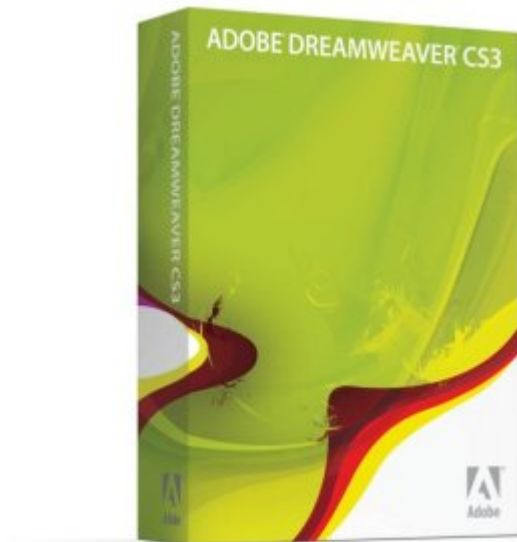


Dreamweaver CS3 Basics with CSS



IT Center Training

Email: training@health.ufl.edu

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What is Dreamweaver?

Dreamweaver CS3 is a powerful Hypertext Markup Language (HTML) editor used by professionals, as well as beginners. The program makes it easy for designers to create visually attractive, interactive Web pages without having to know HTML or JavaScript. However, Dreamweaver CS3 enables the experienced professional to write and edit HTML using the code editor. Dreamweaver also gives the opportunity to create web pages and learn HTML coding as you go along, by giving you the option of a split screen with code and design.

If your department doesn't already own a copy of Dreamweaver, you may talk to your IT Department about downloading a free 30 day trial from the Adobe website at <http://www.adobe.com/products/dreamweaver/>.

Before you start with Dreamweaver.

There are a few things that need to happen before you start your web page in Dreamweaver.

The very first thing you need to know is your audience. Who is your target audience? What will they be looking for in your website? Will they be looking for entertainment, information, or education? What type of equipment do they use?

When you have that information, you need to plan out your website. What information will go on the home page? How many pages will your site have? How will you navigate around the pages? One of the best features about a web site is that they are not linear, but hypermedia. Websites are like a CD compared to an audio tape. They can be accessed in different sequences depending on what each person is looking for in your website. What images or other objects will you want included in the site? A good way to lay all this out is to use sticky notes and lay them out to see how your site will flow, and what your layout will be. You may then want to create a flow chart that will show how your pages will be linked.

Next, gather all your content, such as any documents, images, movies, scripts, etc that will Once you have this information, you can begin to create your site by setting up the folders you will need for the site. Start with the root folder (the site folder) and everything else will need to go in this one folder. Even a small site must have a root folder and should also have an images folder and maybe even a content folder. Larger sites may have those folders and then go on to add other subfolders for each section of the web site. Each website must have its own root folder.

Because some browsers read text case sensitive it is a good idea to have all your file names in lower case letters. To make them more readable it is acceptable to use the underscore _ to separate words in your names. It is best for your home page to be named index.htm. Each website has a unique address or URL (Uniform Resource Locator). A browser will recognize index.htm as the home or opening page of your website. It is possible to locate a home page with alternate names, but the URL would have to be typed out including the home page name, including the file extension. In other words, to locate the home page named index.htm you would type in an address of <http://www.website.com>. But if your home page is named [mysite.htm](http://www.website.com/mysite.htm), you would have to type <http://www.website.com/mysite.htm>. Not a real big deal, but using the index file will make it more easily accessible to others. Also Dreamweaver automatically recognizes index.htm and you do not have to go through an extra step to designate the page as your home page.

HTML – Hypertext Markup Language

HTML is a set of codes that describe the appearance of web documents and all the objects on the page. Objects could be anything from text to images to movies. The HTML codes are called tags. The tags are enclosed with the < and > symbols so the programs reading them recognize that they are tags. Most items have an opening tag < > and a closing tag < />. For example <title> This is the title </title>. The tags signify the beginning of an item and the end of that item. Each item is called an element. Each element can have attributes and the attributes can have values. Values follow an equal sign and are in quotes. HTML tags are not case sensitive, so it doesn't make any difference if you use upper or lower case letters, however lower case is the norm.

<ELEMENT ATTRIBUTE= "VALUE"> or, think of it this way:

<CAR MODEL="CAMRY" COLOR= "RED">

<SANDWICH BREAD="WHEAT">

All HTML documents are required to have certain elements.

<html> This designates the beginning of the document.

<head> This section contains the document title, keywords, meta tags, scripts

<title> Document title </title>

</head> This is the end of the Head section

<body> This designates the beginning of the Body section

All the content of the page would be in the body section

</body> This is the end of the Body section

</html> This is the end of the HTML document

The World Wide Web is overseen by a not for profit group called the W3C (World Wide Web Consortium). They have hundreds of members from many countries and many companies. They are dedicated to providing Interoperability on the web so everyone has equal access to the web. From the W3C website:

The [World Wide Web Consortium](http://www.w3.org) (W3C) is an international consortium where Member organizations, a full-time staff, and the public work together to develop Web standards.

W3C's mission is:

To lead the World Wide Web to its full potential by developing protocols and guidelines that ensure long-term growth for the Web.

<http://www.w3.org/Consortium/Overview>

One free online site that provides many tutorials with cut and paste examples is W3 Schools at <http://www.w3schools.com/>

A few common tags are:

<p> paragraph

<hr> Horizontal Rule (line)

<a> anchor

 line break

<H1> Heading 1

<a HREF > link

<td> table data

 image

 non-breaking space

File Size, Download Time and Screen Resolution

A couple of other items that need to be mentioned are download time and screen resolution. The web site you are creating is meant for viewing. To make it as accessible as possible it is a good idea to limit the amount of information on each page. Most viewers will not wait more than 8 seconds for a page to load. Larger files take longer to download. If it takes too long, they will just go somewhere else. The pages may need to be divided up into more pages with less information or images on each page or the images may need to be optimized (smaller file size) for the web.

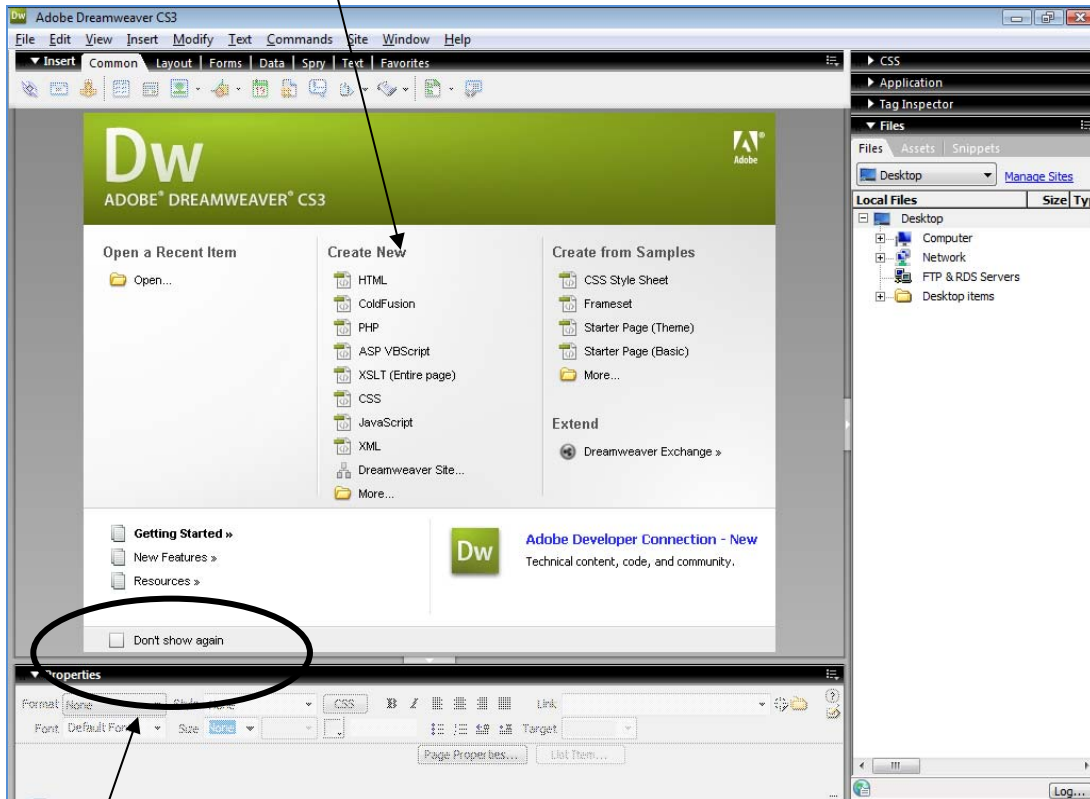
There are various size monitors and many have different resolutions. Resolution (for monitors) has to do with the number of pixels (colored squares) across and down the screen. Today's monitors can be set to various resolutions. Some older monitors are set for a page resolution of 640 pixels wide x 480 pixels high. Currently many monitors are set to a resolution of 800 x 600 or, like the monitors in the training room, 1024 x 768. Viewers do not like to have to scroll side to side so some website developers limit the page size to less than 800 pixels, usually 760 pixels to be safe. Before creating your web site you need to determine who will be viewing the site to decide the page size you want to use. To be absolutely safe you may still want to create pages for the 640 pixel wide pages. When you are choosing images for your web site, look at the pixel dimensions of the image. For example a digital camera may take a picture that is 3000 pixels wide. To put that image on a web site that image would have to be downsized quite a bit to fit on a page. Use a graphics program such as Photoshop or Fireworks to optimize your images. You want to create them to the proper size outside of Dreamweaver and then bring them into your web site at the proper screen size and the smallest file size.

