

Web Design with Dreamweaver

Macromedia Dreamweaver 4 and Fireworks 4

This document describes how you can use Dreamweaver and Fireworks to develop Web sites quickly and easily. You can create, edit and optimize your graphics in Fireworks then import them into Dreamweaver to layout pages, set up links and manage your site. It was written for the *Creating Web Pages with Dreamweaver* workshop, which is offered both to faculty and TAs, and to students and staff. For more information about this workshop, please see the Web at <http://acomp.stanford.edu/studio/sched.html>.

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Overview

In this workshop, you will learn how to:

- create a site map and storyboard,
- define a site and manage files in Dreamweaver,
- design, optimize and export images in Fireworks, and
build Web pages with tables, text, graphics and button rollovers.

Before You Begin

The first step in good Web design is planning. You need to consider who your audience is, what your goals for the site are and how you'll create an effective layout and linking structure for your pages.

The best way to visualize how your site will be organized is to create a site map and storyboard. The site map will be your guide to how the user will navigate between the pages. (See Figure 1.)

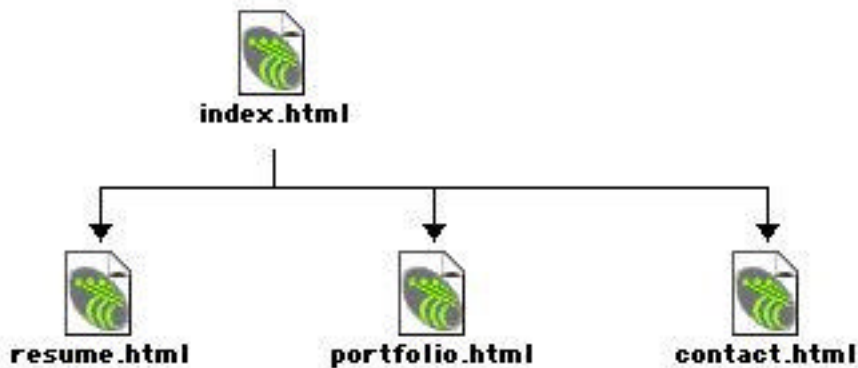


Figure 1

The storyboard will indicate how each page is laid out including where information and navigation elements are located. (See Figure 2.) NOTE: It's best to sketch several layouts on paper first before launching Dreamweaver and Fireworks.

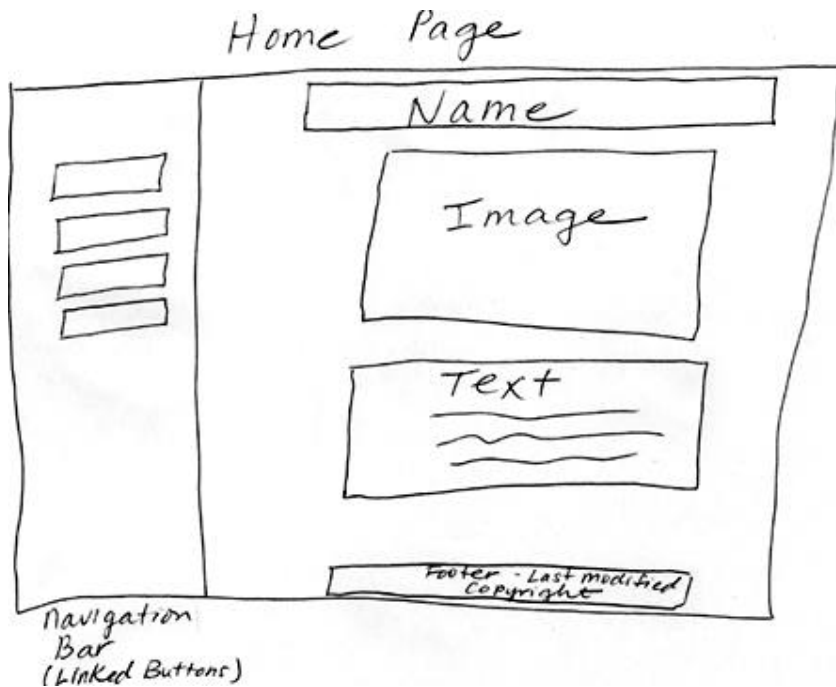


Figure 2

Web Design Tips

- **Know Your Audience**

Will visitors to your site have the latest equipment, newest browsers and fast connections? Or will they be looking at your pages on a 15-inch monitor over a 56K modem?

- **Be Consistent**

Establish a consistent “look and feel” for your site. Keep your navigation and logos in the same place on all pages. Choose your colors carefully and use them to give visual cues to users to let them know where they are in the site.

- **Keep It Simple**

Limit the number of links to 5 or 6 per page. The quickest way for a site visitor to get lost is to offer too many choices. Make sure that the user can get to any page in your site within 3 clicks.

Of course, there is no “correct” way to organize a site, but give some thought to how you name folders and files and to where you place them.

File Naming Conventions

- • No spaces in file names. (Use_underscores_instead)
- • No upper-case letters.
- • No unusual characters (/, ‘, ., “, etc.)

Site Structure

In order for Dreamweaver to keep track of links between Web pages and dependent files (such as the images used on the pages), it is necessary to define a folder on your hard disk as the local root folder and to save all the files for your site in that folder. The local root folder should contain the HTML files for your site as well as all images and any other assets you may eventually include on your pages (e.g., audio, video, Flash animations).

Before you “define” your new site in Dreamweaver, you will create a new folder and then move all of your assets into that folder. Throughout this workshop you will be creating new graphics files that you will add to the assets folder.

1. Double-click the *User Space* icon located on the desktop. Inside *User Space*, create a new folder by going to **File>New Folder** and name it **web_workshop**. (Remember, use an underscore, not a space in the name.) The **web_workshop** folder will be your local root folder.
2. Now double-click the **web_workshop** folder, create another new folder inside and name it **assets**. (See Figure 3.) This is where your images will be stored.



Figure 3

About Dreamweaver

Dreamweaver is a hypertext markup language (HTML) editor. Markup languages are sets of directions that determine how a document will look on the World Wide Web (WWW.) These directions are called tags or markups.

Web browsers are software applications that interpret or “read” this mark-up language and display documents accordingly. The most common browsers are Internet Explorer and Netscape Navigator. Markup languages tell Web browsers how to display text, graphics, sound, movie and animation files.

Dreamweaver is also known as a WYSIWYG (pronounced `wiz - e - wig) editor. WYSIWYG stands for “What You See Is What You Get”. It means you can change something in your document and Dreamweaver will show you the result instantaneously. You don’t have to launch a browser to see the changes.

Dreamweaver Interface

1. Launch Dreamweaver 4 by going to the Apple Icon (in the upper left corner of the screen) >**Applications>Macromedia Dreamweaver 4>Dreamweaver**

NOTE: When you launch Dreamweaver, it automatically opens a new document.

The Dreamweaver interface is comprised of windows, palettes, inspectors and menus. The miniature floating windows used to adjust particular sets of properties are called palettes or inspectors. You will use the following palettes and inspectors most often:

Document Window: The canvas on which you construct your page. (See Figure 4.)

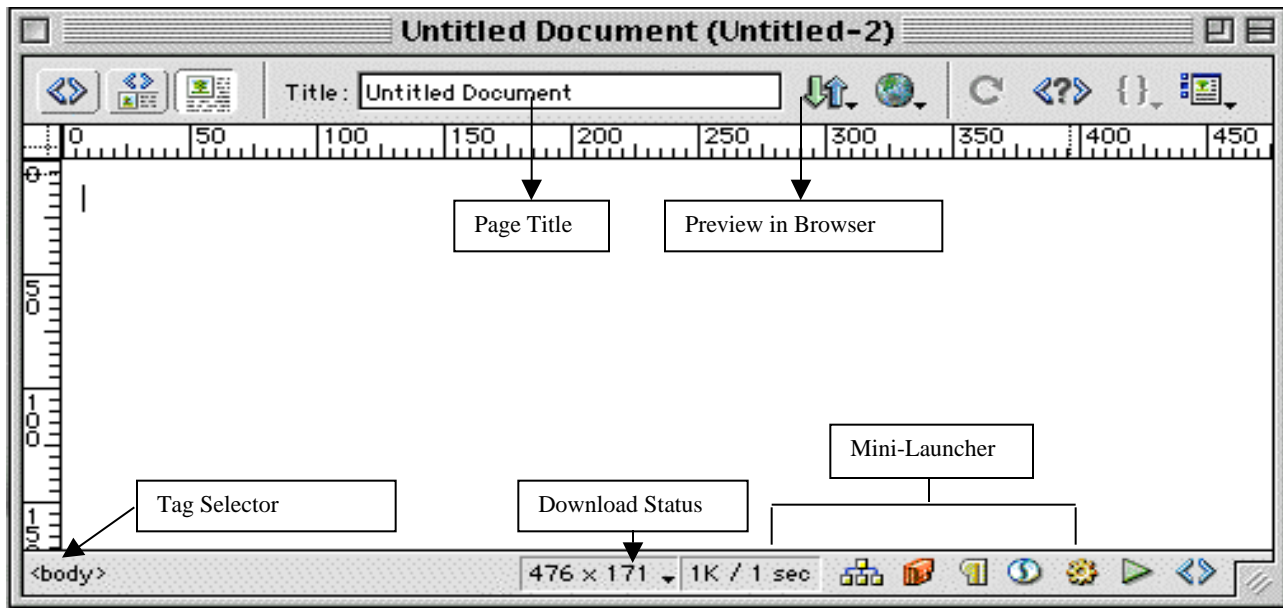


Figure 4

Properties Inspector: Modifies properties of selected objects such as text, images and tables. The Properties Inspector is context-sensitive. It offers different parameters and options depending on what object you have selected. It has an arrow in its lower-right corner, which expands the window to display more options. (See Figure 5.)

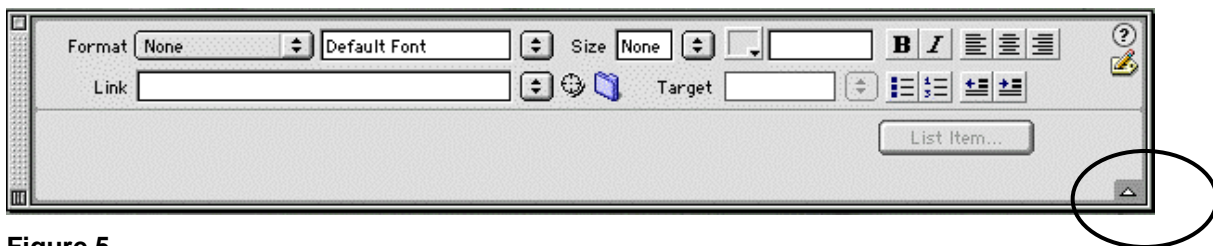


Figure 5

Objects Palette: Displays short cut buttons for placing common items in your document. (See Figure 6.)

