



macromedia®
DREAMWEAVER® 4
CURRICULUM
GUIDE

A Hands-on Web Publishing Curriculum from Macromedia

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INTRODUCTION

Macromedia Dreamweaver 4.0 is a full-featured Web-design tool used by beginning and professional Web designers. You can use Dreamweaver to visually design your Web page in the new Layout view, or you can use the robust text-editing features when you want to hand-code your page. Either way, you'll find creating and managing your site easy with Dreamweaver and the intuitive Macromedia User Interface.

COURSE OBJECTIVES

In this course you will learn to use the fundamental features of Dreamweaver. The focus of the lessons is to design a Web site for a fictitious company, Compass Adventure Tours. You will learn how to

- Add text, graphics, and links
- Manage the site

SYSTEM REQUIREMENTS

You need the following hardware and software to run Macromedia Dreamweaver 4.0:

MICROSOFT WINDOWS

- Windows 95, 98, 2000, ME, or Windows NT 4.0 (with Service Pack 5) or later
- Intel Pentium processor 166 MHz or greater
- 32 MB of RAM (64 MB or greater recommended)
- 110 MB of available disk space
- Color monitor with 800 x 600 resolution, 256 colors

LESSON 1: LEARNING THE BASICS

OBJECTIVES

When you finish this lesson, you will understand

- The Macromedia Dreamweaver graphical user interface

and you will have learned

- How to define a new site
- How to name, title, and save your documents
- How to specify preview browsers
- How to specify background, text, and link colors
- How to put text on a page
- How to format text

ORGANIZING YOUR SITE

Before you begin creating your Web pages, you should have some idea what the pages are to contain. Developing Web pages is similar to designing print material: you develop the concept first. You need to ask yourself—or your client—some basic questions. Why is the Web site needed? What are you trying to communicate? Who are the potential viewers of the pages? What do you want your visitors to take away with them?

Consider also what browsers your users might have. Are they likely to have the most up-to-date version with all the latest plug-ins? Are they more likely to have older computers and older browsers? The answer to the browser question determines whether you can use Cascading Style Sheets or layers on your pages.

You also need to develop an outline of the site. The outline is similar to a storyboard for a multimedia project or a movie, giving you an idea of the scope of the project and a starting point for setting up the file structure you need. Gather the text and graphics for the Web pages, and then you are ready to start using Dreamweaver to put those ideas together.

DREAMWEAVER BASICS

When you open Dreamweaver, you'll notice the Document window, where you design your page, and several panels for adding or changing text and objects on the page. The Objects panel is used for adding objects such as images, tables, layers, or Flash animations to the page. The Property inspector lets you change the attributes of selected text or of an object on the page. All of the panels and the Property inspector can be accessed from the Window menu.

A check mark next to an item in the Window menu indicates that the panel is open, but it could be hidden beneath another panel or the Document window. To display a hidden panel, select it again from the Window menu.

If a panel is selected but still doesn't appear, choose **Window > Arrange Panels** to reset all open panels to their default positions. The Objects panel moves to the upper left of the screen, the Property inspector moves to the bottom of the screen, and all other open panels move to the right of the screen, with no overlap.

THE DOCUMENT WINDOW

The Document window is where you will do most of your work (see Figure 1-1). It gives you an approximate representation of your page as you add and delete elements. The title bar shows the document's title and file name. The toolbar lets you select the document view and enter the document title.

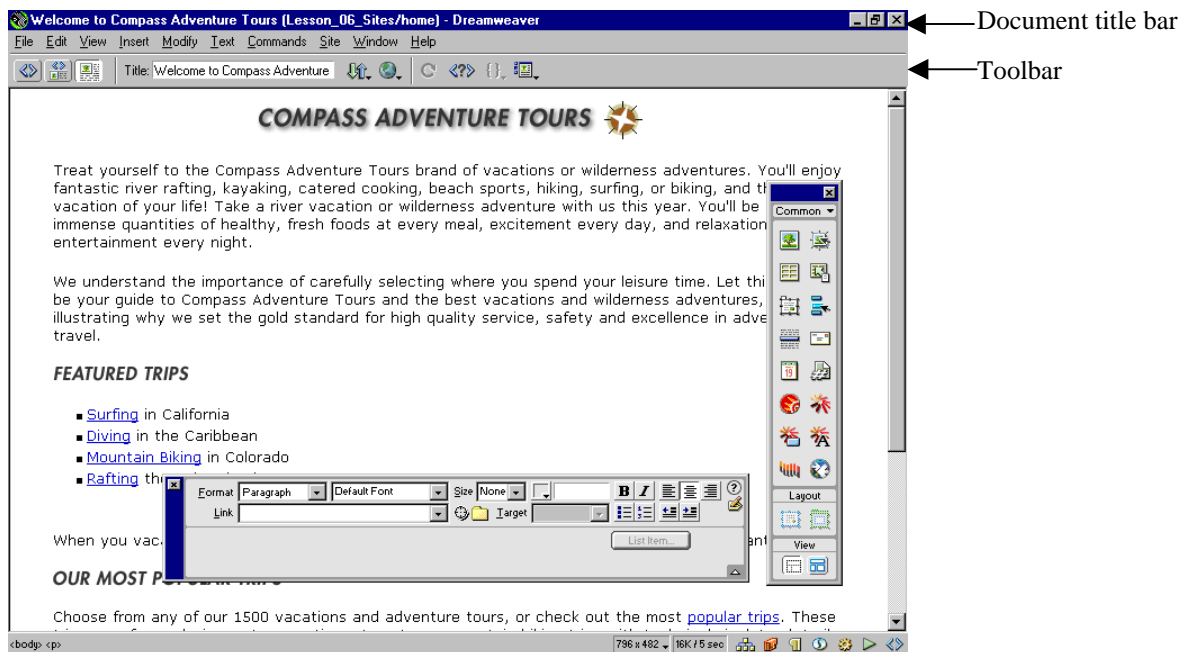


Figure 1-1
The Document window.

THE OBJECTS PANEL

The Objects panel contains the objects or elements you want to add to your page (see Figure 1-2). Among them are images, tables, special characters, forms, and frames. To insert an object, drag the object's icon from the Objects panel to its place in the Document window. Another method is to place the insertion point in your document where the object should appear and then click the object's icon on the panel. The object is inserted into the document at the insertion point.

You can select from several panels within the Objects panel. They can be accessed from the Options pop-up menu at the top of the Objects panel. For example, the objects you need to create a form are on the Form Objects panel.