Dreamweaver CS3 Start Page

Open existing pages

Create new sites or pages

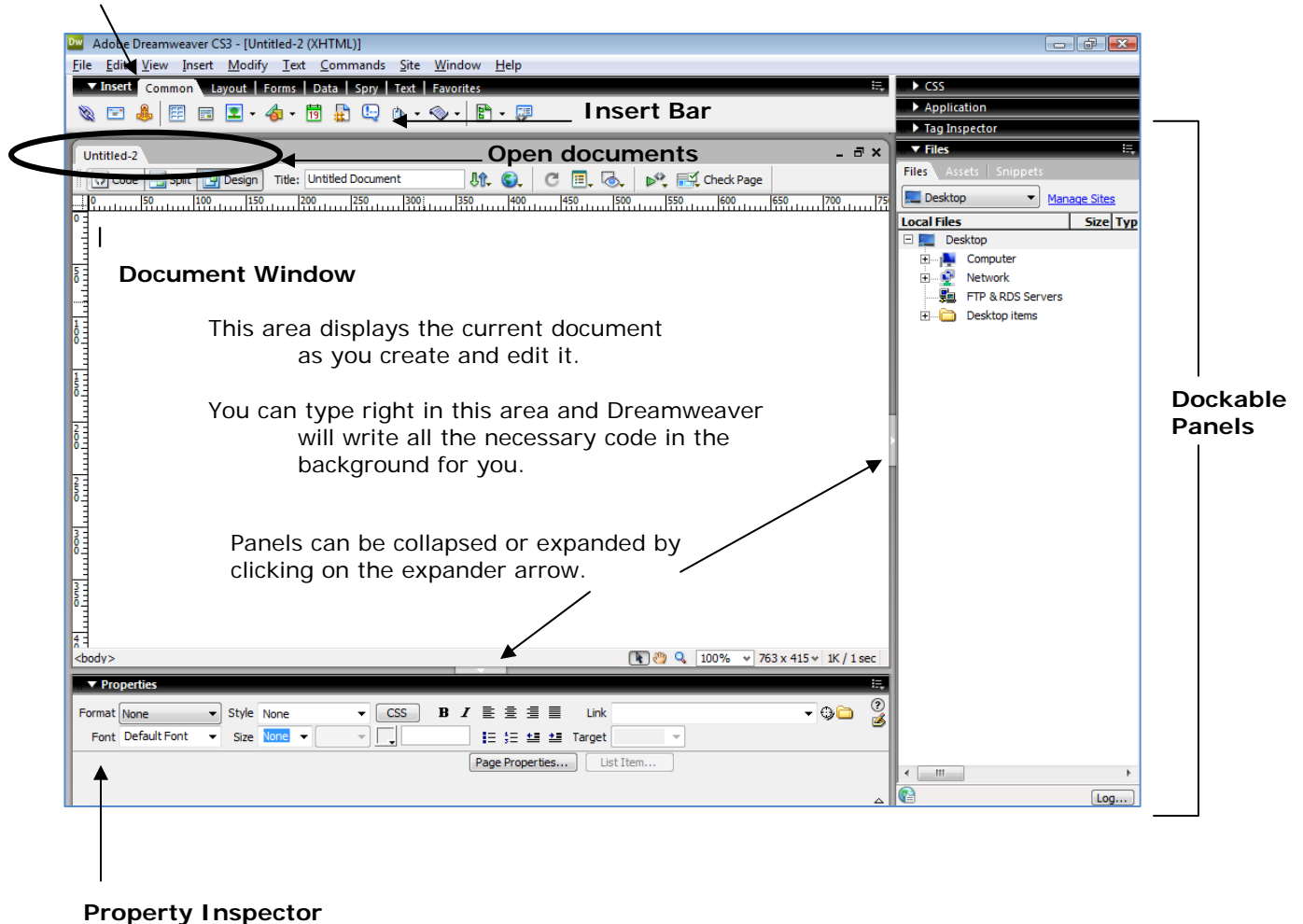
Get to the Online Help Page



This is the page you get when you first start up Dreamweaver CS3. This gives you the option to open many different kinds of pages. The start page can open each time you start Dreamweaver or it can be disabled by checking the Do not show again box. If you decide later you want it back go to **Edit > Preferences > General** and check the Show start page option.

The Dreamweaver CS3 Designer Workspace

Menu Bar

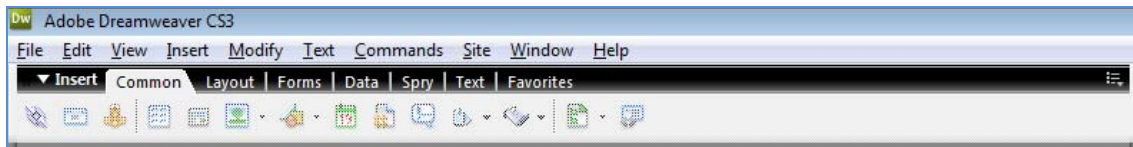


Property Inspector

This is the new Designer layout of the Dreamweaver CS3 where the panels are docked on the right side. There is also an alternate Coder workspace that is similar to the HomeSite/Coder-Style workspace for those that prefer to do most of their web page creating in the HTML code view. This can be changed at startup or by choosing **Change Workspace** in the **Preferences** area under the **Edit Menu**.

The only choice in the Macintosh is the "floating" style workspace where each panel is separate.

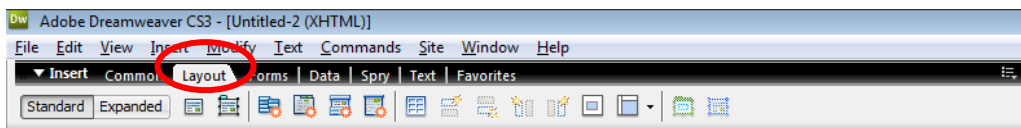
The Insert Bar



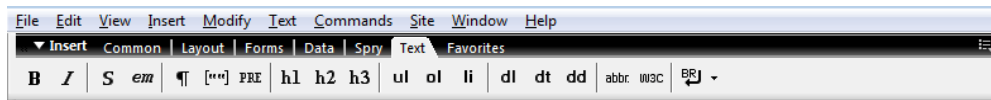
Insert Bar – This is used to **Insert** components in your web page. Click icon to add images, links, forms, create layouts. All items on the Insert Bar can be found on the Insert Menu, but it is usually easier to use the buttons on the Insert Bar.

Each **Category** offers different object to add to your page. Click on each tab (category) to see the different options.

The **Common** category shown above holds the most commonly used choices, such as images, tables, links and media.



This is the **Layout** category. This gives options for laying out the web page. In **Standard** mode, tables can be inserted by rows and columns looking like they would in a browser. **Expanded** mode temporarily adds cells spacing and padding so editing will be easier, but does not appear as the table would in design view. In **Layout** mode Dreamweaver CS3 allows you to draw a table and individual table cells for the layout of your page.



Each category has a group of items each with buttons to let you add or edit objects or text. The **Text** category allows insertion of text and paragraph formatting tags. The **Forms** category includes items such as text field, radio buttons, and list menus. The **Favorites** tab can be programmed to the choices you use the most.

The Status Bar



The left side of the document **Status Bar** has a **Tag Selector**. This allows you to select an item by clicking on the tag.

The right side of the status bar gives information about the document, including the size of the document window and approximate download time. Dreamweaver uses a 28.8 modem speed as a default. This can be changed in the Preferences area under the Edit menu. This area has a new zoom tool to help focus on complex design areas.

The Document Toolbar

The **Document Toolbar** is where you can change your document window views

Code shows HTML code only (HTML)

Split shows both the design view and the code view

Design shows only the design view (similar to the way a browser sees the page)



Enter your page **title** here. The page title and the file name do not have to be the same.

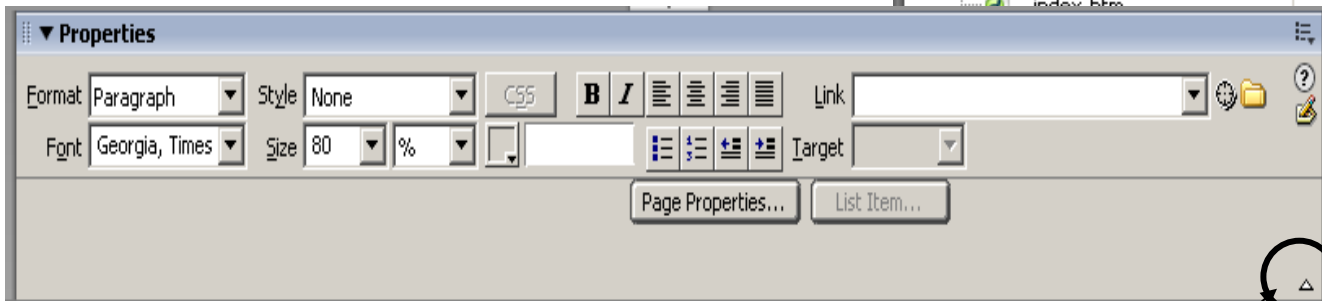
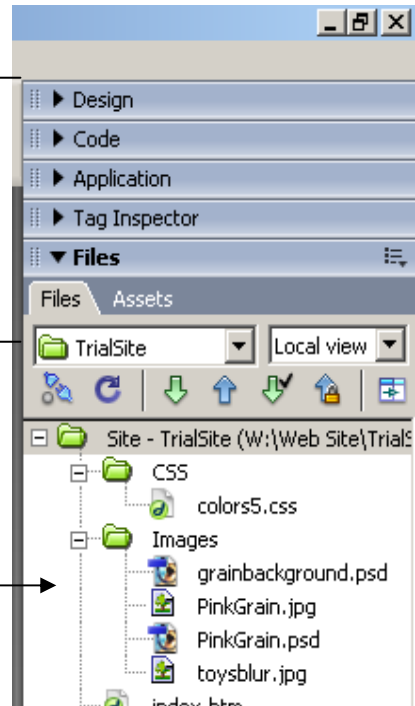
Click here to view your page in a true browser

Docked Panels

Files Panel

(similar to Windows Explorer)

Files (such as images) can be dragged to the document window to be added to the page.