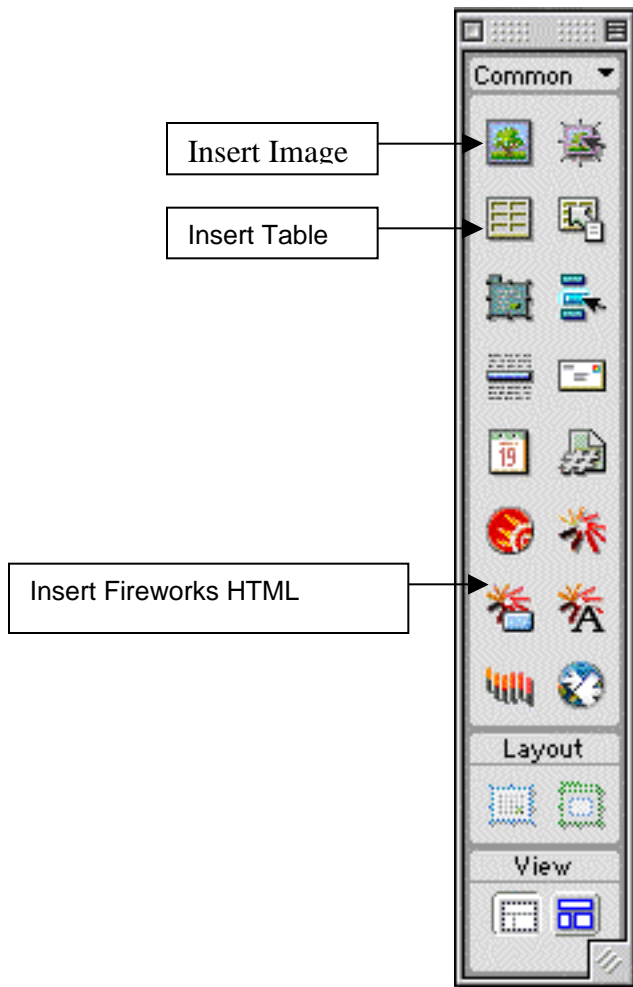


Figure 6

Mini-launcher: A smaller version of the launcher, the mini-launcher resides in the lower right-hand corner of the document window. It allows you to close the floating Launcher palette so your desktop is not so cluttered, yet still have one-click access to auxiliary windows.

Tag Selector: A feature of the document window that enables you to select specific elements on your page such as a table, a cell within a table or text within a cell in a table.

You can access all of Dreamweaver's palettes, windows and launchers from the **Window** menu at the top of the screen. Dreamweaver also provides function key shortcuts to every window. (See Figure 7.)

Window	
✓ Objects	⌘F2
✓ Properties Launcher	⌘F3
Site Files	F8
Site Map	⌘F8
Assets	F11
Behaviors	⇧F3
Code Inspector	F10
CSS Styles	⇧F11
Frames	⇧F2
History	⇧F10
HTML Styles	⌘F11
Layers	F2
Library	
Reference	⇧⌘F1
Templates	
Timelines	⇧F9
Arrange Panels	
Hide Panels	F4

Figure 7

For example: To see Dreamweaver's source code:

Press **F10** to view **HTML Source** then try several of the function keys to see what windows /inspectors/palettes they launch. To close the inspector, press the same function key that launched the inspector.

NOTE: If your function keys are not enabled, select **Apple > Control Panels > Keyboard**. In the Keyboard window, select the **Function Keys** button. In the new window that appears, make sure the box next to **Use F1 through F12 as Hot Function Keys** is *not* checked.

Now that you've gotten an introduction to the interface and document window, go to **File>Close** or click the close box in the upper left corner of the document window. You'll be creating a file from within Dreamweaver's site window.

Defining Your Site

1. Go to **Site>New Site** and type **Web Design Workshop** for the Site Name. Notice that you can have capital letters and spaces here as the Site Name is used only inside Dreamweaver and not on the Web.
2. Now click the **Browse for File** icon to the far right of the Local Root Folder Field. (See Figure 8.)

Macintosh Users:

Find the **web_workshop** folder; click *once* on it, and then click the **Choose** button.

Windows Users:

Find the **web_workshop** folder then double-click it and choose **Select**.

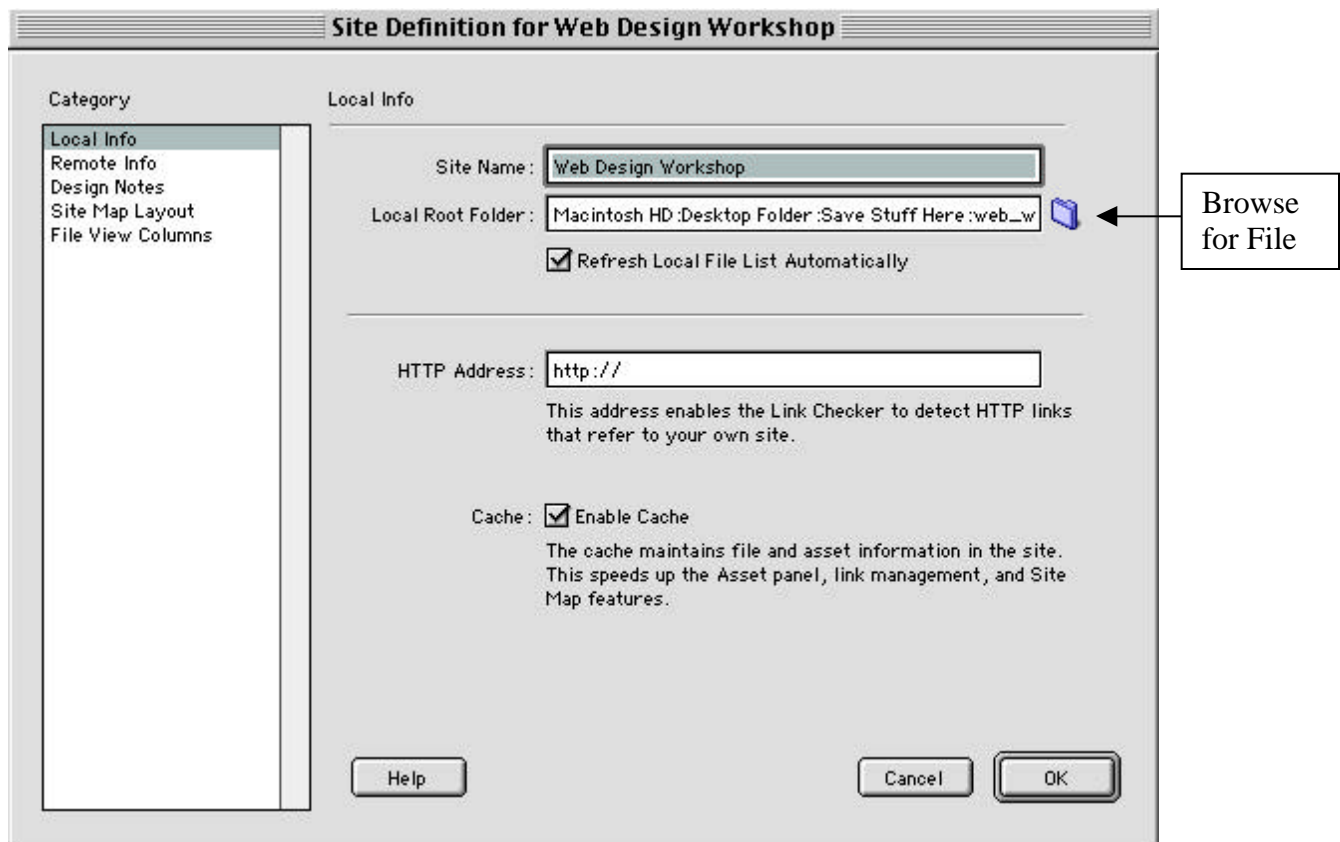


Figure 8

3. Be sure that the **Enable Cache** box is checked, and then click **OK**. Look at Dreamweaver's Site Window, and you'll notice that the folders you created earlier are now part of the site. (See Figure 9)

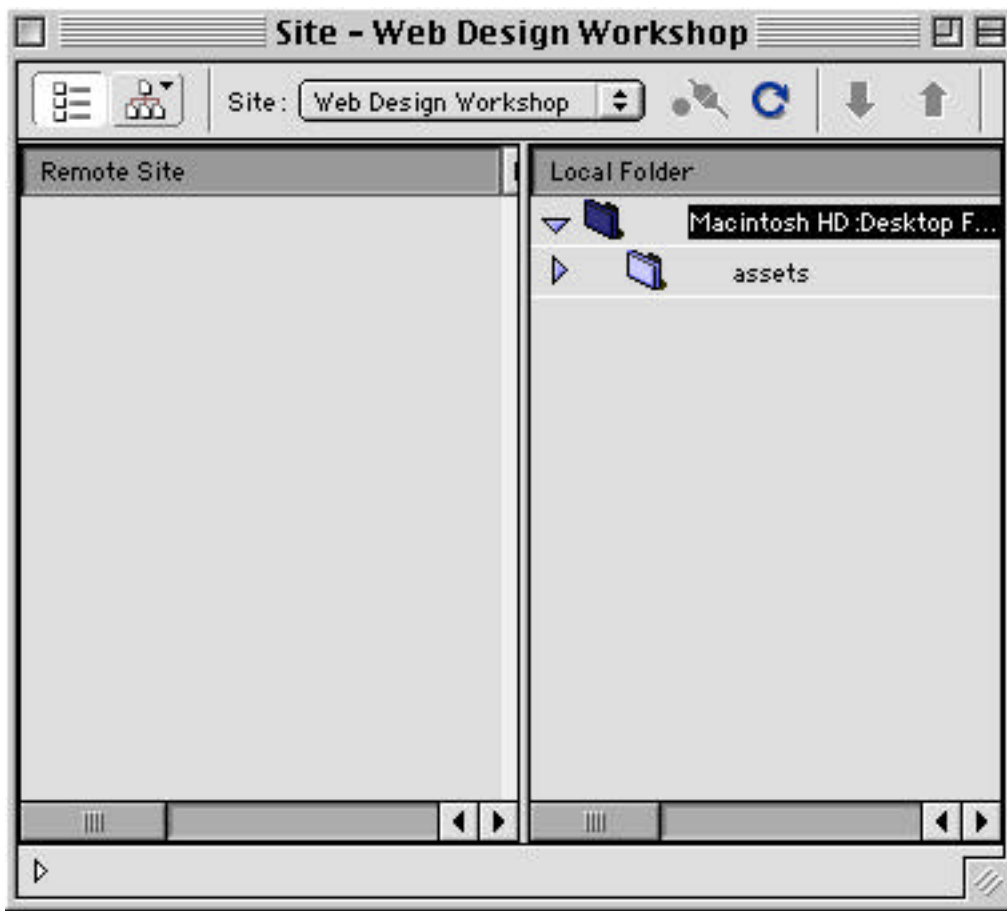


Figure 9

Creating A Web Page

1. Now that you have created a local root folder and defined a site, you are ready to create your first page.

Macintosh Users:

With the **control** key held down, click anywhere inside the right pane of the site window. When the menu pops up, choose **New File**. (See Figure 10.)

Windows Users:

Right click in the right-hand pane of the site window and choose **New File**. (See Figure 10.)