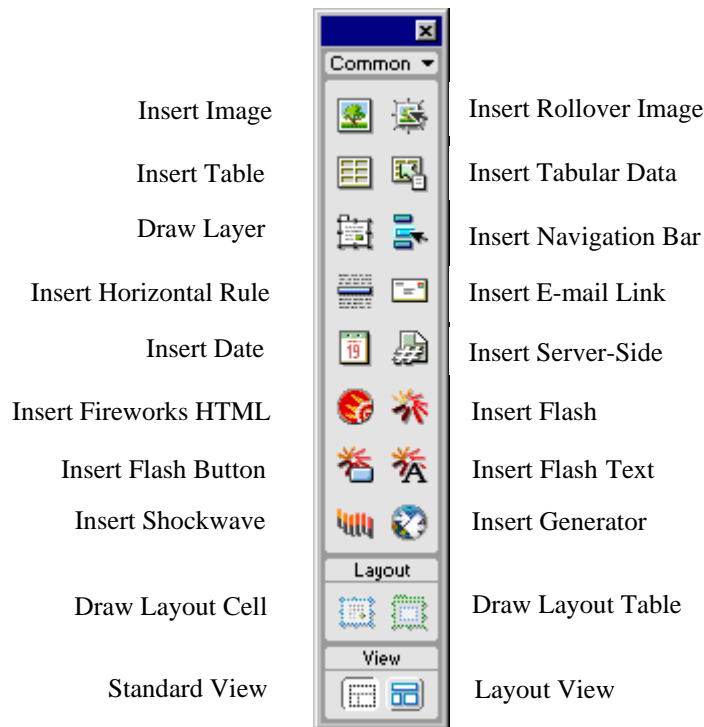


Figure 1-2
The Objects panel.

THE PROPERTY INSPECTOR

On the Property inspector, you can view and change the attributes of an object (see Figure 1-3). The inspector is context sensitive — it changes based on what you have selected in the Document window. Depending on the selected object, there might be additional properties that are not visible. To see all the properties, click the expander arrow located in the lower-right corner of the inspector.

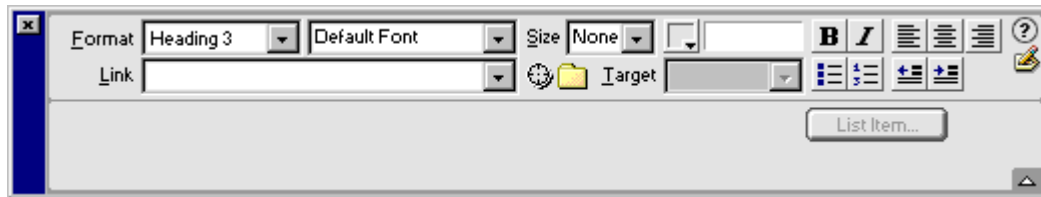


Figure 1-3
The Property inspector

DOCKABLE PANELS

Many of the panels can be docked together; that is, you can combine them into tabbed windows. This maximizes your screen area while giving you quick access to the panels you need. To dock a panel, click its tab and then drag it over another panel or set of docked panels. When the border of the second panel highlights, drop the panel. To select a panel from a set of docked panels, click its tab. To undock panels, drag the tab out of the window.

You'll also notice that the Document window and the panels snap to each other or to the sides of your screen. This helps you better manage your workspace.

You can minimize all your open documents and panels by choosing **Window > Minimize All**. If you have at least one open window, you can restore all the minimized windows by choosing **Window > Restore All**.

DEFINING A LOCAL SITE

Before you begin to create individual Web pages, you need to create the site that contains those pages. This local site on your hard drive will mirror the actual pages on the Web server. The local site is where you do all of your initial development and testing. To set up a local site, create a folder on your hard drive. The name of the folder can be the name of the site or any name you choose. For example, in class you have a folder called DW4_WebDesign that contains all the files and folders you are using in class.

Note: Your local folder should not be saved within the Dreamweaver application folder. If you ever need to reinstall Dreamweaver, your work would be lost.

After you define the main folder, it becomes the root folder for your site. All your files and subfolders are contained within that root folder. Dreamweaver needs a properly defined site with a unique local root folder to maintain and update links between pages. When you upload a site, the relative links that worked within the local root will also work on the server. When you are ready to publish your site, all you have to do is copy that folder and all of its files to the remote server. The images and links should all work (assuming that they work locally).

If you connect a local site to a remote site, Dreamweaver maintains identical directory structures to ensure that links and references are not accidentally broken. If directories do not exist in the site where you are transferring files, Dreamweaver automatically creates them.

You must first save a document within a local site before document-relative links will work. In all dialog boxes where you link a file to the current document, you should choose to define the path document-relative.

Document-relative paths are the best choice to use for local links in most Web sites. Document-relative paths define the path to take to find the linked file, starting from the document. For example, a path to a file in the same folder would be expressed as myfile.htm. To link to a file in a subfolder of the current document, the path would be expressed as content/myfile.htm. To link to a file in the parent folder of the current file, the path would be expressed as ../myfile.htm.

To create a new local site:

1. Choose **Site > Define Sites**.

The Define Sites dialog box opens, as shown in Figure 1-4. This dialog box lists all the sites you have previously defined and lets you create new ones.

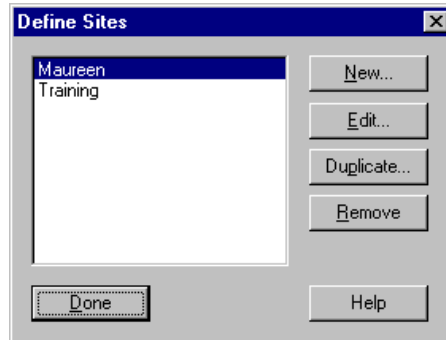


Figure 1-4
The Define Sites dialog box

2. Click **New** to create a new site.

The Site Definition dialog box opens, as shown in Figure 1-5.

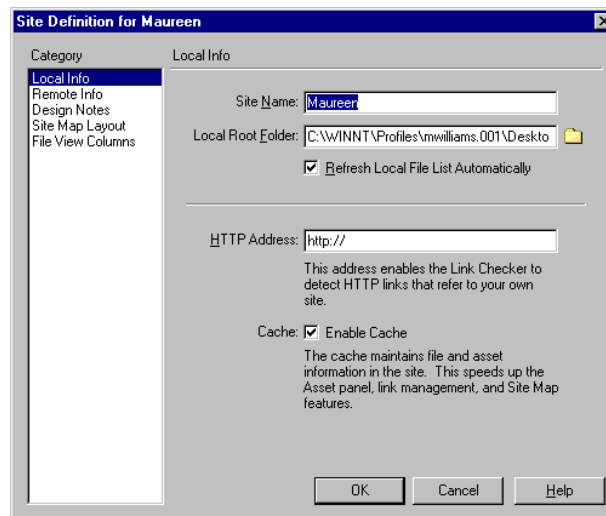


Figure 1-5
The Site Definition dialog box.