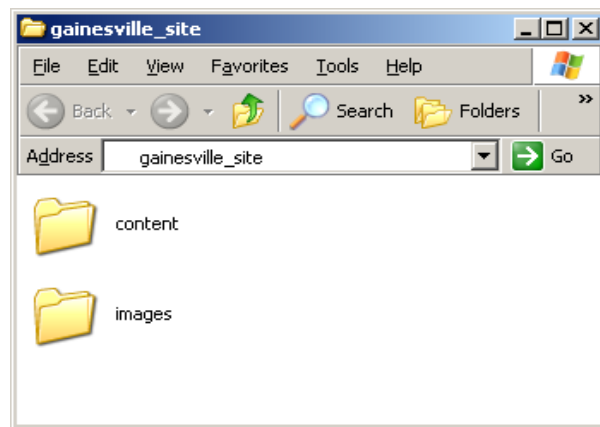


The **Property Inspector** is context sensitive. It changes for each object or text item, and shows the attributes for that item. It gives an easy way to view and edit the properties of each item. The expander arrow will expand or collapse the property inspector to show or hide properties. Any time the property inspector is not visible, go to **Window > Properties** on the Menu bar.

Another feature of Dreamweaver CS3 is the right-click context menu. When you are working on an item a right-click will bring up a menu with the most useful commands and properties related to that particular item.

Starting the Web Site

The first step in building a web site in Dreamweaver is to define the site. At this point, the site is already planned on paper. Now, create the folders and sub folders on the hard drive. You want to have something similar to folder below, where gainesville_site is the **root folder** and content and images are your subfolders. If you have all your images and content gathered, it is best to put it all in the proper folders at this time. Now we can define our site with Dreamweaver by specifying what the names of the folders are, and where they are located.

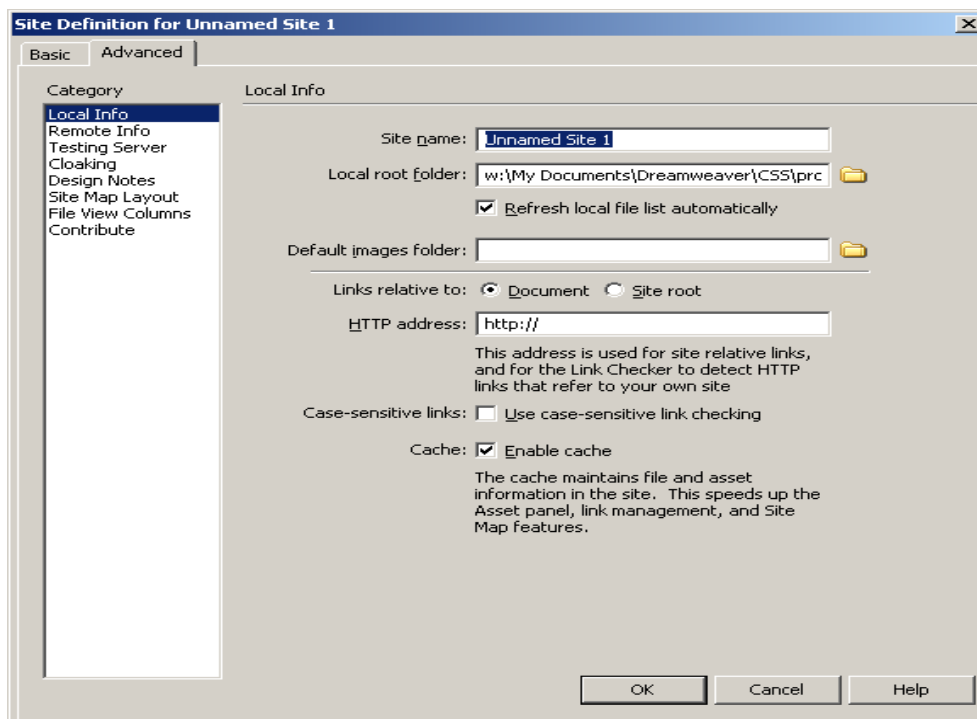


To define your site in Dreamweaver:

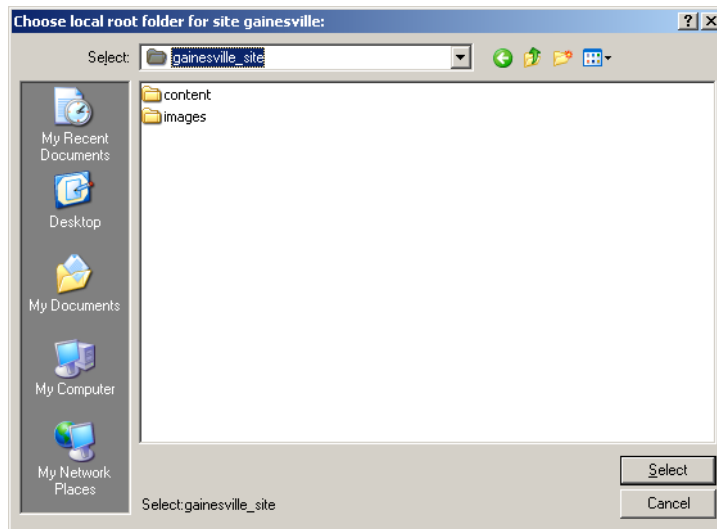
1. Open Dreamweaver CS3.
2. Go to the menu and choose **Site > Manage Sites**.
3. Click **New**.
4. Choose **Site**.

When the site definition dialog box opens choose the **Advanced** tab.

(The basic tab will work, but it has more options than we need at this time.)



5. Choose **Local Info**.
6. In the **Site Name** Text box, type the name of your website (i.e. Gainesville).
7. In the **Local Root Folder** area, click on the **folder icon**. Navigate to where your root folder is stored. You should see the **contents of your root folder**

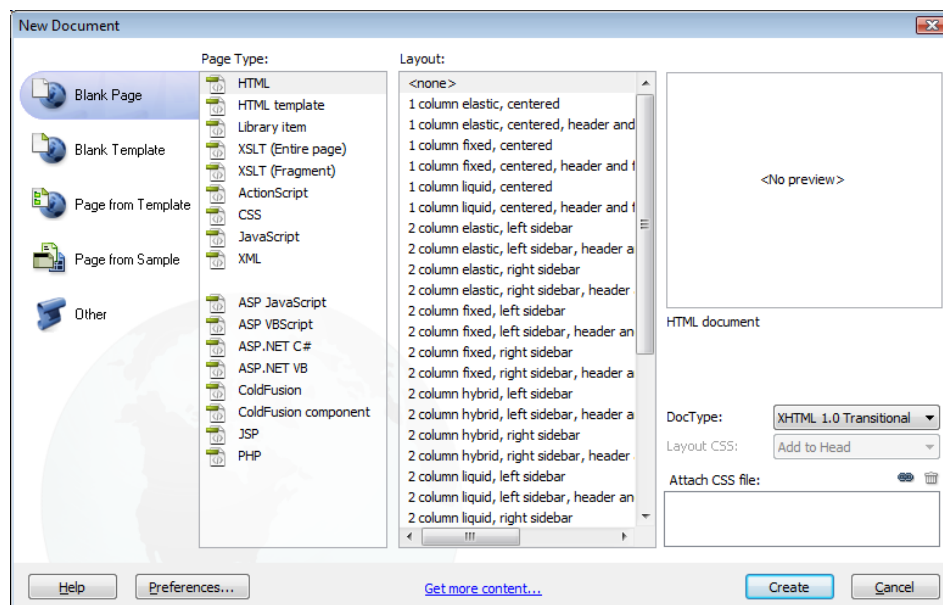


8. Click on **Select**.
9. Make sure **Refresh Local File List Automatically** and **Enable Cache** are checked.
(Unless you are working on a very large site, then uncheck Enable Cache)
10. Click **OK**. Click **OK** if the "initial cache" message pops up.
11. Click **Done**.

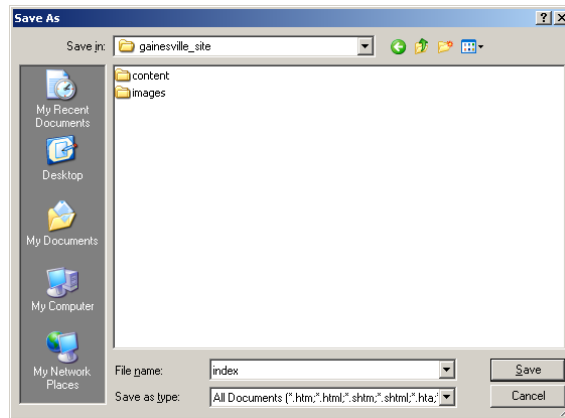
Creating the Home Page

Begin by creating a new page

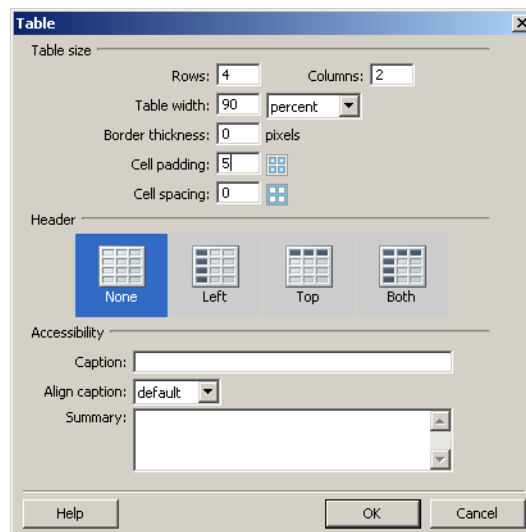
1. From the menu, choose **File > New**.
 - a. Or use the Start Up page and Choose New HTML page
2. Choose a Blank page and HTML then click **Create**.