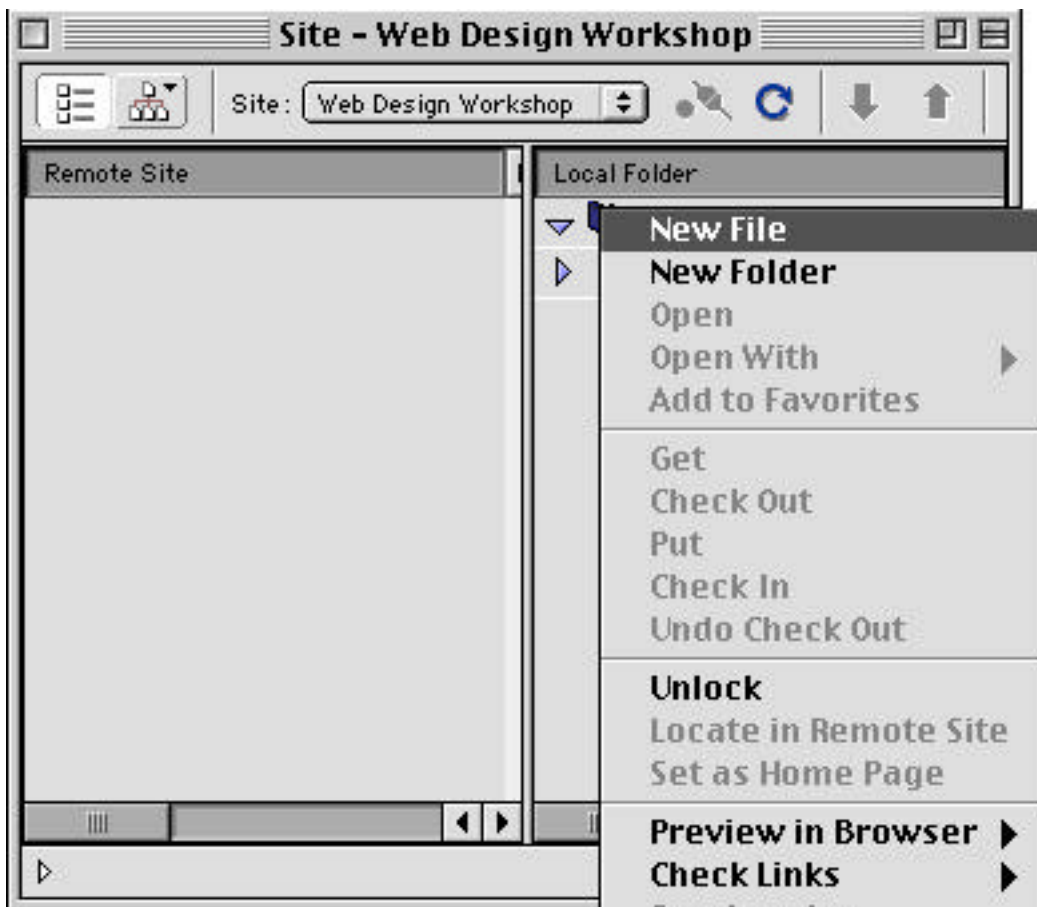


Figure 10

2. You will now see an **Untitled** file in the site window. With the word **Untitled** highlighted, type **index.html**.

NOTE: One file named index.html *must* be stored at the root level of your site. Most servers “know” to open this page first. For this reason, the home page in your Web site should be saved as “index.html.”

3. You now have an HTML file called `index.html` at the root level of your site. While in the site window, double-click the **index.html** file to open it.
4. Click in the **Title** field and type **Your Name**. (See Figure 11.)

NOTE: Always manage your files and folders using the Dreamweaver site window. If you create, rename, move or delete files and folders from the site window, Dreamweaver will automatically update your site which will prevent broken links.

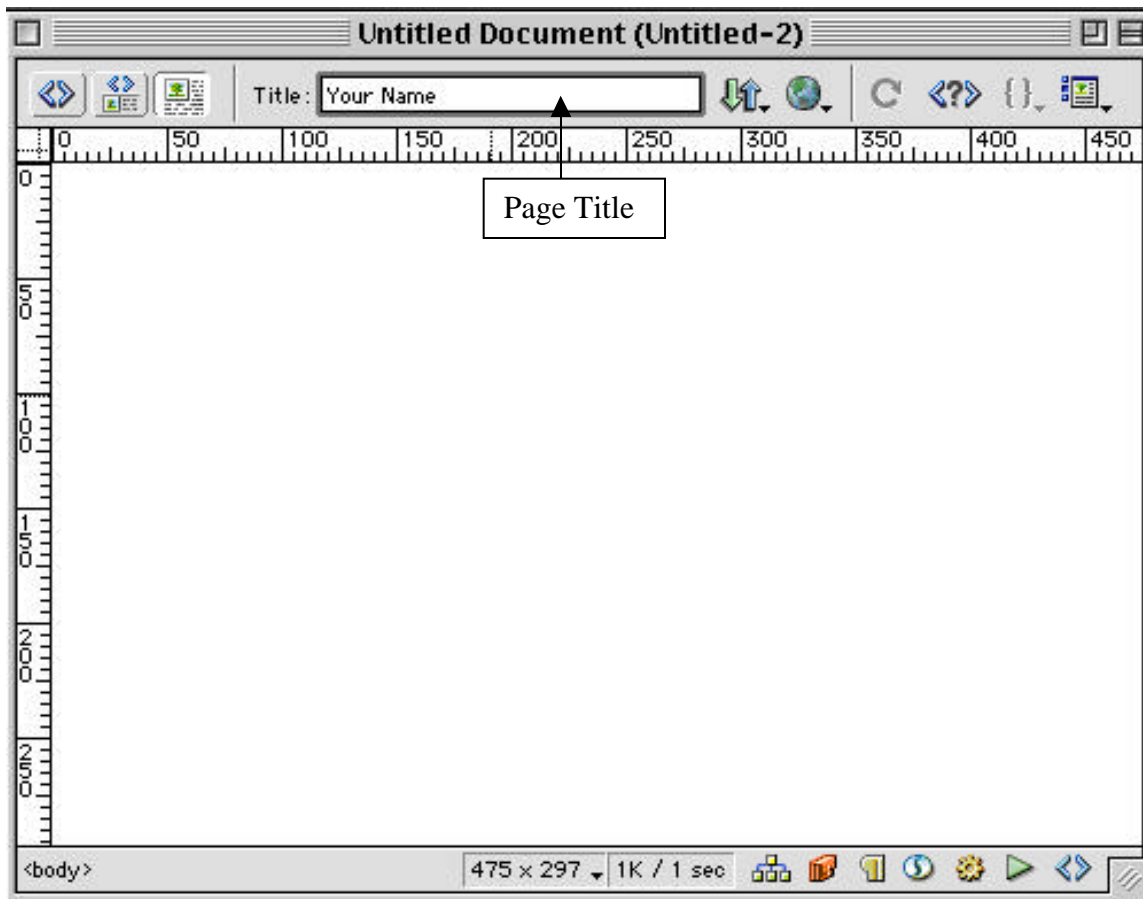


Figure 11

NOTE: The page title is *not* a file name. It can have spaces, special characters and upper-case letters. Text used in page titles is picked up by search engines and also appears in a user's browser when he or she bookmarks your site.

5. Go to **File>Save**. As a general rule, it's a good idea to save your file after completing major steps. Because browsers and Dreamweaver require quite a bit of memory, Dreamweaver may occasionally lock up or freeze.

NOTE: If your computer locks up and you need to do a force quit on a Macintosh; hold down the **⌘** option and **esc** keys simultaneously. When the dialog box appears, click the Force Quit button.

Page Layout with Tables

Tables were originally developed to insert data into Web pages. These days, Web designers use tables for layout purposes by turning off table borders to make the table invisible. This allows the table to act as a grid for page layout. You can put images and text into rows and columns of the table and the table cells will hold the information in place. (See Figure 12.)


Fixed-Pixel versus Percentage-Based Tables

A percentage-based table will stretch or shrink to fit the width of the browser. Whenever a user resizes his/her browser window, your layout will change! If you want to exercise more control over the way your page displays, pixel-based tables are best.

Example of a Table			
	COLUMN		
ROW	----->		
			CELL

Figure 12

Now you'll create a table for some text and a graphic on the home page.

1. If your **Objects Palette** is not displayed, go to **Window>Objects**. In the **Objects Palette** click the **Insert Table**  icon. (See Figure 13.) The **Insert Table** dialog box appears. Create **3** rows and **2** columns. Set the width at **700 pixels**. Delete the border and spacing by typing **0** in the **Border**, **Cell spacing** and **Cell padding** fields in the **Properties Inspector**. Click **OK**.

NOTE : Cell Padding adds room inside the table cell, Cell Spacing adds to the border width of a table.

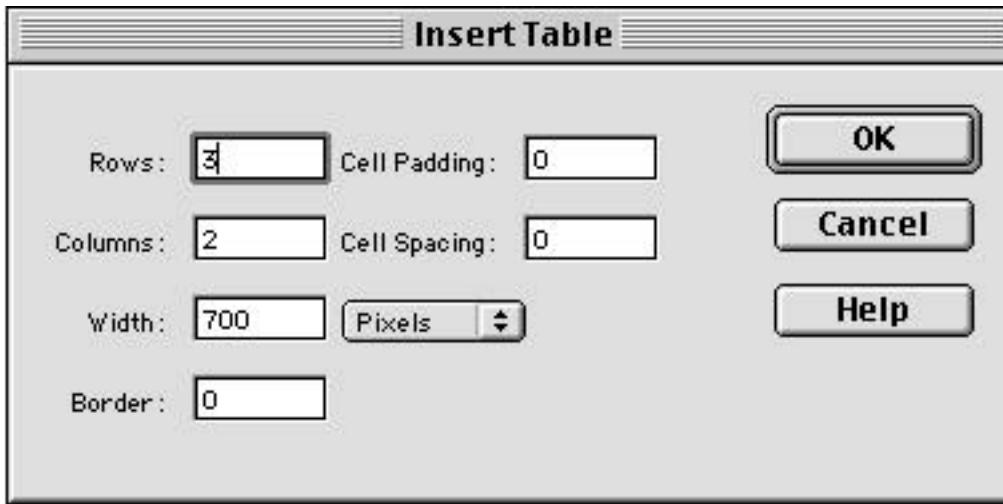


Figure 13

2. To take a look at the code Dreamweaver created, highlight the table by holding your cursor above the top, left cell until the cursor turns into a bold, downward pointing arrow. Then, click, hold and drag to highlight all the table cells. By highlighting the table, Dreamweaver highlights all the HTML code involved with the table in source view. Press **F10** to bring up the **HTML Source Window**. Look at all that code! Click in a blank area off the table to deselect it. Close the **HTML Source Window** by pressing **F10** again.
3. Go to **File>Save**.

Now that you've set up your index page, launch Fireworks to create your graphics.

Working with Graphics in Fireworks

Fireworks is an image editor that allows you to create, edit and optimize graphics for use on the Web. The native file format for saving Fireworks graphics is .png but it also supports .psd (Photoshop) files. Images need to be exported as either .gif or .jpg files before they can be used on the Web.

GIF stands for Graphics Interchange Format. It is one of two file formats for putting graphics on your Web pages. GIF files use the extension **.gif**. Use this format for images with only a few distinct colors such as illustrations, cartoon, icons, buttons and text. GIFs support transparency and 8-bit color.

JPEG stands for Joint Photographic Experts Group. Its file extension is **.jpg**. It does not support transparency but it handles far more color information (24-bit) than GIFs. Files to save in this format would be photographs or "realistic" artwork and other full-color or grayscale images with continuous variations in color.