3. The name you assign to the site can be anything that identifies the site—this is for your reference only. For this class, type your name in the **Site Name** text box.

4. Click the folder icon next to the Local Root Folder text box.

The Local Root Folder text box specifies the folder on your hard drive where the files for this site are stored. It is the local equivalent of the site root folder at the remote site. Dreamweaver creates all siteroot-relative links relative to the local root folder.

5. Locate the DW4_WebDesign folder on the desktop.

- Select the **DW4_WebDesign** folder and click **Open** . Then click **Select** to use the DW4_WebDesign folder as your root folder.

6. In the Site Definition dialog box, select **Refresh Local File List Automatically**.

When this option is selected, Dreamweaver updates the site list whenever you add a new file to the site folder. If you don't check this option, you'll need to refresh the local files manually.

7. Select **Enable Cache** and then click **OK**.

When this option is selected, a local cache is created, improving the speed of linking and site-management tasks. You will usually want to select this option; however, at very large sites, re-creating the cache can slow operations.

8. If "The initial site cache will be created" message box appears, click **OK** and then click **Done**.

SPECIFYING PREVIEW BROWSERS

As you develop your Web pages, you will want to view your efforts in a browser—or in fact, in several browsers. In Preferences, you can specify which browsers you would like to use to preview your pages. To simplify the preview process, Dreamweaver has keyboard shortcuts for viewing your pages in two different browsers, called the primary and secondary browsers.

To select preview browsers:

1. Do the following:
 - Choose **Edit > Preferences** and select **Preview in Browser** from the Category list on the left.

The Preferences dialog box opens, as shown in Figure 1-6. Clicking a browser name in the window on the right shows you whether it's the primary or secondary browser, or neither.

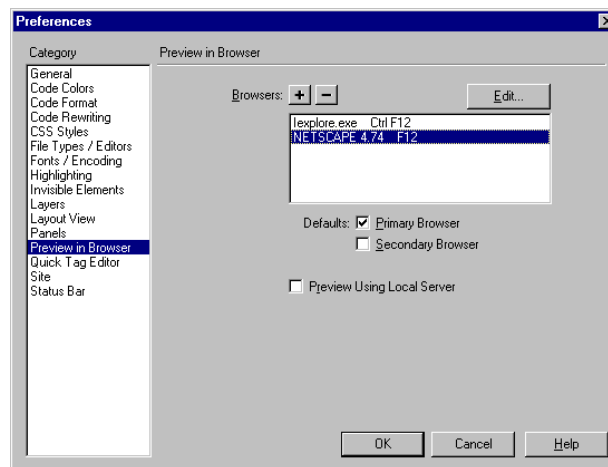


Figure 1-6
The Preferences dialog box for Preview in Browser.

2. Do the following to select the browsers you want to use in previewing your pages:
 - Click the plus (+) button to add a browser to the list. When the dialog box opens, find the browser application. Select **Primary Browser** if you want to launch this browser by pressing F12 when previewing your pages. Select **Secondary Browser** to preview your document by pressing Control+F12. You'll be using these shortcuts often, so memorize them quickly.
 - To remove a browser from the list, select the browser name in the list and then click the minus (–) button.
 - To change a browser choice, select the browser name in the list. Then click **Edit** and locate a different browser.
3. Click **OK** when you are done adding or changing browsers.

SAVING YOUR FILE

You should save your documents in Dreamweaver as soon as you open a new document. Don't wait until you have text or graphics on the page. This way, when you do import graphics or other media, all references will be created properly.

NAMING AN HTML FILE

Naming your files for use on a Web server is a little different from naming your files for your hard drive. Your best bet is to use lowercase names for your files and keep the file names short. That way, your file names work on all servers. Here are some other rules to follow:

- Don't use spaces within your file names. Use the underscore or dash character to simulate a space to separate words.
- Use letters and numbers, but no special characters, such as %, *, or /.
- Avoid beginning your file names with a number.
- Make sure you don't leave a space at the end of the file name.
- The same goes for folder names—don't use spaces. If you do, you'll notice that browsers substitute %20 for the spaces.

Note:

Keep your folder names short. Remember that the folder name becomes part of the URL you type to get to the page.

To save your document:

1. Choose **File > Save As** and select the folder you created to hold your web pages. For our example, we will choose the **DW4_WebDesign** folder located on the Desktop.

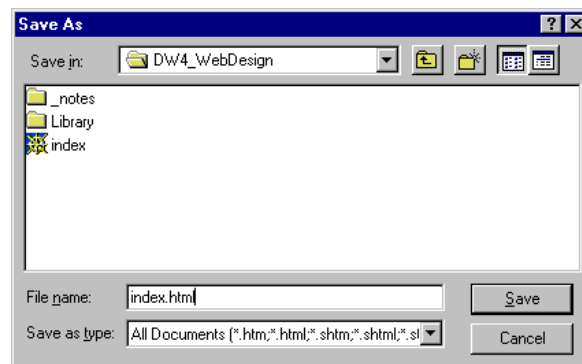


Figure 1-7
The Save As dialog box.

2. If you are creating a web site, the home page of the site should always be called `index.html`. If you are just creating an html document and it will not be used on a web site, you may use any document name that you would like.

For the filename, enter **index.html**.

GIVING YOUR PAGE A TITLE

Every HTML document should have a title. The title, used primarily for document identification, is displayed in a browser's title bar and as the bookmark name. Choose a short phrase that describes the document's purpose. The title can be of any length: you can crop it if it's too long to fit in the browser's title bar.

Get in the habit of adding the title to each page you create before you add text or graphics to the page. If you forget, Dreamweaver defaults to "Untitled Document"—you don't want to keep that for the page name.

To add the page title:

1. If you don't see the **Title** text box at the top of the Document window (below the menu bar), choose **View > Toolbar**.
2. Type **Surfer's Paradise** in the **Title** text box and then press **Enter** (Windows) or click in the document.



Figure 1-8
The Title box.

Note: Dreamweaver gives you several reminders if you haven't titled your page. Look at the document title bar. It contains the title and the file name. If you see "Untitled Document (filename.htm)," you haven't titled your document. You'll also see "Untitled Document" in the title area of the Document window.

PLACING TEXT ON A PAGE

You can add text to a page by typing it or by copying and pasting from an existing text document.

Type in the following text:

Aloha! Welcome to Surfer's Paradise, where you'll be treated like one of the family. Hawaii has the most spectacular surfing on the planet Earth, and we'd like to share it with you.