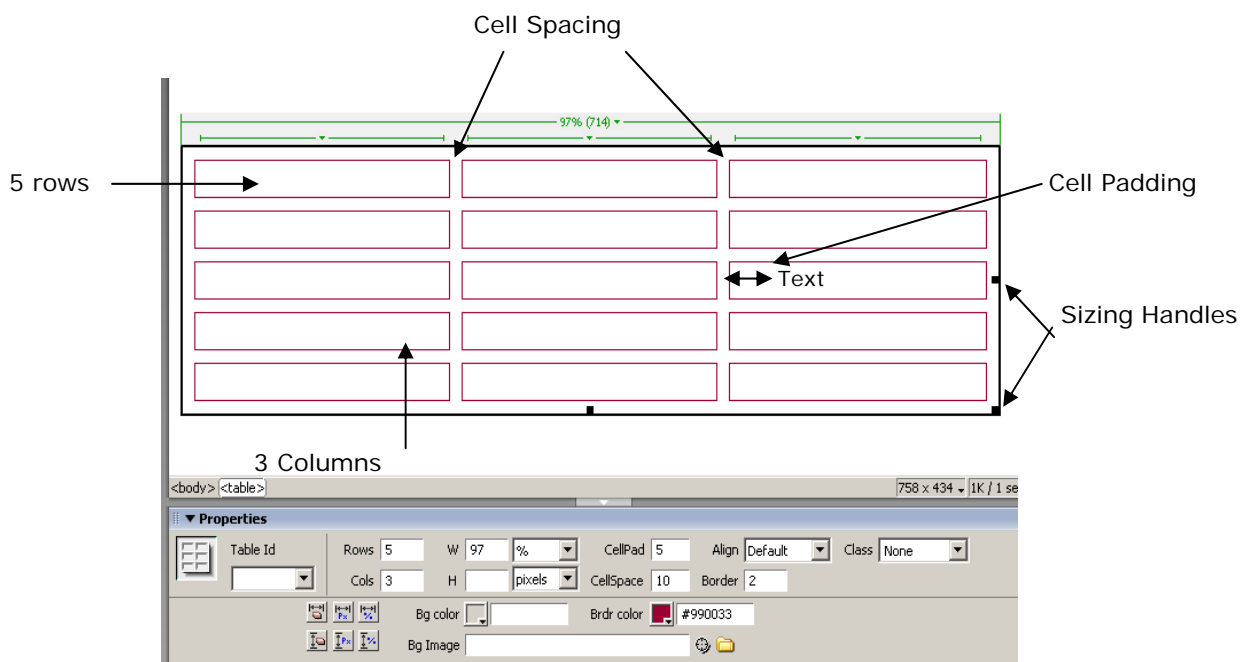
3. The next thing you do is **save** your page. It may look like an empty page, but if you look at the code view, you will see there is already information about your page. Use either **File>Save** or **CTRL + S**. On the **open document tab** if a * is showing it means the page has not been saved since changes have been made. It is always best to save your work continually as you go along. Remember this will be the home page, so we want the file to be named index.htm. The best practice is to name your files using all lower case letters with no special characters except the underscore (_) and no spaces.



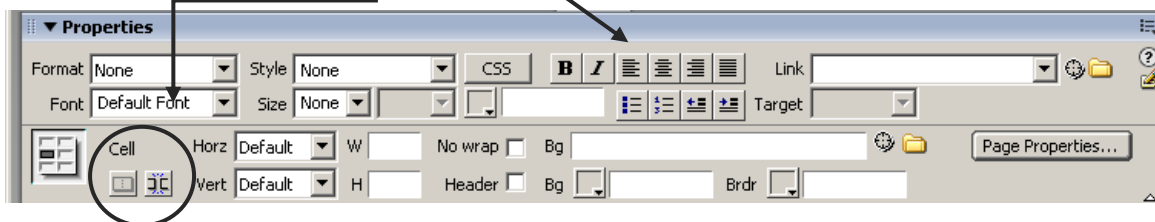
4. In the **Document Toolbar** type the title of your web page. Call this Gainesville Home Page or My Home Page. Unlike filenames, the title can contain spaces and/or characters. Use a unique and descriptive title for your page. This title shows on the blue title bar when you are viewing the page on the web.
5. Press **Enter** to apply the title to your home page.
6. This page will have a **table** in it to organize information. Tables are set up with rows going across the page and columns going down the page. Cells make up the table and have properties called cell spacing which is the space between each cell and cell padding which is the space from the cell wall to the information placed inside the cell.
8. Go to the **Common Category** of the **Insert bar**. Choose the **table button**.
9. When you choose the table button the **Table dialog box** pops up. Enter the number of rows (4) and columns (2).



If you do not want a **Border** to show, you would enter 0 in the border text box. For this project we will set **Cell padding** (space around the content, but within the cell) to 5 and **Cell spacing** (space between the cells) to 0. Table widths can be in pixels or in percentages (a % of the screen size). You can set the table width in pixels for a fixed width table or in % for a flexible table. For example a table with a 75% width will be 75% of the browser window no matter how the browser is resized. If you don't set a table width, the table will expand to fit the content and in a browser window will expand to fill the page. For today's project, set the **Table Width** to 90%. If necessary, the table properties can be changed in the **Property Inspector** at any time. Also the width and height can be changed by clicking and dragging the borders. It is not necessary to set a height for a table.

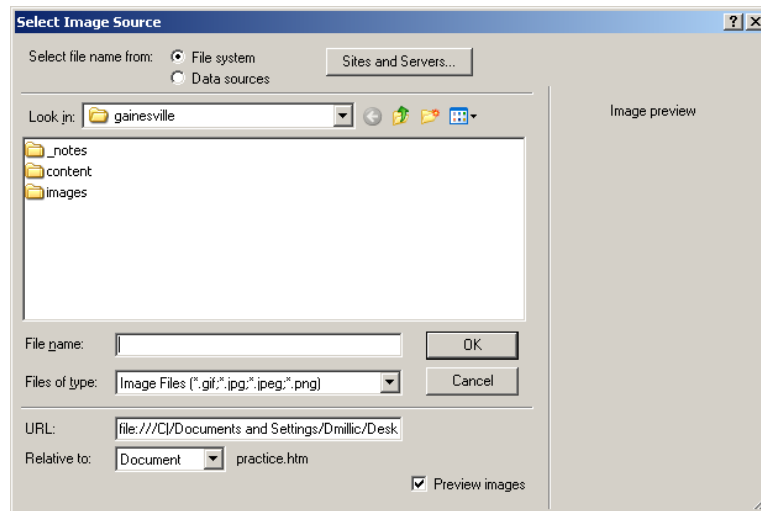


10. To create the proper look for our home page, we will merge the cells in the top and bottom rows and the two middle rows in the 2nd column. To merge cells, select the cells and click on the **merge cells** button on the **Property Inspector** (or go to the **Modify Menu** and choose **Table>Merge cells**) Make sure the table is selected and choose to center it using the alignment buttons in the property inspector.

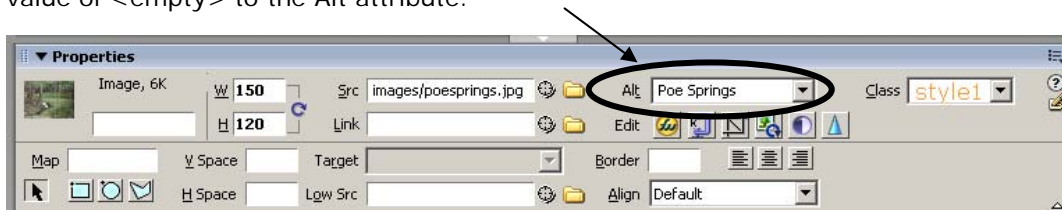


Adding Content to a Page

1. In the first cell of your table, type the heading for the page. The **Delete** key, the **Backspace** key and **Edit>Undo** all will undo actions and remove items from your page. To go to the next line, hit the enter key. This will create a new paragraph which will give some white space above and below the text. If you want to go to a new line, but not create a new paragraph, hold down the shift key and press enter. This will create a line break but not a new paragraph.
2. To enter an image, go to the **Common Insert Bar**, and choose the image button (it looks like a tree). The **Image Source** dialog box will open. This will show a preview of selected images.



3. Choose your images folder. Choose the image you want and click **OK**. Your image is now on the page where the cursor (insertion point) was located. The Image can be resized. The best practice however, is to have your picture sized properly before inserting it into your page by using a graphics program. Alternatively, you can just find the image in your files panel and click hold and drag the image file into place.
4. Enter an **alternate text** for your picture. This is a text alternative that will display if the picture does not load properly or if the person viewing your page does not have graphic capabilities, or for those "reading" the page using a screen reader. This is one of the accessibility options available, and is a good practice. Enter the text alternative in the **Alt** text box in the **Property Inspector**. If the image is purely decorative or if there is a text alternative found elsewhere on the page such as a caption, use the Alt dropdown and add a value of <empty> to the Alt attribute.



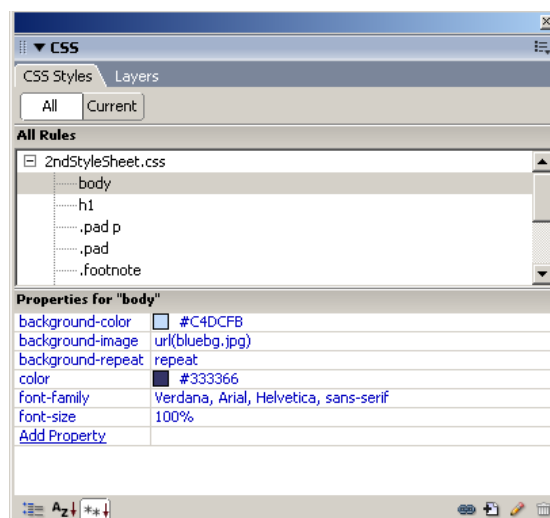
5. To direct your audience to other websites, make some **hyperlinks**. Type something descriptive such as **Go to the City of Gainesville website**. Insert a paragraph break by pressing the **Enter** key. The enter key applies a paragraph break which gives white space above and below the text. (Remember, to move to the next line without that extra space, use **shift + Enter**.)