For more information, see the Academic Computing handout *Graphic File Formats at a Glance* in the document racks in Meyer Library or on the Web at <http://acomp.stanford.edu/acpubs>.

1. Launch Fireworks 4 by going to the Apple Icon (in the upper left corner of the screen)>**Applications>Macromedia Fireworks 4>Fireworks**
2. Go to **File>Open**, and select **quad.png** from the **Acomp HD>Tutorials>Web Design** folder.
NOTE: The blue and black braid around the image indicates that it is a bitmap. (See Figure 15.)

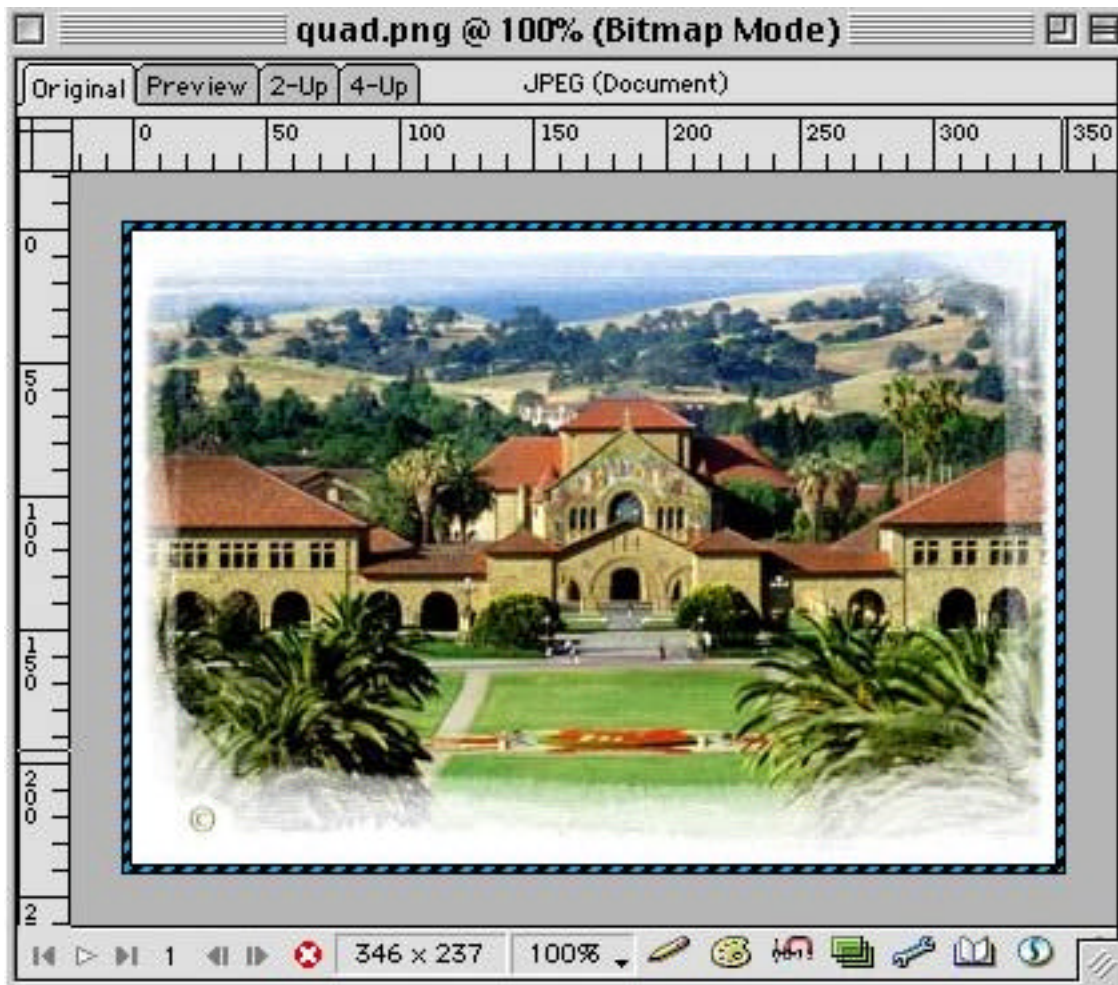


Figure 15

3. Go to **File>Export Preview** and click the **4 Preview** button. (See Figure 16.) Now click in the second pane and select **70%**, click in the third pane and select **60%** then click the fourth pane and select **50%**. Experiment with different **Quality** percentages for the compression. You want to get the highest image quality with smallest file size.



Figure 16

4. Choose the setting you think looks best then click **Export...**
5. **Save** the **quad.jpg** file in the **assets** folder inside of the **web_workshop** folder.

Creating Graphics

You'll now create a title bar for the top of your Web pages.

1. Go to **File>New** then choose the following settings: **700** pixels wide by **100** pixels high with a resolution of **72** pixels per inch (PPI). (See Figure 17.)

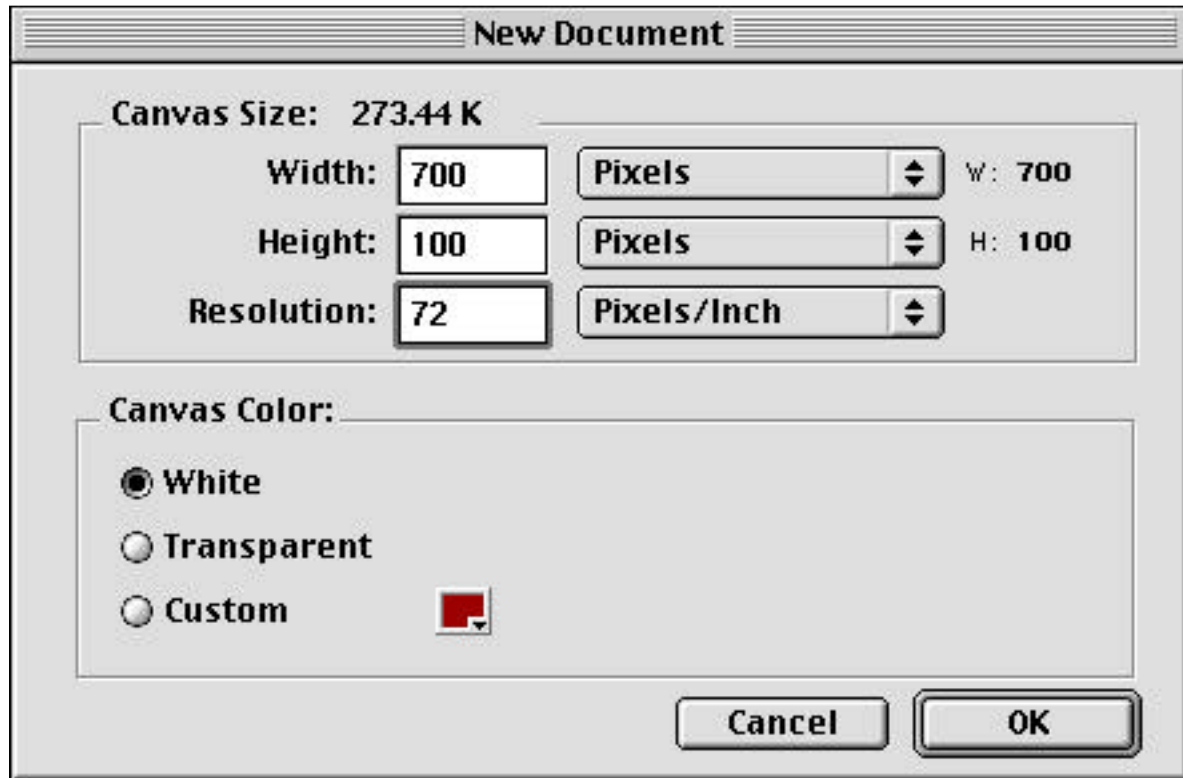


Figure 17

NOTE: Always choose 72 Pixels/Inch as the resolution for Web graphics. This is the optimal setting for images designed for viewing on computer screens. Using a higher resolution would result in larger images and bigger file sizes, which would increase the amount of time required for Web pages to load.

2. Under the **View** menu, check to see that the **Rulers** option is checked. If it is not checked, do so now.
3. On the tools palette, click the **Rectangle Tool** (see Figure 18) *not* the marquee tool. Then click and drag on the canvas to draw a rectangle that is **690** pixels wide by **65** high and press the **return** key. Go to **Window>Info** and check the dimensions.

- To color your rectangle, first make sure it is selected. To do this, use the **Selection Tool** (the little black arrow at the top of the tools palette, see Figure 18) to click on the rectangle. When it is selected, you'll notice that it has blue handles at each corner that allow you to resize the rectangle.

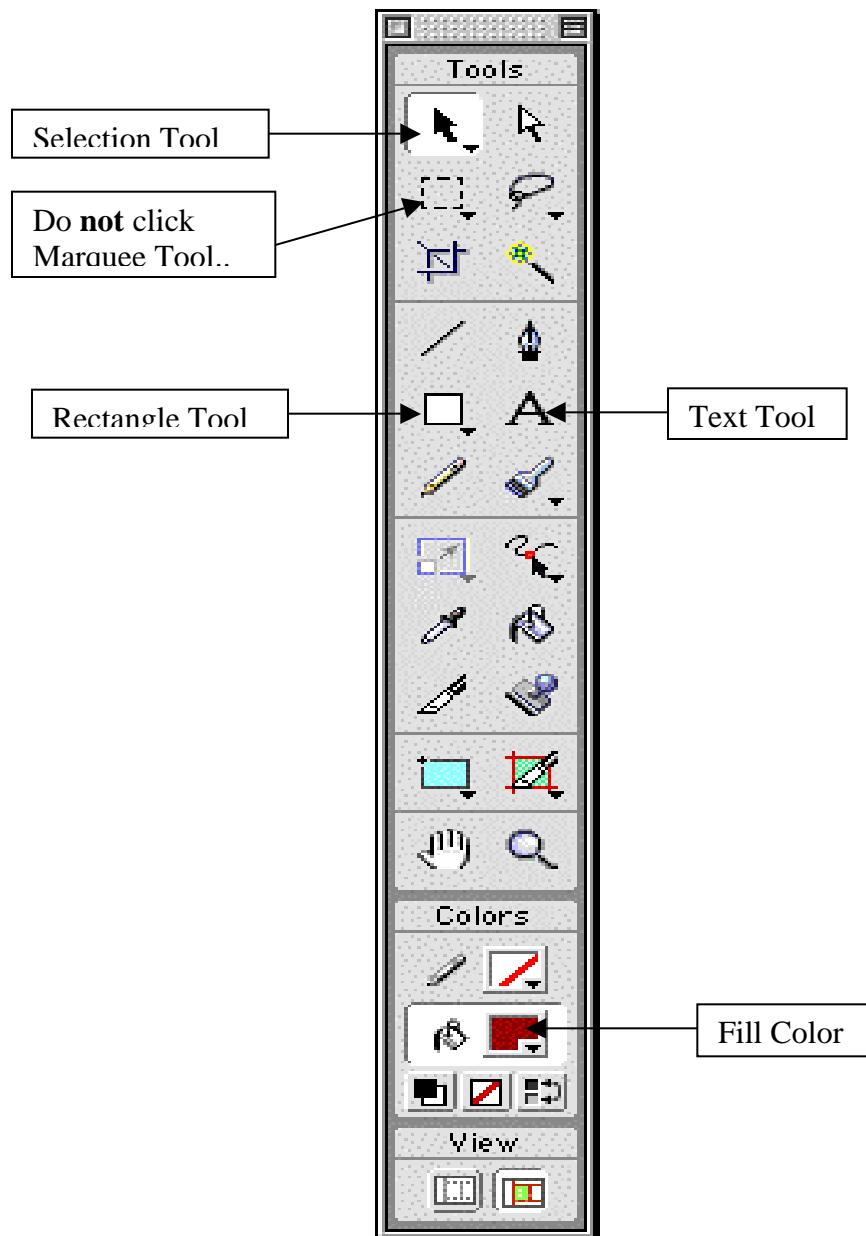


Figure 18

- Now that the rectangle is selected, click on the **fill color** (See Figure 18.) and the color palette will pop up. Click in the field and type in **#990000** and press the **return** key. (See Figure 19.)