We have all different levels of surfing, from newbie locations to places that will wow even the most jaded surfer. Take a look at our finest offerings for the well-waxed.

COPYING TEXT FROM EXISTING DOCUMENTS

If you have text that already exists in another document, you can copy and paste that text into the html document that you are creating.

For example, a word document called **surf_hawaii** has all of the text that you need for the web page you are creating. You would open this word document, copy the text and then paste it into the document you are creating.

To copy text:

1. Minimize the Dreamweaver window by clicking once on the gray box with the single black dash located in the upper right corner of the screen.

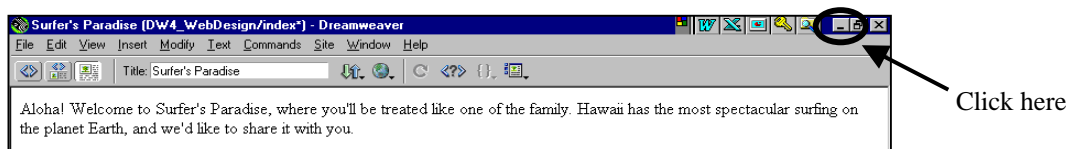


Figure 1-9
The Minimize button in the upper right corner.

2. Start the Microsoft Word application and choose **File > Open**. Select the surf_hawaii word document located in the DW4_WebDesign folder located on the Desktop.

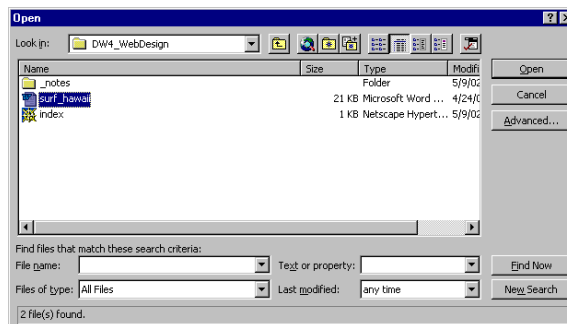


Figure 1-10
The File Open dialog box.

3. Select the text that you want to copy by positioning the mouse at the beginning of the third paragraph and then clicking with the left mouse button and dragging all the way down to the bottom of the document.
4. Choose **Edit > Copy**.
5. Minimize the Microsoft Word application by clicking once on the gray box with the single black dash located in the upper right corner of the screen.
6. Maximize the Dreamweaver window by clicking once on the Dreamweaver button located on the Start bar on the bottom of your screen.



7. Choose **Edit > Paste**.
8. Choose **File > Save**.

SPECIFYING A BACKGROUND COLOR

In Dreamweaver you can easily change the background color of a page by using a preset palette of colors known as the Web-safe color palette. You access that palette in the Page Properties dialog box. For more colors, click the arrow located in the upper-right corner of the color pop-up window and select a color palette from the pop-up menu.

To select a background color:

1. Choose **Modify > Page Properties**.

The Page Properties dialog box opens.

2. Click the **Background** color box. A color palette opens.
3. Move the eyedropper over a color swatch.

The swatch's hexadecimal equivalent is shown at the top of the color palette, as shown in Figure 1-11.

4. Click a pale blue color to select it.

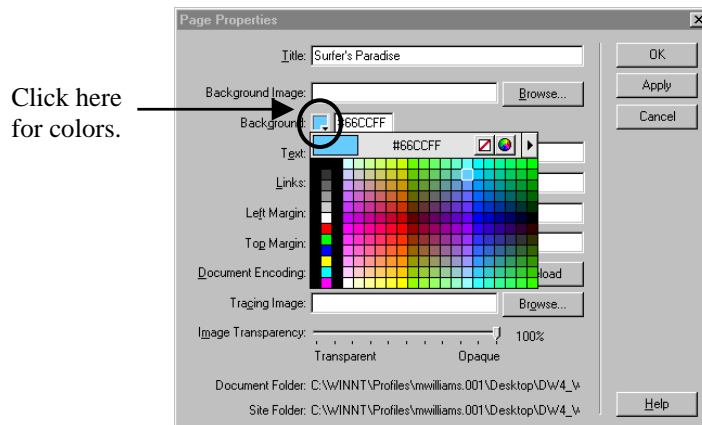


Figure 1-11
The Page Properties dialog box

5. Click **Apply** to view the color change to your document.

SPECIFYING THE DEFAULT FONT COLOR

When you change the background color, you may also need to change the color of the text that is displayed. Obviously, black text won't be visible on a black background.

To change the default font color:

1. In the Page Properties dialog box, click the **Text** color box.
A color palette opens.
2. Select a color for your text—dark blue would look good—and click **OK** to close the Page Properties dialog box and return to your document.

APPLYING A HEADING FORMAT

Applying a heading format to text changes its appearance to larger and bolder fonts.

To apply a heading format:

1. Insert a new line at the top of the page.
2. Type *Hawaii - Surfer's Paradise* in that new line.
3. From the Property inspector's Format pop-up menu, select **Heading 3** (see Figure 1-12).

You have now tagged the text as a level 3 heading.

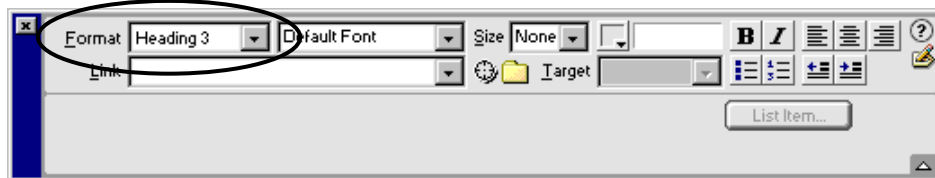


Figure 1-12
The Property inspector's Format menu.

HTML has six levels of headings—numbered 1 through 6—with heading 1 having the largest font size. Headings are displayed in larger or bolder fonts than the normal body text. Tagging a paragraph as a heading automatically generates a space below the heading. You cannot control this spacing.

Note: In many documents, the first heading is identical to the title. For multipart documents, the text of the first heading should be related information (such as a chapter title), and the title tag should identify the document in a wider context (it could include both the book title and the chapter title).

INDENTING TEXT

Often you'll want to indent the text on the page. You can use the Text Indent and Text Outdent icons in the Property inspector to do this, as shown in Figure 1-13. Using Text Indent indents text at the left and right margins of the page. You cannot control the amount of indentation.