6. Select the words "City of Gainesville". In the **Property Inspector**, in the **Link** text box, type in the full **URL** of the link for example <http://www.cityofgainesville.org/> and press the **Enter** key. This will enter a **hyperlink** in your document and will show up underlined. The color of the hyperlink as well as many other options can be changed by using Cascading Style Sheets (CSS).
7. The link is now a working link and that is all that needs to be done. However, in the **Target** dropdown box there are choices to make the link open in a new browser. Choosing **_Blank** in the target drop down will make the link open in a new browser window.
8. Press **Enter** to make another paragraph and repeat the hyperlink process for the remaining links.
13. Add footer information to the page. Items such as Created by, Copyright info and a Last Modified date for example. To add the date, place your cursor in the last cell. Then, using the **Common Insert bar**, choose the **Date** icon. The date can be in many formats and if you check the box on the bottom it will update automatically each time the page is saved.
14. Format the headings on the page by selecting the text and using the **Format** drop down box in the **Property Inspector**. There are several heading options. We format the headings to give the headings meaning. Formatting a specific heading will make the content more meaningful to search engines and will assist screen readers.

Save and Preview your page. All the "content" is there, but it looks rather bland.

Styles

To make the page look better and/or more appealing, we add style to our page. We can do this in different ways. One way is to use the property inspector and add size and color to text on the page. A better more efficient way to add style is to use CSS or Cascading Style Sheets. The CSS panel shown below is the starting point for creating styles and giving your page some pizzazz!



What are Cascading Style Sheets?

Cascading Style Sheets (CSS) are a collection of rules we use to define and modify web pages. CSS are similar to styles in Word. CSS allow Web designers to have much more control over their pages look and layout. For instance, you could create a style that defines the body text to be Verdana, 10 point. Later on, you may easily change the body text to Times New Roman, 12 point by just changing the rule in the CSS. Instead of having to change the font on each page of your website, all you need to do is redefine the style on the style sheet, and it will instantly change on all of the pages that the style sheet has been applied to. With HTML styles, the font change would be applied to each instance of that font and have to be changed in each spot.

CSS can control the placement of text and objects on your pages as well as the look of those objects.

HTML information creates the objects (or gives objects meaning), but styles describe how the objects should appear. The HTML gives your page structure, while the CSS creates the "presentation". An external CSS is really just a text file with a .css extension. These files can be created with Dreamweaver, a CSS editor, or even Notepad.

The best practice is to design your web page on paper first so you know where you will want to use styles on your page. Then you can create the styles and apply them to your page.

CSS Rules

A Style Sheet is made up of Rules. A Rule is one or more properties that will be applied to one or more elements. Each rule will have a selector and a definition. A Style Sheet can be collection of Styles; however, a style sheet could have just one style.

A style rule consists of a selector and the properties or attributes of that selector that are to be affected. These properties or attributes are contained within curly brackets and called the style definition. For example in the style rule: **h2 {color: red; font-family: Arial ;}**, h2 is the selector and the rest (within the curly brackets) is the style definition. The standards of the style rules are that each attribute is followed by a colon (:) followed by the value for that attribute. Then each set (of attribute and value) is followed by a semicolon (;). Several style attributes can be assigned at one time to a tag or selector or multiple tags. For example you could specify the font family and color of all the heading tags at once (with a comma between each one) and then give each one a separate size in a different rule.

Several tags being defined at once:

```
h1,h2,h3,h4 {
  color: #ff3300;
  font-family: Arial;
}
```

Then define the size of this one tag separately:

```
h1{
  font-size: 160%;
}
```

To define a style using Dreamweaver, you can either redefine the predefined tags such as the Heading 1 tag, Heading 2 tag, the paragraph tag, etc. or define a custom style that you create. The tag or the custom style is the selector. One custom style is called a class. Classes can be used many times. Another custom style is an ID. An ID is similar to a class, but it can only be used once. You can also create specific styles by combining selectors. For example you could set up a sidebar for News and specify that only paragraph text within that section should be a particular color or size.

```
.news p {
  font-size: 80%;
  color: blue;
}
```

CSS Styles

There are three kinds of Styles: Inline, Embedded (or Internal), and External (or Linked). One or more types of styles can be used for each web page.

Inline styles are very similar to HTML styles in that they are placed in the <body> of your document and good for only that one instance. The style definition must be marked by <style= attributes:values;> tags. This type is not commonly used because they are specific to each instance and would be time consuming to change and could not be used for other pages in your site.

Embedded / Internal styles are placed in the <head> of your document with the tag <style type="text/css"> tags.

The selector and the definition will be enclosed by comment markers <!-- --> and end with </style> and will be good for the whole page. Comment markers are good for documentation or to hide information from older browsers.

An External (Linked) Style Sheet is a totally separate document from the HTML document and can be linked to and utilized by many pages. Create the link in this manner:

```
<link rel="stylesheet" type="text/css"
      href="full/path/to/stylesheet.css">
```

This is telling the browser that the link relates to a CSS style sheet, it is in text and the path to the sheet follows the href tag.

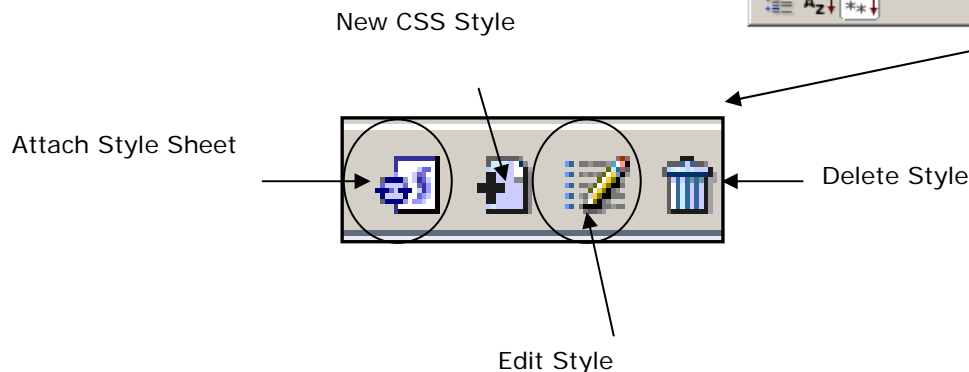
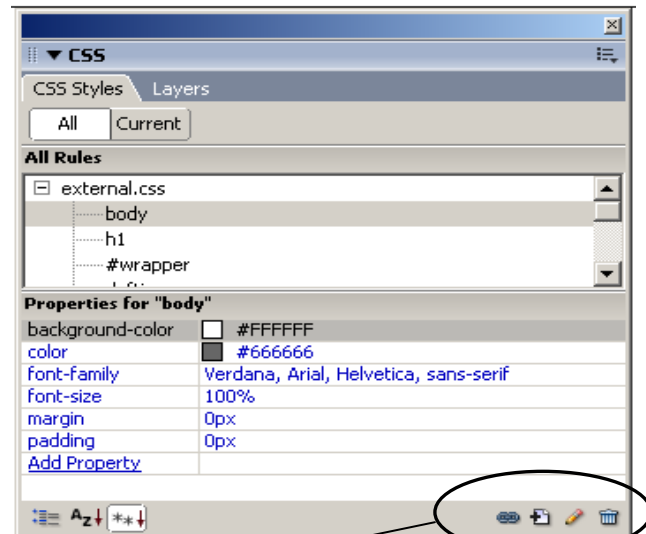
The external style sheet contains no HTML tags. HTML tags in a style sheet can cause it to not function properly. It even has its own comment tag:

```
/* CSS Comment */
```

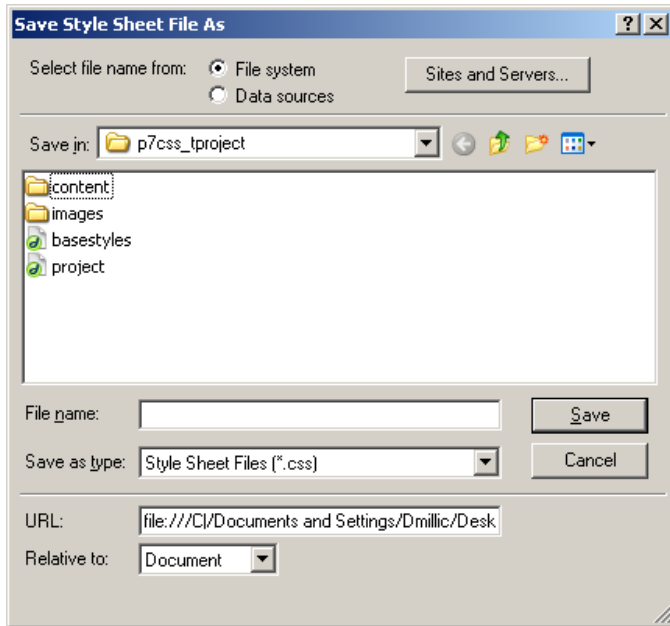
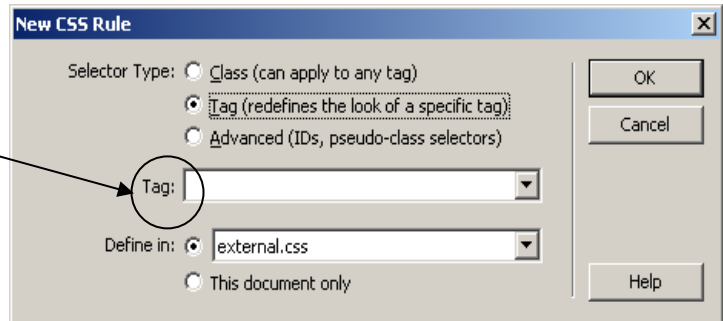
Using External Style Sheets takes advantage of one of the most powerful features of CSS which is the ability to make changes to the style and have it immediately change all of your web pages. For example if you have a particular color scheme that needs to be changed you would just have to change the properties in the style sheet and all of the pages linked to that sheet would be changed. Also if you create a style and reuse it several times you shrink the size of your file. Therefore, the External style sheet is the type of style sheet used most often.

Creating Styles

The first step to create a style and style sheet is to open the CSS styles Panel in the Design group if it is not already open. Go to the Window Menu and click on CSS Styles or use the Shortcut Shift + F11. In the bottom right corner of the panel are four very small icons.