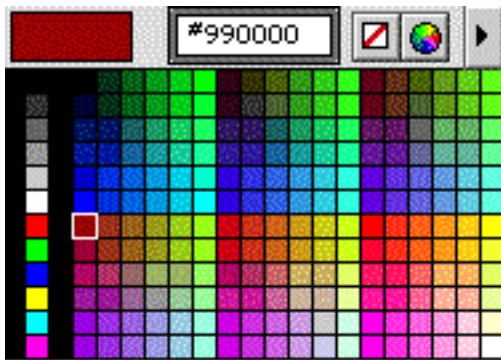


Figure 19

NOTE: Colors are represented as 6-character hexadecimal values on the Web. The Dreamweaver and Fireworks default color palettes consist of the 216 “Web safe” colors. Web safe colors display correctly in browsers on both Macintosh and Windows machines.

Working with Text and Alignment

1. With your rectangle selected, click the **text tool** and then click on top of the rectangle. Doing so will cause the **Text Editor** window to open.
2. Click on the font pulldown menu and select **Trebuchet MS**. Make sure that **white** is selected in the color well. Choose **44** for the size and click **B** for bold. Now type **your name** and click **OK**. (See Figure 20.)



Figure 20

NOTE: You *must* click **OK** in order to close the Text Editor window and return to your Fireworks image. If you need to make any changes, just double-click the text to open the Text Editor window again.

3. To align the text so that it is in the center of the rectangle, both vertically and horizontally, click on **your name** then hold down the Shift key and click the **rectangle**. This ensures that both items are selected. You'll know you've got them both if each object has a blue border and resizing handles. Now go to **Modify>Align >Align Center Vertical** to center the text left to right inside the rectangle. With both objects still selected, go to **Modify>Align>Align Center Horizontal** to center the text top to bottom.

Adding Effects

1. Now you'll add some effects to the graphic. Make sure only the rectangle is selected. Go to **Window>Effect**, click on the **None** pull-down menu, and select **Bevel and Emboss>Inner Bevel**. (See Figure 21.)

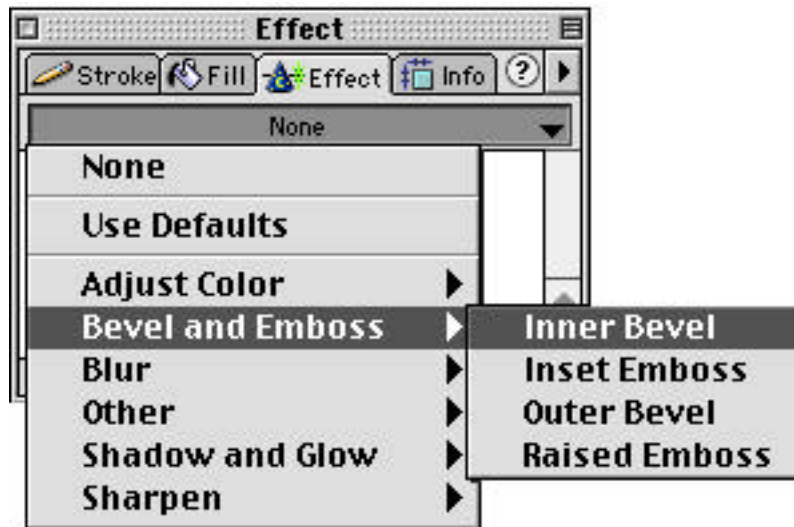


Figure 21

2. Change the emboss setting from 10 to **2**, then press the **return** key. (See Figure 22.)

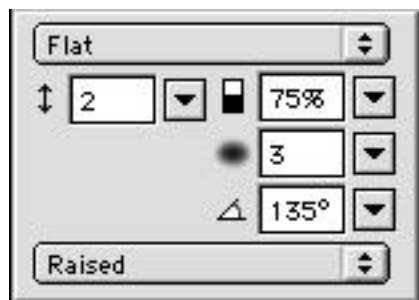


Figure 22

3. With the rectangle still selected, click on **Untitled** from the pull-down menu, select **Shadow and Glow>Drop Shadow**, then press the **return** key. Notice that your graphic now has a shadow underneath it. Leave the settings as they are. (See Figure 23.)

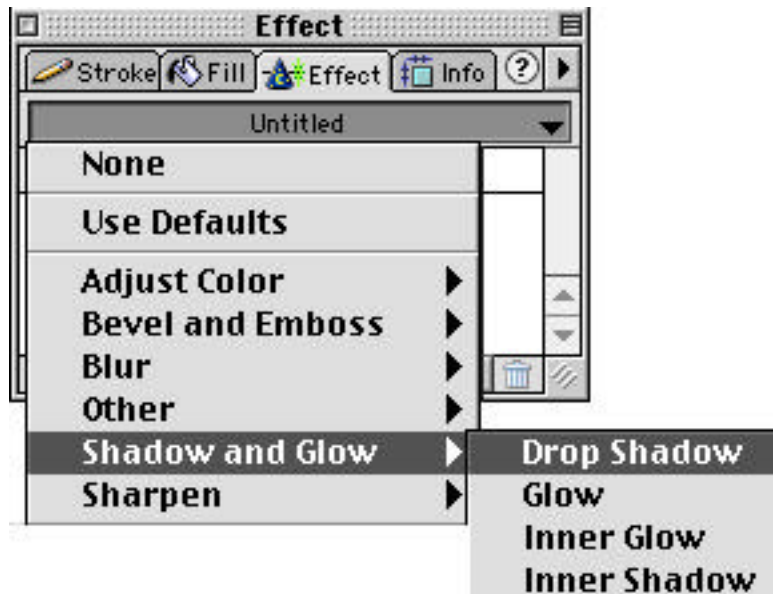


Figure 23

NOTE: If you'd like to adjust any effect settings later, click on the effect's *i* icon in the **Effect** panel. To temporarily turn off an effect, click in its **check box** to deselect it. To delete an effect, click on it then click the small **trash can** on the bottom of the **Effect** panel. (See Figure 24.)

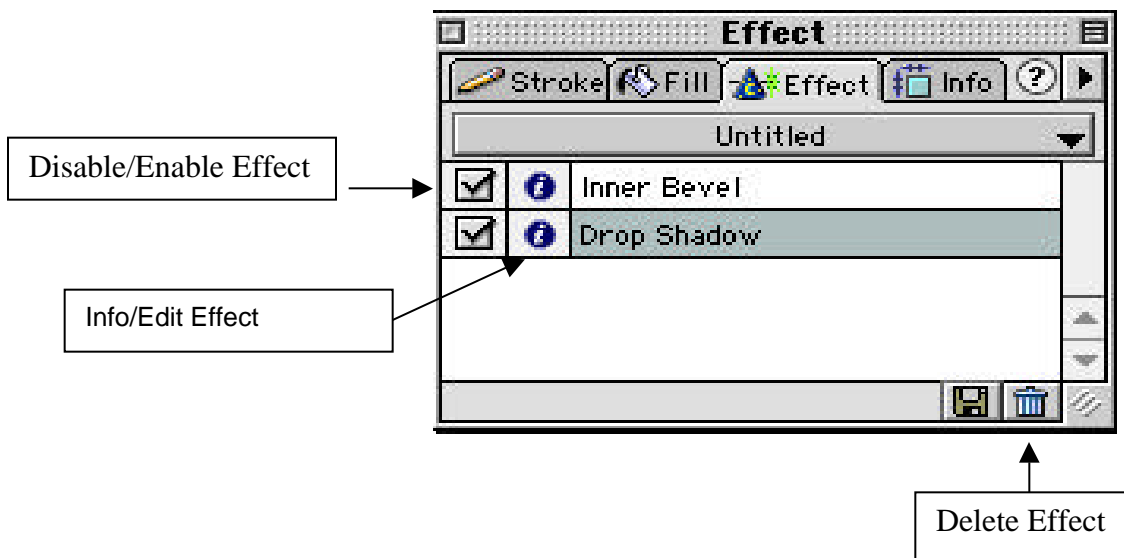


Figure 24

The good news is that you never have to stick with the choices you make now. You will be saving two versions of this graphic: the original, editable version, as a .png (Fireworks' native file format), and a .gif version, which you will optimize for use on and export to the Web.

Saving Your Original

1. Always trim the canvas to remove any unnecessary canvas space before saving your files. To do this, simply select **Modify>Trim Canvas**. Fireworks will automatically trim the canvas to the smallest possible size without affecting your image.

NOTE: Trimming the canvas is important because it will help to create a smaller file. A smaller file will load more quickly on the user's browser.

2. Go to **File>Save**, select the **web_workshop** folder click **Open**, then click the **New** folder button, name the folder **originals** and click **Create**. Now name your file **titlebar.png** and click **Save**.

NOTE: The items in the **originals** folder are not going to be posted on your Web site. However, it's best to keep all of the files related to a site organized together. By storing everything in the **web_workshop** folder, it will allow Fireworks and Dreamweaver to work in a more integrated manner. This is something you will explore later in this workshop.

Optimizing Graphics for the Web

Optimizing graphics involves finding the right combination of fast download speed and image quality. Fireworks provides many methods for creating Web-friendly graphics including trimming canvas size, decreasing the number of colors in a .gif and setting compression for a .jpg image.

1. Go to **File>Export Preview**. Click the **4 Preview** button so you'll be able to preview different optimization settings. (See Figure 25.)