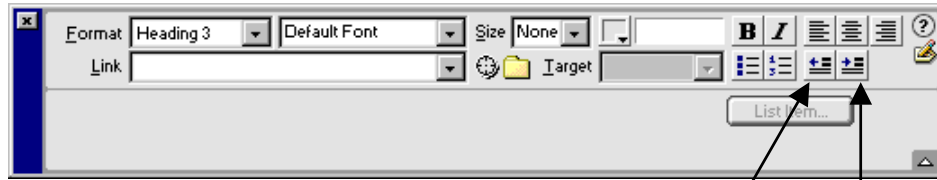


Figure 1-13
The Text Indent and Text Outdent icons.

Text Outdent Text Indent

To indent paragraphs:

1. Select the first six body paragraphs of your surf_hawaii.htm document.
2. Click **Text Indent** in the Property inspector or choose **Text > Indent**.

To remove indentation:

1. Select the first two body paragraphs of the document.
2. Click **Text Outdent** in the Property inspector or choose **Text > Outdent**.
3. Save the file and preview it in the browser.

MAKING LISTS

Dreamweaver gives you three kinds of lists: ordered (numbered), unordered (bulleted), and definition lists (a term and its definition).

ORDERED LISTS

An ordered list consists of list items that are ordered numerically or alphabetically. You have the option of using arabic or roman numerals or using uppercase or lowercase letters.

To create an ordered (numbered) list:

1. Select the four lines of text “Sunset Beach, Oahu,” “Waimea Bay,” “South Shore, Oahu,” and “Pipeline.”
2. Click **Ordered List** in the Property inspector (shown in Figure 1-14) or choose **Text > List > Ordered List**.

The selected text is indented and numbered.

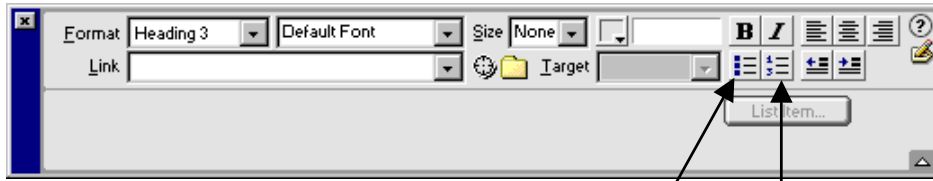


Figure 1-14
The Ordered and Unordered List icons.

Unordered List Ordered List

You can change the numbering scheme of ordered lists by modifying the list's properties.

To change ordered list properties:

1. Click the line with the text "Sunset Beach" or any line in the list.

Select only one line from the list. If you select multiple lines, the List Item button is dimmed and not available for you to use. If the List Item button is not visible, click the expander arrow in the lower-right corner of the Property inspector.

2. Click **List Item** in the Property inspector or choose **Text > List > Properties**.

The List Properties dialog box opens (see Figure 1-15).

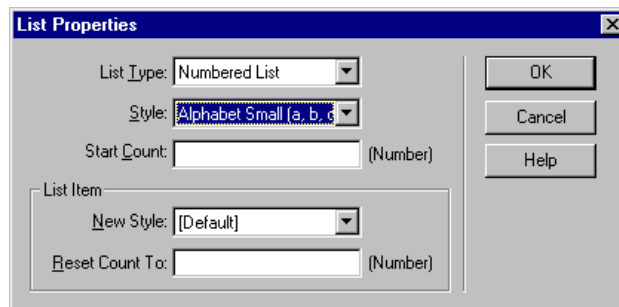


Figure 1-15
The List Properties dialog box.

3. From the Style pop-up menu, select **Alphabet Small (a, b, c)** and then click **OK**.

All items in the list are alphabetized.

4. Save the file and preview it in the browser.

UNORDERED LISTS

Unordered lists are often called bulleted lists because each list item has a bullet in front of it. The bullet symbol Dreamweaver displays by default can be changed to a disc, a circle, or a square.

To create an unordered (bulleted) list:

1. Select the text starting with “East to southeast winds” and ending with “Water temperature at 76 degrees Fahrenheit.”
2. Click **Unordered List** in the Property inspector or choose **Text > List > Unordered List**.
The selected text is indented and bulleted.

You can change the default bullet symbol of unordered lists by modifying the list’s properties.

To change unordered list properties:

1. Click any line in the list.
2. Click **List Item** in the Property inspector or choose **Text > List > Properties**.

The List Properties dialog box opens (see Figure 1-16).

If the List Item button is dimmed, you have more than one item selected. If the List Item button is not visible, click the expander arrow in the lower-right corner of the Property inspector.

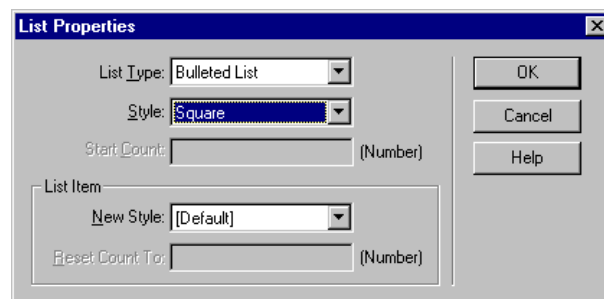


Figure 1-16
The List Properties dialog box

3. From the Style pop-up menu, select **Square** and click **OK**.

All items in the list now use the square bullet symbol.

DEFINITION LISTS

A definition list consists of a series of terms and their definitions. The word or term to be defined is left-justified; the definition is indented and placed on the next line. For this formatting to work, a term and its definition must each be a separate paragraph.

To create a definition list:

1. Select the text starting with “Crest” and ending with “The time for a wave crest to travel one wave length.”
2. Choose **Text > List > Definition List**.
The terms are now at the left margin, and their indented definitions are on succeeding lines.
3. Save the file and preview it in the browser.

LIST TIPS

When you’re creating lists, keep these tips in mind:

- To change a bulleted list to a numbered list or a numbered list to a bulleted list, select the entire list and then apply the other list format.
- To convert a list to plain text, select the list and apply the list type again. This procedure works like a toggle to turn off the list formatting.
- If you had extra text selected when you applied the formatting for the list, select the extra text and apply the formatting again to remove the list formatting.
- If you are typing within an already formatted list and you want to end the list, press Enter twice.
- List items are single-spaced by default. If you want extra spacing between the lines, select all the items in the list and then choose Paragraph from the Format pop-up list of the Property inspector.

CHARACTER FORMATTING

Occasionally you will need a word or phrase to look different from the surrounding text. For example, you might want a word to be bold or italicized to visually set it apart from other text.

To make text bold:

1. Select the word “Crest” in the definition list you just created.
2. Click **Bold** (the dark capital “B”) in the Property inspector or choose **Text > Style > Bold**.

The selected text now has bold formatting applied to it.