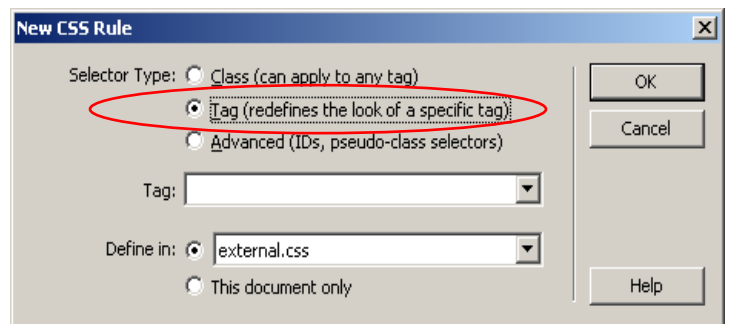
To create a style, click on the New CSS Style icon. The New CSS style dialog box will open. This text box label will change according to the selector type choice.



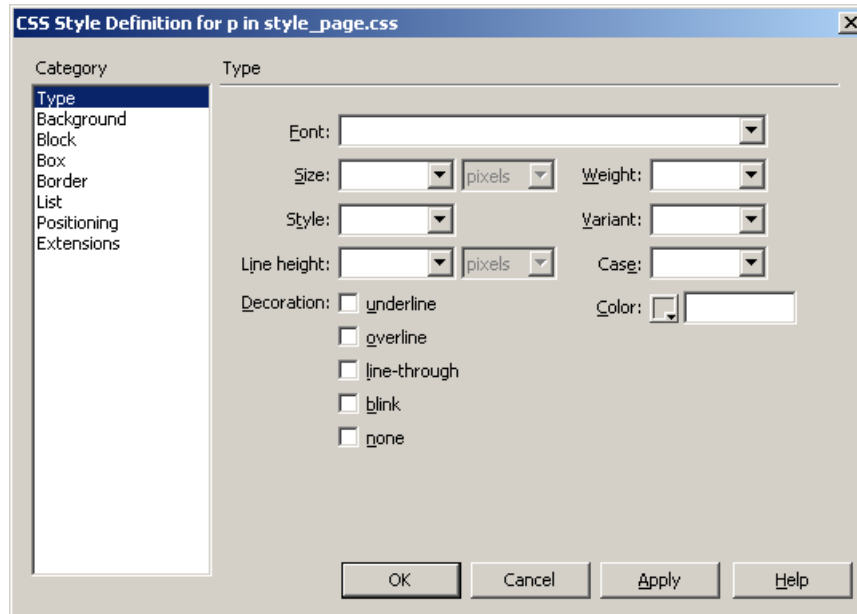
At this point we have the option to define our style in a new External Style Sheet or if "This document only" is chosen it will go into the <head> of our document and be good for only that one document. For this project we will be using the External Style Sheet, so we would choose the radio button for New Style Sheet File. If you have already created an External Style sheet that file would be available as an option in this dialog box. If not, a dialog box will open for you to name and save your new CSS.

Redefining HTML Tags

Redefining HTML tags is one way to use styles. If you want to assign a background, a text style, or a font family to a header, such as h1, then you can do this by redefining HTML tags. Then all the h1 tags will change to appear as you have designated. To do this, click the radio button that says Tag in the text box above. You will get a dropdown menu showing all of the tags that you can define styles for. Select the tag to redefine, click ok. Make your choice to define in the current document or in a separate style sheet. The following CSS Style Definition dialog box will open. This box has several categories and each category has several options that can be changed.



CSS Style Definition



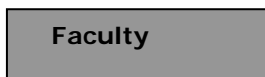
Type

The first category is Type and lets us define how the text should look. In the Font drop down choose a font family. We use a family of fonts in case a particular font is not on the machine displaying our web page. Make other choices as desired. Size and Weight (ie: bold) can be set here.

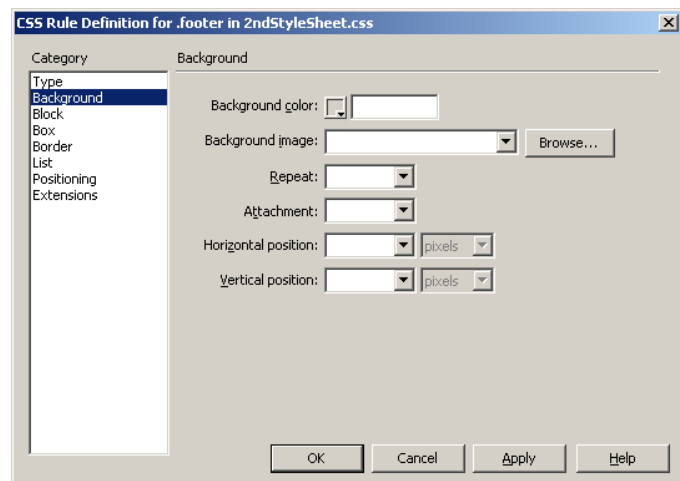
Decoration is used frequently with the value of none to remove the underline on hyperlinks.

Background

The background function is used for background behind text. Take a look at the example shown below. This could be used as a heading/title of a paragraph. One way to do this would be to create a single celled table. Add a new style and choose a background color for the background of the cell in the table, and then choose the font and font color that you would like to use. If later on, you decide you want to change the background color of that cell and/or the font, you can edit the style.



Background images can be applied here. With CSS the image can be placed in one particular spot and not repeat or it can repeat horizontally or vertically. The attachment property determines if a background picture will be fixed (static) on the page or scroll with the text.



Block

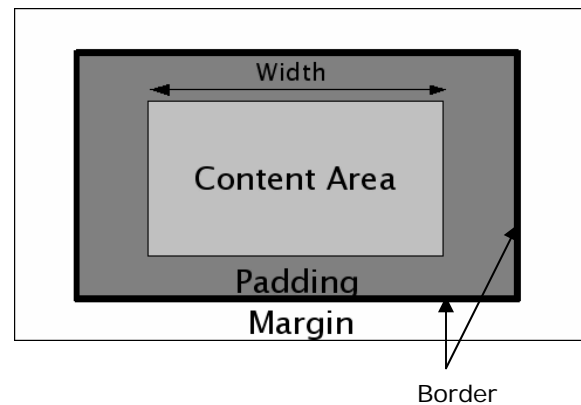
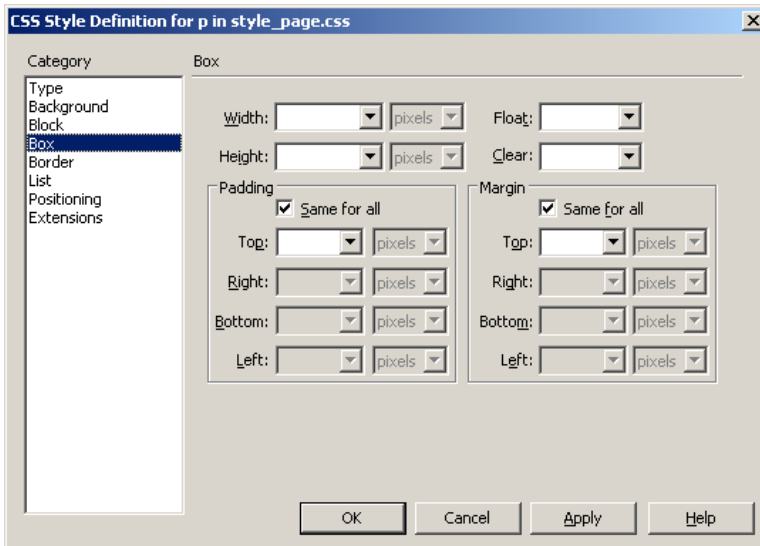
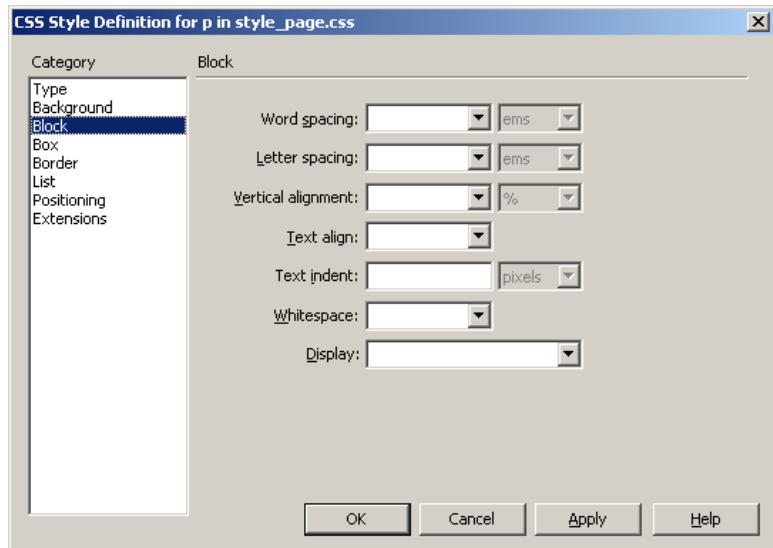
Select block from the list of categories to see options that will allow you to align and space the text.

None in the Display dropdown box will turn off the display of the selected element.

Block in the display category will create a box around the element, which is good for designing buttons.

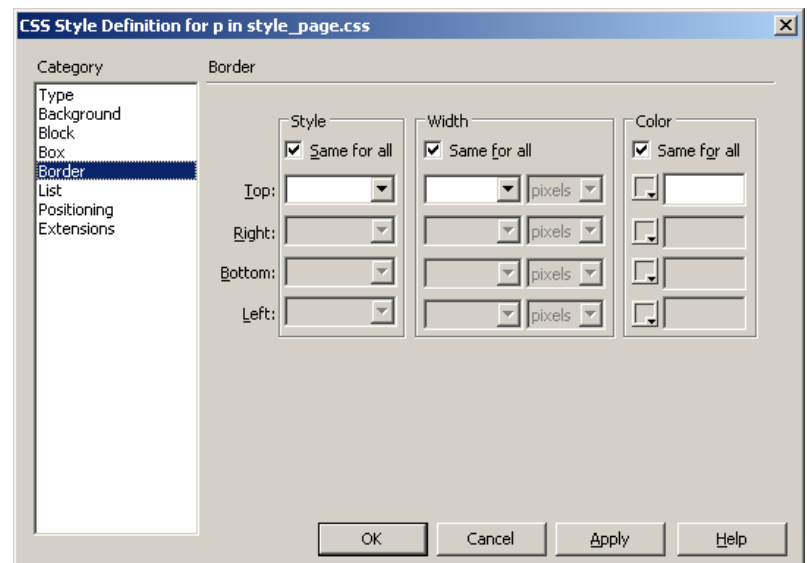
Box

The box category deals with placement of elements on your page. Float determines how other elements will flow around the element you are working with. The box set up is - the element surrounded by padding, surrounded by a border, surrounded by a margin.



