things.

- SAVE ALL RELEVANT FILES ONTO YOUR PERSONAL BACKUP AREA (Fushare, USB DISK, et al)
- CONFIRM THAT ALL FILES ARE PROPERLY SAVED

Saving Your Data on the G-Drive (fushare)

If you have a *fushare* account (**G** drive on your personal campus computer), please use it for all your work for security, privacy, and convenience. If you need an account call the help desk @3277

You can access this from anywhere on campus by doing the following:

1. Click on the **Start Menu** and select **Run**
2. In the dialog window, type   `\\fushare\`*`username`*
    where ***username*** is your account name. Press **Enter**.

3. When the Login box comes up, in the Connect As box, typeFU\username
    and type your password in the Password box. Press Enter.
4. A window should appear that has your *fushare* files.

SUMMARY
Basic concepts you should have learned:
- Using Dreamweaver "Sites"
- HTML tags

- Formatting a page (content and title)
- Changing an existing web site
- Making Hypertext links (absolute and relative)
- Inserting images
- Making new pages

What you should have completed:

- Two new web pages (index.html and links.html) as described in the text.
- Working (tested!) text links between the site pages
- Working link to *www.furman.edu* from the resized Furman image
- index.html page changed background color
- Text formatted as described in the text

HOMEWORK: (Due next Monday - noon)

Put web page onto the Furman student web server for the whole world to see

- Access your fushare network disk (see instructions above). Create a new folder called **public_html** This folder will contain your entire web site.

- Open the **public_html** folder and drag and drop your files:

  - You should copy the entire **contents** of the *Demo* site folder but NOT the folder itself. That is, the HTML files <u>and</u> the *images* folder must be located directly in the **public_html** folder (*not within another folder*).

  - Folders created and used only by Dreamweaver (such as: Library, _notes, Templates, etc.) are not *required* on the web server. It will not hurt anything if you copy them too.

- Confirm that your web page works using a browser to view the URL

  students.furman.edu/~*youraccount*

- In order to link each student in the class to the "next" student, give your complete and <u>working</u> URL to the student *before* you on the class roster. Each student will take the URL of the "next" student and make a link: add the image *next.png* to your home page (just below the Furman picture) and make it link to their home page.
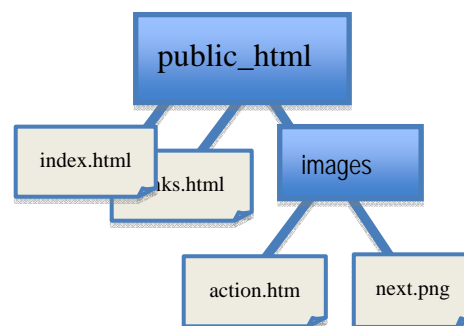
> *Note: Your **Next** link should show the "next" student's page – if not, **both of you** should work together to fix the problem. Most common problems: 1) link shows a valid, empty folder (Cause: No files in* public_html *folder) 2) Link shows "Not Found" (Cause: link is a bad URL)*