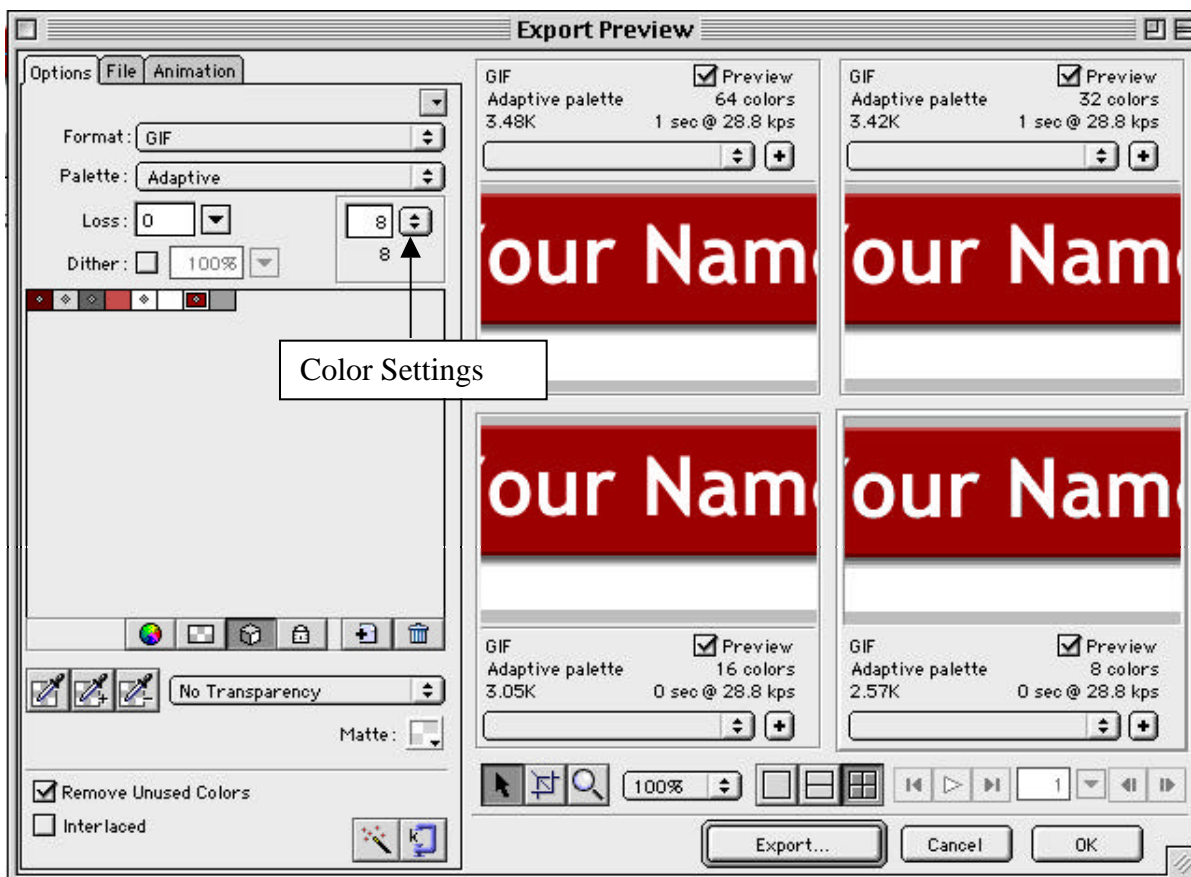


Figure 25

2. Select **Adaptive** then compare file size and quality for settings of **128** colors, **64** colors, **32** colors and **16** colors. Notice how the drop shadow appears. Click the pane with the **64 color** setting and click **Export**.
3. Name your image **titlebar.gif**, select the **web_workshop** folder, double-click the **assets** folder then click **Save**.

GIF Color Palettes

Adaptive - custom palette created from the actual colors in the document. Adaptive palettes most often produce the highest quality image with the least file size.

Web Adaptive - adaptive palette in which colors that are close to Web safe colors are converted to the closest Web safe color.

Web 216 - palette of the 216 colors common to both Windows and Macintosh computers. This palette is often called a Web safe or browser-safe palette because it produces fairly consistent results in various Web browsers on either platform when viewed on 8-bit monitors.

Exact - contains the exact colors used in the image. Only images containing 256 or fewer colors may use the Exact palette. If the image contains more than 256 colors, the palette switches to Adaptive.

Macintosh, Windows - each palette contains the 256 colors defined by the Windows or Macintosh platform standards, respectively.

Grayscale - palette of 256 or fewer shades of gray. Choosing this palette converts the exported image to grayscale.

Black and White - A two-color palette consisting only of black and white.

Uniform - mathematical palette based on RGB pixel values.

Custom - palette that has been modified or loaded from an external palette or a GIF file.

Creating Navigation Buttons

Make sure that you're using your Fireworks application when performing this task.

1. Go to **File>New**.
2. Enter a size of **300** pixels wide by **500** pixels high.
3. Select the **Text** tool (A) from the tool palette, click near the top left of the document window to automatically have the Text Editor box appear. Choose **Tahoma**, size of **24**, click **B** for bold, then click the **fill color** and type in a value of **#900000** and press **return**. (See Figure 26.)

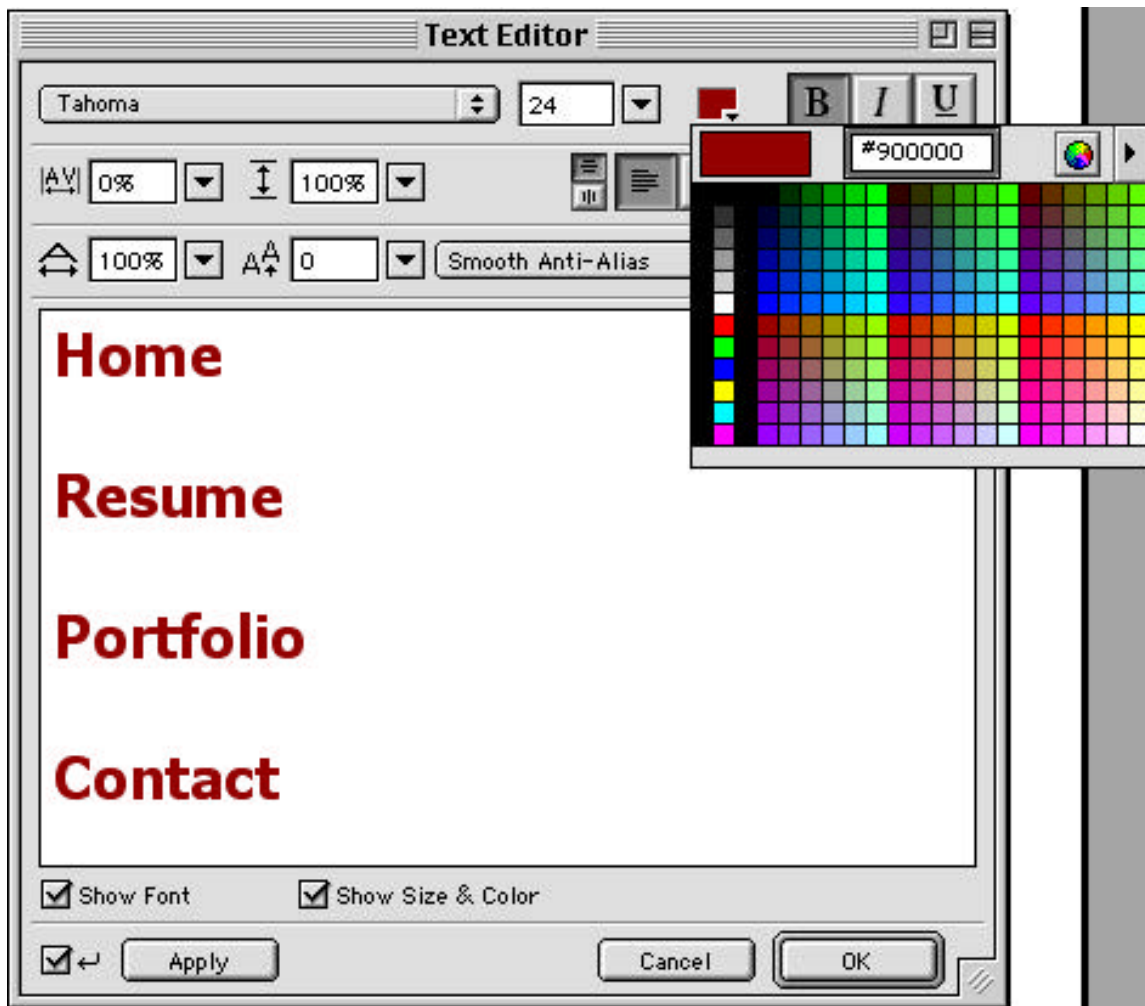


Figure 26

4. Now type **Home, Resume, Portfolio, Contact**
NOTE: Make sure to press the **return** key twice after typing each word.
5. Click **OK**.
6. Go to **Edit>Select All**.

- Then go to **Window>Effect** to automatically have the Effect window appear. Click **None**, select **Shadow and Glow** and **Drop Shadow**. The settings should be **3** for distance and **2** for softness. (See Figure 27.)

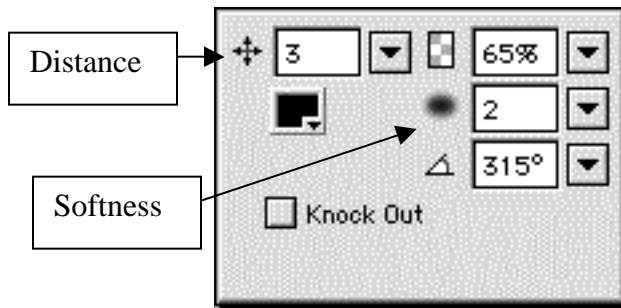


Figure 27

- Go to the **Frames** palette (if you don't see it, go to **Window>Frames**), click the arrow located on the right and select **Duplicate Frame**. (See Figure 28.)

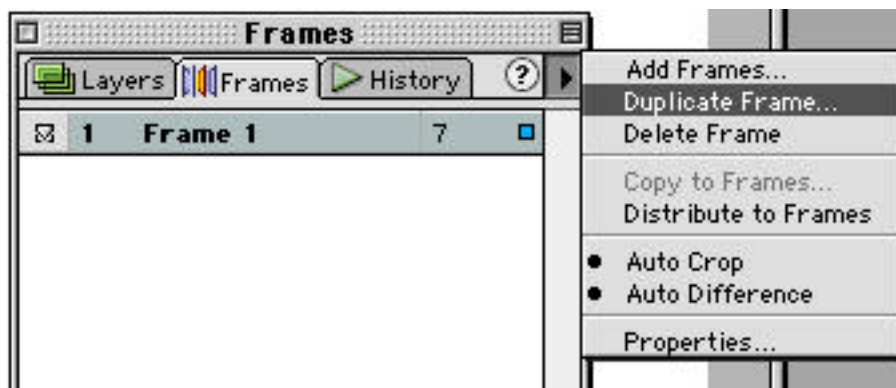


Figure 28

- At the duplicate frame dialog box, make sure 1 frame is being added then click **OK**.
- Double-click on **Home** to open the Text Editing box.
- Select all of the text, click the fill color, type **#333333** and press the **return** key.
- Click on **Frame 1**.
- Click the **Slice Tool** on the tool palette (see Figure 29) then click and drag even slices around each of the words on Frame 1. Make sure the slice is long enough to cover the longest word (Portfolio).

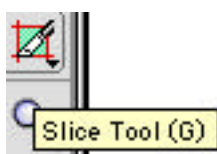


Figure 29

- Click on the pointer tool, then click one time on **Home**.
- Click the **Object** palette (**Window>Object**) and enter the following information for the **Home** slice. (Make sure to click to uncheck **Auto-Name Slices**). (See Figure 30.)