Border

You can set the border for an element. Each side of the border can be the same or different.



Lists

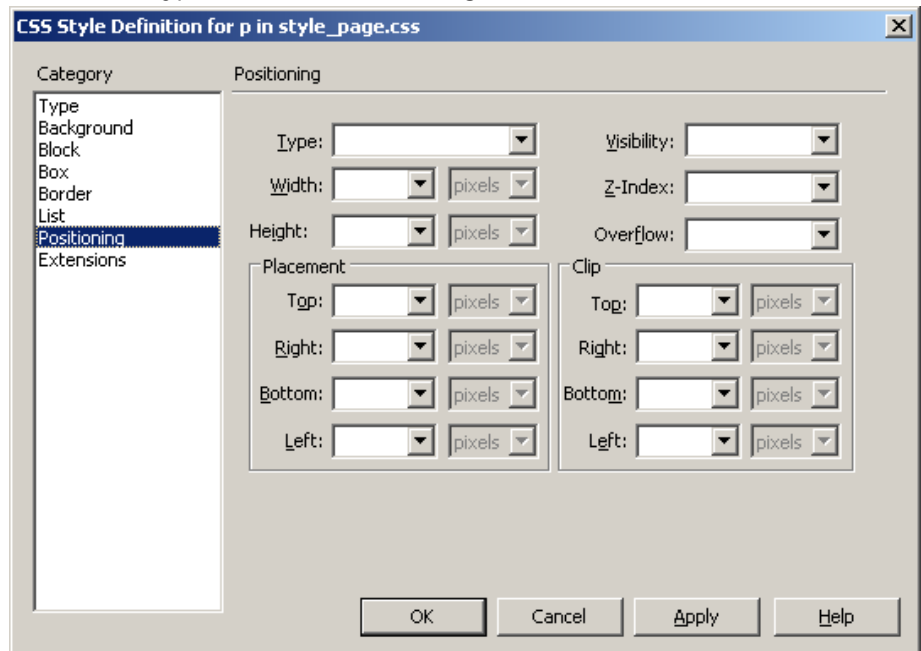
With the lists function, you can define what a bulleted list looks like. You can choose the type of bullets that you would like to use, or even choose a graphic as your bullet. Or you can choose to have no bullets at all.

NOTE: You will not be able to see the different types of bullets in Netscape 4.79 or lower. If you are using Netscape 6 or higher, it should work.

Positioning

Positioning can change a block of text or other element into a new layer. Type determines how the browser should position the element. Type can be absolute using coordinates from

the top left of the page. Relative places the item relative to the text flow. Static places it within its normal location of the text flow. Z-index determines the stacking order if there is more than one layer in one space. The higher number layers appear above lower numbered layers.



Extensions

The extensions feature allows you to change the appearance of the cursor when it moves over a certain block of text, as long as it is defined by the style. As you may already be aware of, when you bring the mouse over a link in a browser, it becomes a hand. You can tell the browser to

create a certain type of mouse icon if you bring it over normal body text. To do this, adjust the body text to your liking, and then go down to extensions as shown and select the cursor type that you would like to use. Extensions also can create a page break or apply special filter effects.

Removing the underlining from links

In order to remove the underlining from a link, define a new style for a link by redefining the HTML tag. Select the link tag, 'a'. Click ok, and now define what the text is going to look like. Links have an automatic style of underline, so in order to override this, you want to check 'none' under the style decoration in the type category. You also need to select the font style and other properties as you wish the links to appear.

Applying or Removing Styles

Styles can be applied or removed at any time. One way to apply a style to an element is to select the element, right click on the style in the CSS panel and choose apply. A second way is to select the element, go to the style text box in the property inspector and use the pop up menu. Another way to apply a style is to choose the element by clicking on the tag in the status bar, right click and the available classes or id's will be listed. Tags that are redefined will not appear here as those style apply automatically to the tag as it is created. To remove a style from an element select none in the popup menu in the property inspector or from the

right click on the tag in the status bar. To remove a style totally, select the style in the CSS Styles Panel and click on the delete button. This will remove the style from the style sheet.

Browser Differences

While you are creating styles, it is important to realize that all browsers such as Netscape, Firefox, Opera, and Internet Explorer do not always support the same features that could be included in a cascading style sheet. Also each browser has its own default style sheet and sometimes you have to apply style rules to defeat those defaults. For example we can set padding on the body tag to 0 to override Opera's default of 12px padding on all pages. Dreamweaver's debugger will point out some of the discrepancies and you can change options if necessary.

Inserting a style sheet

To use external style sheets, an external style sheet needs to be created, and then attached to each web page. When you are creating a site, you will probably define your style sheet in one page and then have to attach it to the rest of the pages in your site. It is important that this style sheet is attached to each page, or it will not function. To attach a style sheet, open up your page and the CSS panel in Dreamweaver. Choose the style sheet in the CSS panel and click on the Attach Style Sheet icon on the bottom right of the CSS panel. One style sheet can be used by many pages and many styles sheets can be attached to each page.

Adding a new style to an existing style sheet

To add another style to an existing style sheet, make sure that you have the "CSS Styles" Window open, and click the second icon, the New CSS Style icon.

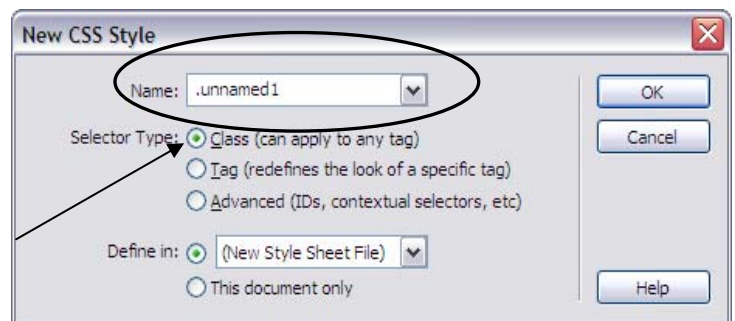
Copying styles

Existing styles can be copied and then renamed and edited to create a new style. For example if you want the h1 tags and the h2 tags to be similar, you could create an h1style, duplicate it and rename it h2. Then edit only the items that need to be different, such as text size.

Defining your Styles using a Custom Style [.Class]

Create a new .Class

A Class is a set of definitions that you want to apply to an element. For example you may want to make a heading a certain color, a certain size, give it a background, and center it on your page. You start by clicking on the New CSS icon. The dialog box will open. Choose the selector type Class. Name your new style. Use something descriptive to make it easier to know what they are for in the future. Make sure you have a period in front of the name.



Advanced CSS Selectors (ID's, Contextual Selectors, etc.)

ID's

An **ID** is very similar to a **class**, but it can only be used once (applied to one item per document), while a class can be used many times on several items in the document. Instead of a period the first character of an ID is the # sign. Then, you continue to create an ID the same way you would a class. The reason for using ID's instead of classes would be that the ID is used for some JavaScript functions as well as some layout options such as layers.

Hover Effect on Links

If you would like to create the hover effect on a link, you can do this by using cascading style sheets advanced selectors. To do this, click the "add a new style" icon in the SCC Styles panel. Instead of creating a custom style or redefining a tag, you will use the CSS Selector. Click Advanced in the new CSS Style dialog box. Now, you will see a dropdown menu appear that is titled selector. Change that to 'a:hover,' and then click ok. After you click ok, it will bring you into the same screen before that we were using to define style sheets. Select the font you would like to see when the mouse rolls over a link and the color if you would like to see a different color when the mouse rolls over the link.

You can create your own selectors by combining HTML tags or combining classes or ID's with tags. For example if you want to create an unordered list within a Navbar and have that list without bullets you would choose The ID or class Navbar, leave a space and add the ul tag and that would be a new selector that you can design as you wish ie: **#navbar ul**. Or if you have a link you want to describe within an unordered list, the pair would be **ul a**.

Conflicts

Styles are applied in a cascading order, starting with the styles in the browser itself. Then the styles in the External CSS are applied. The next step is the Embedded (or Internal) Styles. Finally an inline style would apply. The closest style to the element is the one that is applied if there is a direct conflict. Within one style sheet, the styles at the end of the sheet would actually take precedence over the ones at the beginning.

Existing Web Pages with Styles

If you have an existing web page that was created with internal styles you can export them to an external CSS. Go to the **CSS Styles** panel and make sure the all button is selected Click on the first style and use the scroll bar to go to the last style. While holding down the shift key, click on the last style to choose all the styles. Right click and choose **Move CSS Rules**. At this time you can either move them to an existing external style sheet or create a new external style sheet. Once you have moved the internal rules to an external sheet, Dreamweaver removes them from the internal sheet and links your page to the new external style sheet.

Web Polices and Resources

Go to this web site for policies and resources for UF web sites.
From this site you will also find links for images and official UF wordmarks.

<http://www.webadmin.ufl.edu/policies/>

This site will direct you to areas explaining the recommended accessibility requirements.

Adding Styles to the page

To add some background color and to set the text for the page we will add some **styles** to the **body** of the page

- In the **CSS panel**, choose **New CSS Rule**
 - Define in a **New Style Sheet** (or choose an existing style sheet)
 - Choose **Tag** and enter or choose **body**
 - In the **Type Category**
 - Choose a sans serif font
 - Set the size to 100%
 - Set the color - #330099
 - Weight - bold
 - In the **Background Category**
 - Set the background color
 - If desired set a background image – bluebg.jpg
 - Choose the method of repeat, etc if necessary
 - Click on **OK** – the look of your page changes immediately because the style of the html tag has been changed.