Many times you will find yourself repeating the most recent formatting you applied on another paragraph or other selected text. The Repeat command makes that task easier, with a simple keystroke. The first two items listed on the Edit menu are the Undo and Repeat commands. You'll want to remember their keyboard shortcuts:

- **Undo:** Control+Z
- **Repeat:** Control+Y

To repeat a command:

1. Select the word "Trough" in the definition list.
2. Press **Control+Y**
Because you used the Bold command most recently, it is applied to the selected text.
3. Repeat the bold formatting on the other terms in the definition list.
4. Also apply bold to the text "Dead Man's Bluff", "Long Cool One", "Piece of Cake", and "Gripper".

POSITIONING TEXT

If you want to force a line break in the text, you need to insert a line break character. This would be useful for an address line, for example, where you want a new line for each line in the address without the extra spacing of a paragraph. You also may want to center some text, such as a heading, to make it more prominent.

To create a line break:

1. In the paragraph that begins with "Besides helping you find", position the insertion point before the text "Big Kahuna Surf and Swim Shop."
2. Press **Shift+Enter**.
The text after the insertion point moves to the next line. A new paragraph has not been created, so there is no additional spacing between the two lines.
3. Repeat steps 1 and 2 to move the text "1134 Paradise Lane" to the next line and "Hawaii, USA" to a new line.
4. Position the insertion point before the text "Sign up at" and then press **Enter** to insert a new paragraph.
5. Save the file and preview it in the browser.

To center text on a page:

1. Position the insertion point in the heading "Hawaii - Surfer's Paradise."
2. Click **Align Center** in the Property inspector (see Figure 1-17).

The heading is now centered.

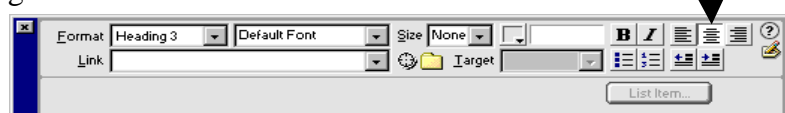


Figure 1-17
The Align Center icon

CHANGING FONT PROPERTIES

To make your page more interesting and easier to read, you may want to change the typeface used to display the text. Although a great deal of information is available concerning how type is used for print, not all of that knowledge translates to the Web. You have to consider the fact that users are free to change the screen size or to change the font size and color of the text. The way type flows on a page can easily change from user to user. There is also a dramatic difference between font sizes in Windows and on a Macintosh. Macintosh computers display text approximately 75 percent smaller than the size of the same text in Windows.

If you are accustomed to print work, you may be frustrated by the lack of typographic control, such as line and letter spacing, in HTML. You also can't control widows (a single word on a line) in Web text, and you can't control line breaks in paragraphs. You should remember that text support on the Web is still very primitive. You need to work within the constraints of the medium.

CHANGING THE FONT FACE

You can change the font for the entire page or for selected text on the page. However, for users to see your page as you designed it, the font you choose must be installed on the user's computer. Do not make the assumption that all fonts are loaded on everyone's computer. If your first choice is not available, the browser will attempt to use the second choice and then the third. If none of the fonts are available on the user's computer, the text will be displayed in the browser's default font. In the following exercises, you will make some simple font changes to the text on the page.

To change the font face of a single paragraph:

1. Select the text "Hawaii - Surfer's Paradise."
2. From the Property inspector's Font pop-up menu, choose **Arial, Helvetica, Sans-serif** (see Figure 1-18).

The selected text changes to another font, depending on the fonts installed on your computer.

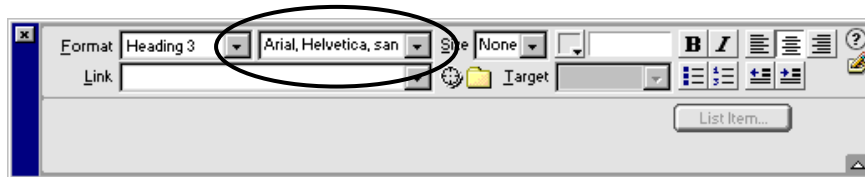


Figure 1-18
The Property inspector's Font menu.

To change the font face of multiple paragraphs:

1. Select the remainder of the text on the page.
2. From the Property inspector's Font pop-up menu, choose **Arial, Helvetica, Sans-serif**.
All the text now has the same font face.
3. Save the file and preview it in the browser.

To remove font face settings:

1. Select the text whose font you want to remove.
2. Choose **Default Font** from the Font pop-up menu in the Property inspector or choose **Text > Font > Default Font**.

CHANGING THE FONT SIZE

In HTML, the options for changing the font size on the page are limited.

To change the font size:

1. Select the text "Hawaii-Surfer's Paradise."
2. Select the size from the Property inspector's Size pop-up menu (see Figure 1-19). You can also choose **Text > Size or Text > Size Change** to pick the size from the pop-up submenus.

Note that the sizes are listed as 1 through 7, +1 through +7, and -1 through -7. Selecting just the number (1 is smallest, 7 is largest) sets the absolute size. Picking a plus or minus number chooses the font size relative to the base size of the font. For example, +1 makes the font size one size larger than the base size.

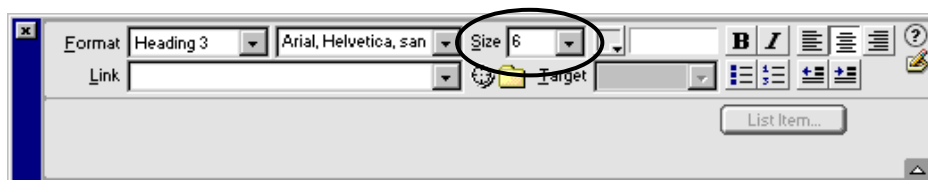


Figure 1-19
The Property inspector's Size menu.

Note: The default base size for text in your browser is set to 3. If you choose +3 for the font size, you are effectively changing the size to 6 (3 + 3). The largest size for a font is 7 and the smallest is 1. Any font size larger than 7 will be displayed as 7. For example, if you set the font size to +6, 3 + 6 is larger than 7, so the font and will be displayed as 7.

CHANGING THE FONT COLOR

You can easily change the color of your text in Dreamweaver.

To change the font color:

1. Select the text “Hawaii - Surfer’s Paradise.”
2. Select a color from the Property inspector’s Text color pop-up menu (see Figure 1-20).
3. Save the file and preview it in the browser.



Figure 1-20
The Property inspector's text color menu.

ADDING HORIZONTAL RULES

A horizontal rule is a line that goes across the page and provides a visual division between sections of your page.