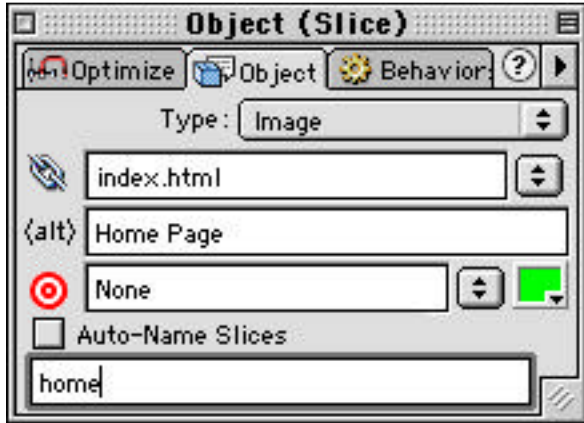


Figure 30

- Click once on **Resume** to select it and enter the following information (see Figure 31):



Figure 31

17. Click once on **Portfolio** to select it then enter the following information (see Figure 32):



Figure 32

18. Click once on **Contact** to select it then enter the following information (see Figure 33):



Figure 33

19. Click once on the **Home** slice to select it.


20. Click on the **point to file** icon  and hold down the mouse button, when the icon turns to a fist, with the mouse button still held down, drag completely off of the slice to the white space on the right and then back onto the slice until you see a blue line. (See Figure 34.)



Figure 34

21. Click **OK** to Swap Image from Frame 2. (See Figure 35.)

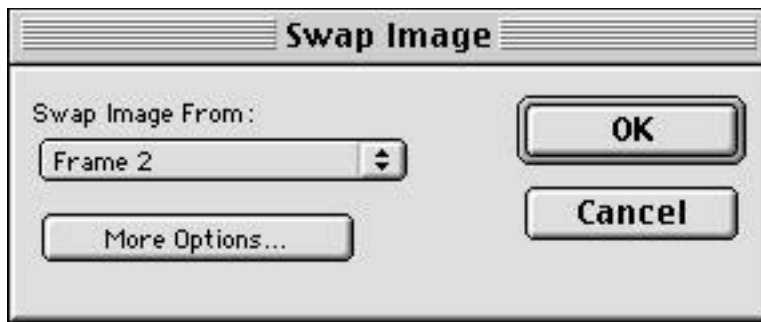


Figure 35

22. Repeat steps 19-21 for the **Resume**, **Portfolio** and **Contact** slices.

23. Go to **Modify>Trim Canvas**.

24. Then go to **File>Export Preview**, choose **32** colors then click **Export**.

25. Name file **nav.htm**, uncheck **Include Areas without Slices**, click to select **Put Images in Subfolder**, browse for the **assets** folder, select **Choose**, then click **Save**. (See Figure 36.)

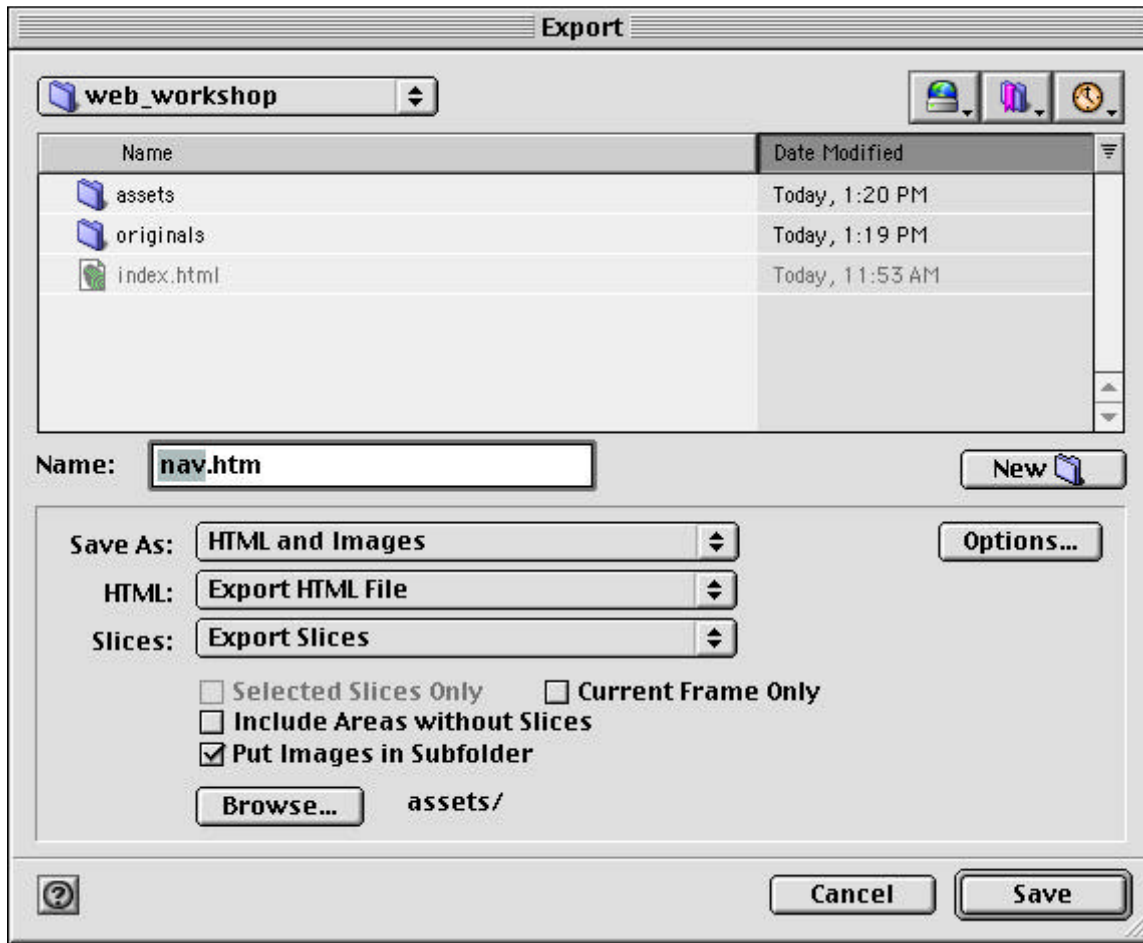


Figure 36

26. Go to **File>Save**, name the file **navbar.png** and save it in the **originals** folder inside the **web_workshop** folder.

Importing Fireworks HTML into Dreamweaver

1. Quit Fireworks and launch Dreamweaver. Go to **Site>Open Site** and select **Web Design Workshop**. If this site was already opened and running in the background while you were working in Fireworks, you may need to “refresh” the site by clicking on the little circular arrow at the top-middle of the site window.
2. Double-click the **index.html** file to open it
3. Now click in the top row, and then click the **<tr>** in the **tag selector** down at the bottom of the window. (The TR represents the Table Row and will select the entire first row of the table.) (See Figure 37.)

```
<body> <table> <tr> <td>
```

Figure 37

4. With the row selected, then click the **Merge cells** icon in the Properties Inspector. (See Figure 38.)

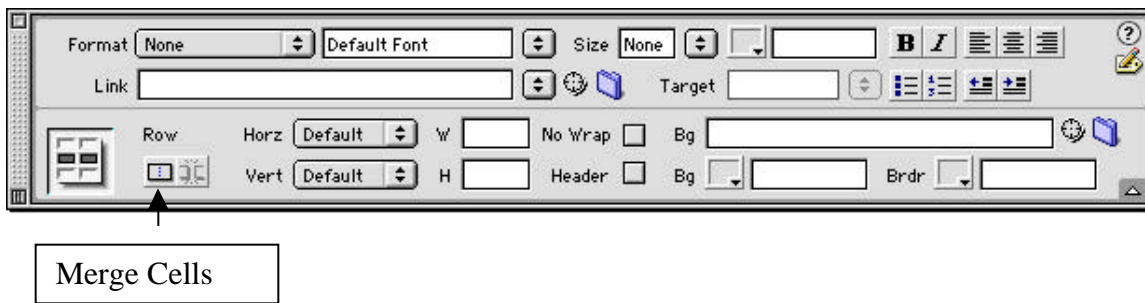


Figure 38


5. Click in the newly merged top row, and then click on the **Insert Image icon**  on the **Objects** panel and browse for the **titlebar.gif** in the **assets** folder.
6. Click in the **Alt Field** on the Properties Inspector and type your name. (See Figure 39.)



Figure 39

NOTE: Spaces, special characters and upper-case letters are allowed in alt tags. Alt tags are used to provide information about images. The alt tag text will be displayed if the user has images turned off in the browser. Alt tags are also important for compliance with section 508 of the Americans with Disabilities Act. Alt tags are read aloud by software called screen readers. An accessibility extension for Dreamweaver can be found at www.macromedia.com/accessibility. Also see www.cast.org/bobby for ADA compliance requirements.

7. Click the **Center** icon on the Properties Inspector.
8. Click in the middle cell, click the **Insert Image icon** and select the **quad.jpg** file.
9. Type **Stanford University Quad** in the Alt field, click the **Center** icon on the Properties Inspector, then press the **return** key.

- Click on **Default** and choose **Top** for the **Vert(ical)** orientation for the image and set the width to **120**. (See figure 40.) Then click in the left-most column where the navigation bar will be inserted and select **Top** for the vertical orientation.

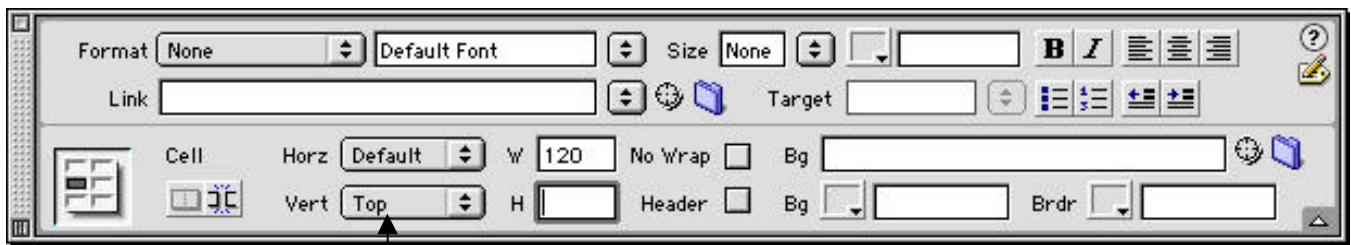



Figure 40

Vertical Orientation

NOTE: If the column on the left collapses, click the left arrow key on the keyboard to move the cursor into the left column.

- Now click the **Insert Fireworks HTML icon**  on the **Objects** panel and browse for the **nav.htm** file in the **web_workshop** folder. With the navigation bar still selected go to the **Align** pulldown menu on the Properties Inspector and change it from **Default** to **Left**.