To add a horizontal rule:

1. On the Common Objects panel, drag a horizontal rule to the very bottom of the document or choose **Insert > Horizontal Rule**.
2. In the Property inspector, type **90** in the **W** (width) text box (see Figure 1-21).
3. Select **%** from the pop-up menu to the right of the text you just typed.

The horizontal rule extends across 90 percent of the browser window regardless of the browser width. It is displayed as a shaded bar centered across the page.

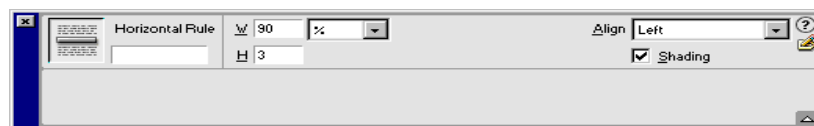


Figure 1-21
The Property inspector for a horizontal rule.

Note: Select **pixels** from the menu to specify an absolute width. If you choose this option, the rule is not resized when users resize the browser window.

4. Deselect **Shading** to display a solid bar.
5. Type **3** in the **H** (height) text box.
The horizontal rule is 3 pixels in height.
6. From the Align pop-up menu, select **Left**.
The thick, unshaded bar moves to the left but still extends across 90 percent of the browser window.
7. Save the file and preview it in the browser.

ADDING SPECIAL CHARACTERS TO YOUR PAGE

When working in Dreamweaver, you are generally typing at the keyboard. Sometimes you need characters and other information that is not directly accessible from the keyboard. With Dreamweaver, you can easily insert special characters, e-mail links, and dates.

To enter special characters:

1. On the Character Objects panel, drag the copyright character (shown in Figure 1-22) to the bottom of the page. (If you don't see the Characters panel, click the arrow at the top of the Objects panel and choose **Characters** from the pop-up menu.)

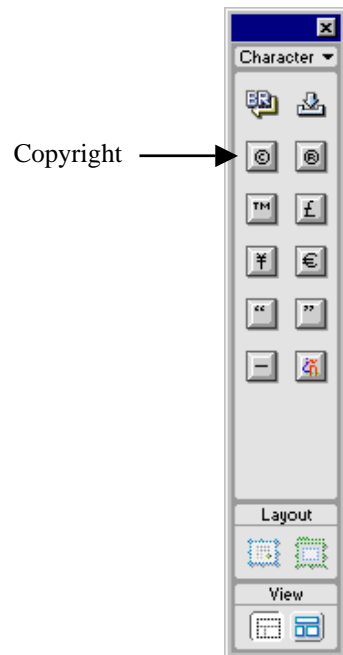


Figure 1-22
Choosing the copyright character.

2. To the right of the copyright symbol, type **2000, Compass Adventure Travel**.
3. Save the file and preview it in the browser.

ADDING E-MAIL LINKS

Linking to an e-mail address makes it easy for your visitors to contact you from a Web page. You should always include some method to allow visitors to correspond or interact with someone in your organization.

To enter an e-mail link:

1. Place the insertion point on the line following the copyright you created earlier.
2. Click **E-Mail Link** on the Common Objects panel or choose **Insert > E-Mail Link**.
The Insert Email Link dialog box opens, as shown in Figure 1-23.

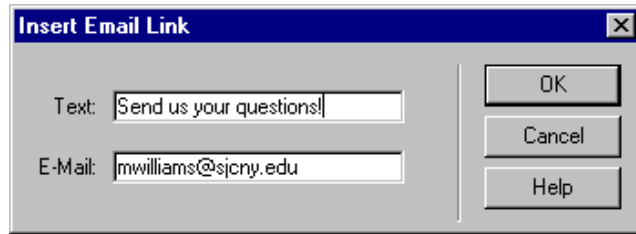


Figure 1-23
The Email Link dialog box.

3. Make the following changes and then click **OK**.

- For **Text**, type **Send us your questions!**
- For **E-Mail**, type **your e-mail address**.

The text appears as a link. The Property inspector shows the e-mail address in the Link text box.

4. Save the file and preview it in the browser.

To manually type an e-mail link:

1. Select the text you want to make an e-mail link.
2. In the Link text box of the Property inspector, type **mailto: followed by the e-mail address**. Make sure you type the colon and no spaces.

ADDING A DATE AUTOMATICALLY

Sometimes you will need to keep track of the date when you last modified a page in your site. Dreamweaver lets you place the date and time on your pages to track this information. The date and time can be updated automatically so you don't have to do it.

To insert the date:

1. Place the insertion point on the line following the e-mail link.
2. Click **Date** on the Common Objects panel or choose **Insert > Date** to place the current date on the page.

The Insert Date dialog box opens (see Figure 1-24).

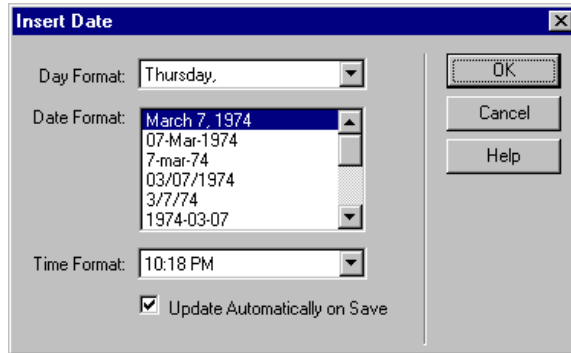


Figure 1-24
The Insert Date dialog box.

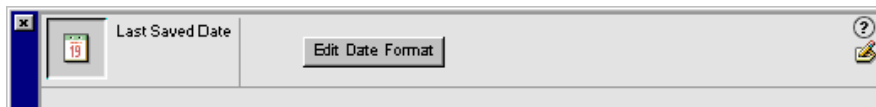
3. Make the following changes and then click OK:

- Select **Thursday**, from the Day Format pop-up menu.
- Select **March 7, 1974** from the Date Format pop-up menu.
- Select **10:18 PM** from the Time Format pop-up menu.
- Select **Update Automatically on Save** to update the date on your page each time you save your document.

The current day, date, and time are displayed. This information will change every time you save your document.

To change the date format if it is automatically updated:

1. Click the date in your document.
2. In the Property inspector, click **Edit Date Format**.



The Edit Date Format dialog box opens. This dialog box is the same as the Insert Date dialog box shown in Figure 1-24.

3. Make appropriate changes to the options and then click **OK**.

LESSON 2: SENDING YOUR PAGES TO ST. JOSEPH'S WEB SERVER

OBJECTIVES

When you finish this lesson, you will have learned

- How to set up a connection to a remote site
- How to copy files to and from a remote site

CONNECTING TO A REMOTE SITE

In Lesson 1, you created a local site—that is, a folder on your hard drive to store all the folders and files needed for your site. You've been working in the local site, developing pages and testing links. For visitors to see your Web pages, however, you need to copy them to a remote site. Typically, the remote site is on a server specified by your Web administrator or client, but it could also be on a local network.