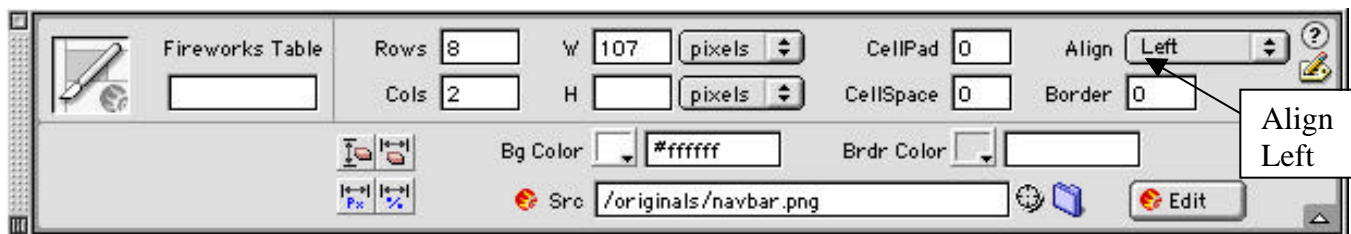



Figure 41

- Finally click the last cell on the bottom right, select the **center icon**  on the Properties Inspector and type the **© 2002 Your Name**


For the copyright symbol:

Mac Users:

Hold down the option key +g

Windows Users:

Hold down alt+0169

- Now hold down the shift key and press **return** for a single-space effect (called a line break in HTML) and type **This page was last modified on.**
- With the cursor positioned exactly one space after the word “on” in your text, click on the **date icon**  on the **Objects** panel. In the dialog box that appears, select the date format you prefer, and then check the box that says **Update Automatically on Save**. Checking this box will force

Dreamweaver to change the date every time you save the document. After clicking **OK**, notice that the current date appears in your text.

15. Select all of the text; choose **Verdana, Arial, Helvetica, Sans-Serif** font and **2** for the size. Then click the **Center** icon on the Properties Inspector. (See Figure 42.)



Figure 42

NOTE: Browsers can only display the fonts that are available on the user's machine. So it's best to use fonts that reside in the system such as Times, Arial or Helvetica. Verdana and Georgia are fonts designed specifically to be read on screen so they're always good choices. If you'd like to use custom fonts, you may create your text in Fireworks and export it as a gif. Also, your text will appear larger on Windows machines than it does on Macintosh systems. In general, a font size of "2" for text in the body of the page is best for viewing on the Web. Remember that users can configure their browsers to customize colors and font sizes.

16. Go to **File>Save** then press the **F12** key to preview the page in Netscape. (See Figure 43.) Click the close box in the upper left corner of the browser window.



Figure 43

Adding Navigation Links

Now that you've completed the **index.html** page, you'll need to set up your other pages and create links using your navigation bar. You'll start by making placeholder files to establish your links.

1. Go to **File>New** then choose **File>Save** and name the file **resume.html** (remember lower-case and no special characters) and save it in the **web_workshop** folder. Repeat this process to create and save your **portfolio.html** and **contact.html** placeholder pages.
2. Open the **index.html** file and click the **Home** button of your navigation bar to select it. Click the **Browse for File** icon next to the **Link** field, select **index.html** in the **web_workshop** folder and click **Save**. Don't forget to enter **Home** in the Alt field (see Figure 44).



Figure 44

Browse for File

Alt Text

3. Repeat the steps to link the **resume**, **portfolio** and **contact** pages to your navigation bar.
4. Now that all the elements of your page are set up, click on the **quad.jpg** image and press the **delete** key on your keyboard.
5. Go to **File>Save As** and name the file **resume.html**. Click **Replace** in order to save over your placeholder page. Repeat the steps by going to **File>Save As** and saving your **portfolio.html** and **contact.html** files.

NOTE : This is an easy method for ensuring that your pages are consistent in look and feel. It works well for small sites. If you have a large site and want more control over the content and the ability to update pages quickly you should use templates. Go to **Help>Using Dreamweaver** and check out the Templates section for more information.

Importing and Cleaning Up Word HTML

1. Go to **File>Open** then select **word.htm** file (this is a Web page generated from Microsoft Word) in the **Acomp HD>Tutorials>Web Design** folder.

2. Notice the yellow icons. They represent Microsoft-specific tags. To eliminate the tags go to **Commands>Clean Up Word HTML**. (See figure 44.) When the dialog box appears, uncheck the **Clean up CSS** box and click **OK**. (This will retain most of the Word file's Cascading Style Sheet formatting.) (See Figure 45.)

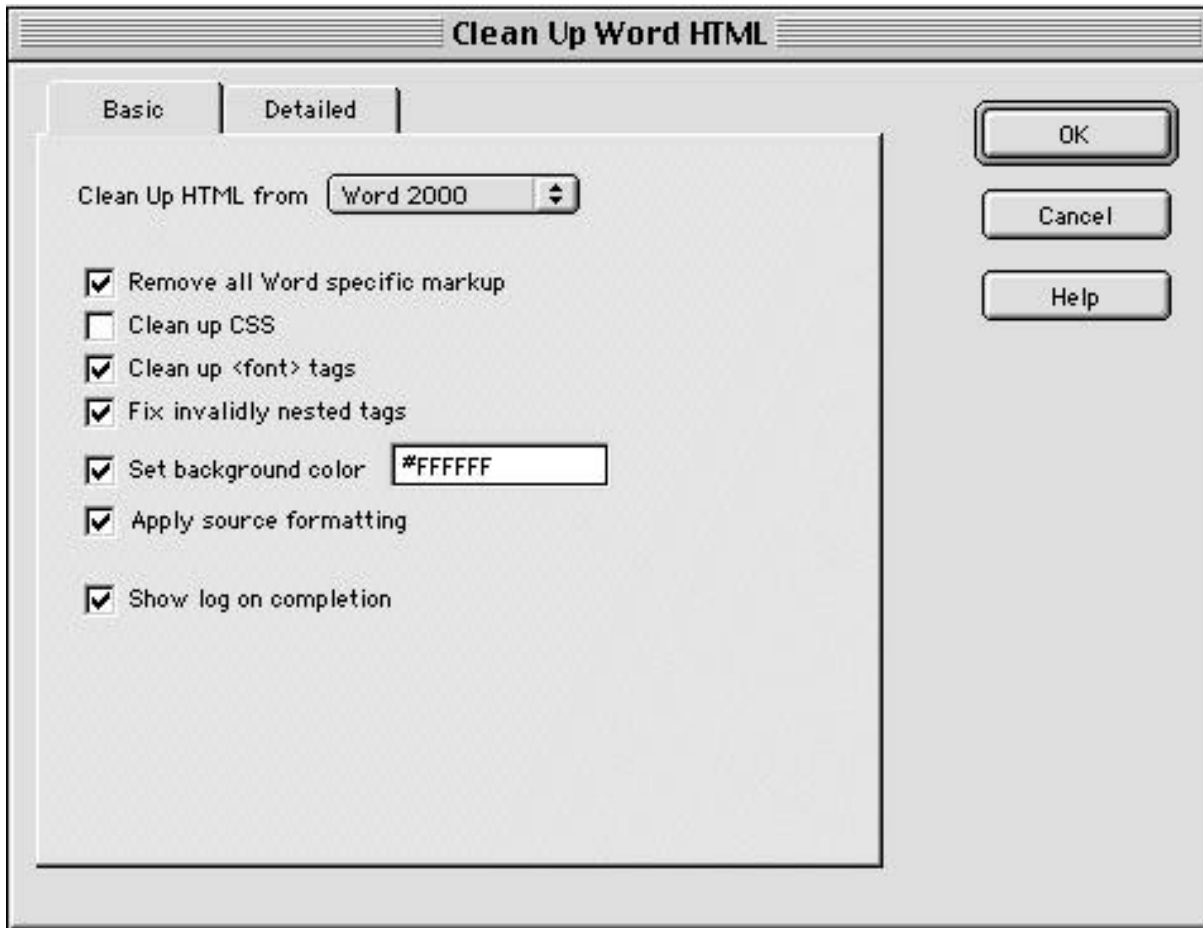



Figure 45

3. Now go to **File>Open** and select your **resume.html** file. Go to the cleaned up Word page, and select **Edit>Select All**, then click on the text, drag it over to your **resume.html** file and drop it in the right-hand column of the table.
4. Click **File>Save** and then press **F12** to preview the page in the browser.

Inserting Content

1. Go to **File>Open** and select **portfolio.html**.
2. Click in the right hand column and type **Web sites** then press **return** twice. Type **Presentations** and press **return** twice, and type **Projects** then press **return** twice.
3. Select all of your text, choose **Verdana, Arial, Helvetica, sans serif**, size **2** and **Bold** and the **center icon**  from the **Properties Inspector**.
4. Go to **File>Save** and save your changes.

Inserting an Email Link

1. Go to **File>Open**, select **contact.html**, click in the right-hand column select the center icon, type **School Address** then press return twice, and type **Office** then press return twice and type **Email**.
2. Select all of your text and choose **Verdana, Arial, Helvetica, sans serif**, size **2** and **Bold** from the **Properties Inspector**.
3. In the Document Window, click under the word **Email** and type out your email address. Highlight this address and go to the **link** section of the **Properties Inspector Window**. Type **mailto:youremailaddress**. (See Figure 45.)

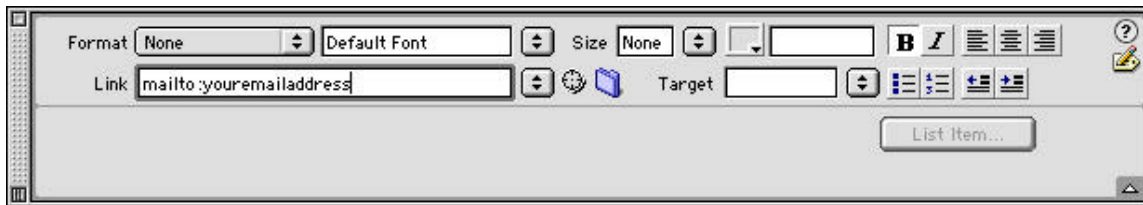


Figure 46

Getting Your Site on the Web

Every Stanford student with a valid SUNet ID receives Web space on the Leland servers. For information about setting up your Leland space, go to <http://acomp.stanford.edu/acpubs/subjdocs.html#internet> and select one of the **Setting Up Your Web Space** documents (Mac or Windows.).

1. Once you've set up your Web space on Leland, simply go to the **MacLeland** icon and select **Mount Home Folder**.

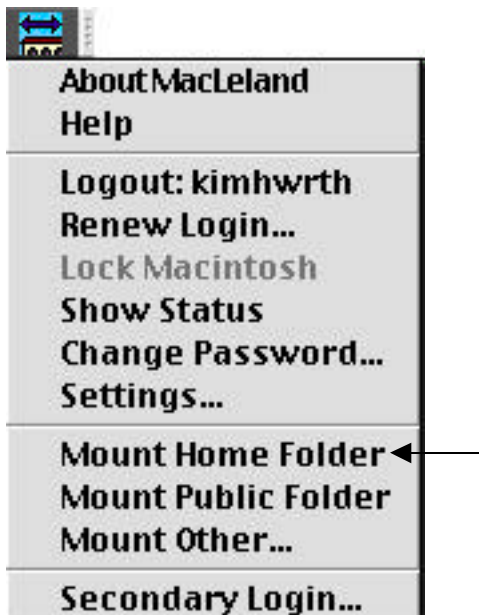



Figure 47



2. When the **Home folder** icon  appears on your desktop, double-click it.
3. Double-click the **WWW** folder to open it.
4. Now open your **web_workshop** folder, select all the files *except* for the **originals** and drag them into the WWW folder.
5. If you go to <http://www.stanford.edu/~yoursunetid>, you should see your home page.

For More Information and Assistance

Ask a consultant for assistance at the Technology Services Desk on the second floor of Meyer Library or send email to consult@acomp.stanford.edu.