After creating your local site, you choose which remote site to connect to and the attributes of that remote site.

To set up a connection to a remote site:

1. Choose **Site > Define Sites**.

The Define Sites dialog box opens, as shown in Figure 2-1.

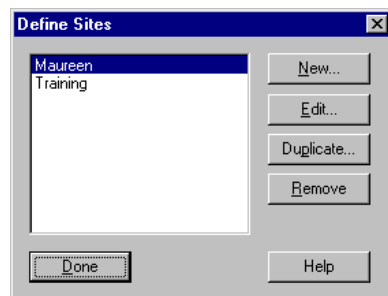


Figure 2-1
The Define Sites window.

2. Select your site from the list and click **Edit**.

The Site Definition dialog box opens (see Figure 2-2).

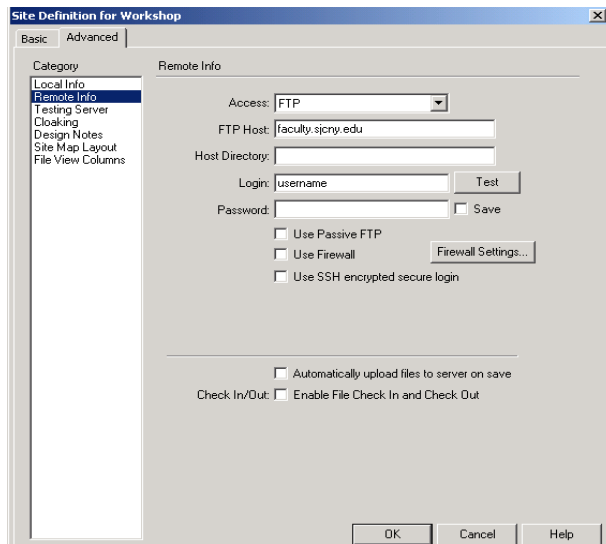


Figure 2-2
FTP settings in Site Definition dialog box.

3. In the Category list on the left, select **Remote Info**.
4. From the Access pop-up menu, select **FTP**.
5. In the FTP Host box, enter **faculty.sjcnj.edu**.
6. In the Login box, enter your **username**. (This name is provided to you when you have an account set up on the web server.)
7. Enter your **password**.
8. Click **OK** to save your site information.
9. Click **Done** to close the Define Sites dialog box.

The Site window displays the file and folder structure of your site. You use this window to copy your pages to the web server.

To access the Site window and connect to the remote host:

1. Choose **Site > Open Site** and select your site from the list.
The Site window opens, showing only your local files (see Figure 2-3).

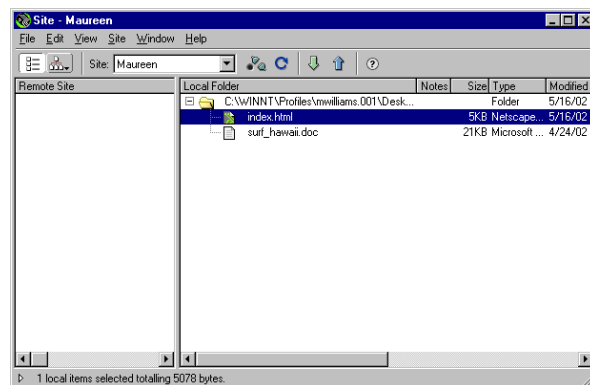


Figure 2-3
The Site window.

The default settings place your local files in the right pane of the Site window. When you connect to the remote site, the remote files appear in the left pane.

2. Choose **Site > Connect**.

You will be connected to the web server. The remote host is shown in the left pane of the site window. (see Figure 2-4)

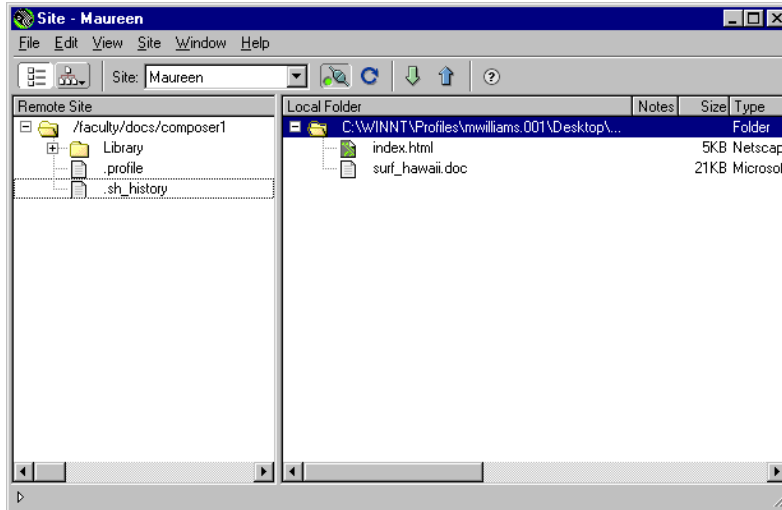


Figure 2-4

3. Click once on the root folder located in the local folder pane (right pane).

4. Choose **Site > Put**.

Your entire site will be copied onto the web server. (see Figure 2-5)

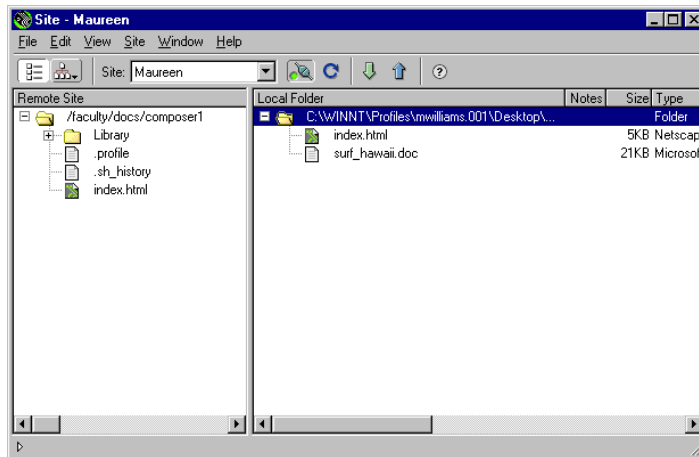


Figure 2-4

5. Choose **Site > Disconnect** to disconnect from the remote site.

6. To view your web site, start your web browser and type in the following url:
faculty.sjcnj.edu/~lastname (replace lastname with your lastname)