To change the way the **Headings** look

- In the **CSS panel**, choose **New CSS Rule**.
- Choose **Tag** and type or choose **H1**
- Define in the same style sheet you used for the body style
- Add the attributes you want for your **H1** headings
 - In the **Type Category**
 - Color - #CC6633
 - Size – 38 px
 - Font - Verdana
- Go through the same procedure for the **H2** headings – change font and size

When redefining html tags they affect your page as soon as you finish creating the style.

To move the content away from the image on the page we will create a new **Class** to add **padding** to the left side of the cell. A **Class** is a new style that you name, create and define. Because this is not an existing tag, you have to apply the style for it to affect your page.

- Choose **New CSS Rule**
- Choose **Class** and name the class .padleft (the . is required)
 - In the **Box category**, uncheck **Padding Same for all**
 - Set the left padding at 45 pixels and click OK
- To apply the **Style**, with your cursor in the cell containing your content
 - Right click on the **td** (table cell) tag
 - Set **Class** to the .padleft class

To create a footnote look, we will create a new class to make the text smaller

- Choose **New CSS rule**
- Choose **Class** and name it .footnote
 - In the **Text category**
 - Set the size to 70%
 - In the **Block category**
 - Text align – right
- Select the text – right click on the selection
 - Choose **CSS Styles**
 - Click on the new class to apply it to the text.

To separate the footer information from the rest of the text we will create a new item called an **ID**. **ID's** can only be used once per page, otherwise they are similar to a class

- Choose **New CSS rule**
- Choose **Advanced** and name it #footer (the # is required)
 - In the **Type category**
 - Make the size 80%
 - Use small caps variant
 - Choose a color – White
 - In the **Block category**
 - Text align right
 - In the **Box category**
 - Uncheck padding same for all
 - Add 20 pixels of top padding

To Make the **Links** look different we can alter them by creating a class called .sidebar and changing the way the links (html tag a) behave

- Choose **New CSS rule**
- Choose **Advanced** and name it .sidebar a (this is a **multiple tag**)
 - In the **Text category**
 - Choose color – white
 - Choose text decoration – none
 - Font variant – small-caps
- Make a second **Advanced** rule naming it .sidebar a:hover
 - In the **Text category**
 - Choose color - #333366
 - In the **Background category**
 - Choose background color - #FF6600
 - In the **Block category**
 - Choose Display – Block
 - In the **Box category**
 - Set width to 140 pixels

Now Save All and preview the page. Big difference!

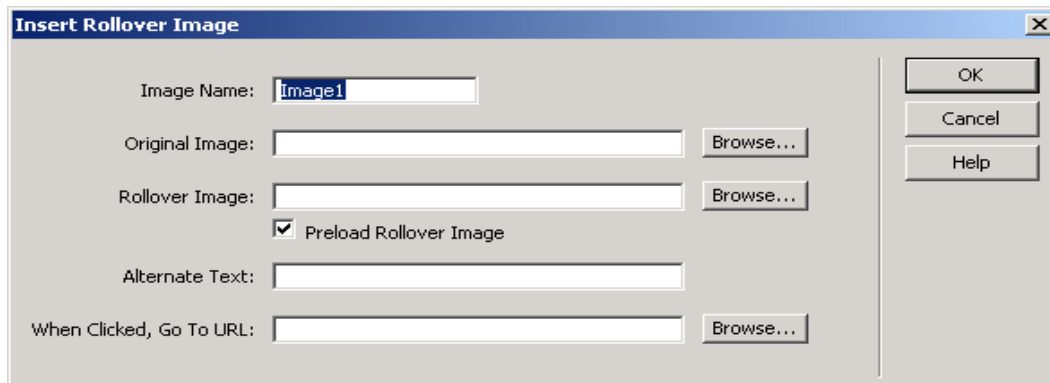
Creating additional pages

When creating new pages, there are a couple of options. You could start the same way you did with the first page by opening a **new blank html page**. Another way is to duplicate the original page and delete what you don't need and add the new content. One way to duplicate the page is to open it in Dreamweaver and then use the **Save As** command in the File menu giving the page a new name. Another way is to right click the page name in the files panel, choose edit and then duplicate. This way the page is linked to your style page and all your styles are already set up.

- After creating the new page and giving the page a new name
 - Delete all unnecessary information
 - Merge or split cells as necessary
 - Add content – Format as necessary (ie. H1)
 - Add images
 - Give the page a new title and save

The last page in the site will be a map page with a **rollover image**. A rollover image is two images located in the same space. One image is the base image. Then, when the mouse is over the image the second image shows. Move the mouse and the first image takes its place again.

1. Using your first page, create a new HTML page. Save the page. Give it a title (In the **Document toolbar**). This will be our Map page. Type and format the Heading (Gainesville Driving Directions) on the page.
2. Click to place your cursor in the proper table cell. In the **Common Insert bar**, click on the small triangle next to the **image button**. In the drop down box, choose **Rollover Image**.



3. Use the **browse** buttons to locate the images. Select the images to go on the page. The standard non-rollover picture is the Original image. Also check **Preload Rollover Image** to make the image cache in the browser so the picture will load quickly. As with all images, type in an **alternate text**. Click **OK**. Save the page and preview in the browser. Test the rollover image to make sure the pictures swap out as the mouse rolls over the image.

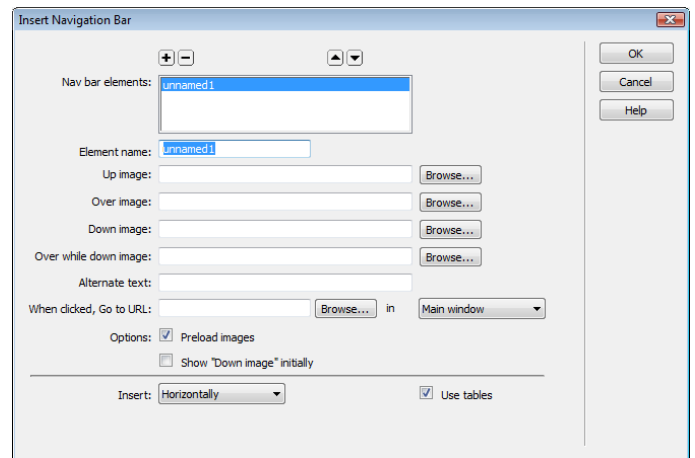
4. Add the directions text in the proper cell.

Adding a Navigation Bar

Once you have a group of web pages you want to make sure that anyone looking at the pages can maneuver through your site at will. We will use a table to add a **navigation bar**.

1. Open your Home page. **Insert a table** with 1 row and the # of columns to match the number of pages in your site. Use 0 for **border**, **cell spacing** and **cell padding**. Set the **width** at 90%. Click OK.
2. The table is on the page and selected. While it is still selected, use the **Property Inspector** to **align** the table on the page by choosing **Center** from the **Align drop down box**. If the table is not selected, it can be selected easily by clicking on the tag in the **Tag Selector** on the **Status bar**.
3. Click in the first cell and drag your cursor through the cells to select the whole row. Click on the **Align Center** button on the **Property Inspector** to align the contents of all the cells to the center.
4. Type a name for each page in each cell.
5. Select the name in the first cell. Using the **Point to File** button in the property inspector next to the **Link text box**, click hold and drag to the proper file in the file panel. The **Point to file** button will automatically fill in the **Link box** for any file in your file panel.
6. Repeat the process for each page.
7. Save the page and preview it in the browser. Make sure all the links work properly. Now we need a way to get back to the home page and move around the other pages.
8. On the Home page select the Navigation table by clicking in the table and then selecting the **table tag** in the **tag selector** in the **status bar** at the bottom of the page. Copy the table (**Edit> Copy** or **CTRL+C**). Open your other pages and paste the table there

Another option is to use Dreamweaver's **Navigation Bar**. This requires four images for each link that are exactly the same size. You need an image for Up, Over, Down, and OverDown. Once you have all four images prepared for each link, go to the Image insert button and choose Navigation Bar. Give the link an Element Name and then browse for each image. Add the URL for the link and make sure Preload Images is selected. You may want to select Show "Down Image" initially for the page you are currently working on. Decide if you want the bar to be vertical or horizontal and whether you need it to be in tables. Once the first link is finished, click on the plus to add additional links. When finished, click OK and you will have a new Navigation Bar on your page.



When your bar is finished, you can select the Navigation Bar and paste it on each of your other pages. Then from the Modify menu item, choose Navigation Bar and then you can change the initial state of the button for each current page.

Test the Site

Before you put your site on a server it is best to test it on your local machine.

1. Open your **Browser** (Internet Explorer, Netscape, Mozilla, etc.)
2. From the browser Menu bar choose **File > Open**. Locate your **root folder** and choose your home page (**index.htm**). Your site should open in the browser.
3. Test all the links, both the links to your pages as well as the external links to other sites. Test to make sure the email links works. (Don't send email; just make sure it brings up the email client.) Remember to get back to your site from other sites you may have to use the browser's **Back** button.

Post the website to a server

There are a few ways to get the website "live" and viewable by the public.

Many departments have a public folder that will allow you to copy your website in the folder and get a URL so anyone can navigate to the website with a browser.

Another way to post the site is to use FTP. That is a File Transfer Protocol. FTP is a process where the files are uploaded to a server and are then available for viewing.

Check with your department IT person as to how this would be done in your department.

Once you have a folder on the "live server" you can go to **Site > Manage Sites** to edit the remote site information. Then use the big blue Put arrow in the files panel to upload your files.

Many email servers allow a certain amount of space for personal websites.

Helpful Keyboard Shortcuts

Command	Shortcut
Save	CTRL + S
Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Clear	Delete / Backspace

Another shortcut is to use the mouse right click. When you are working with an item on the page, if you right click on the item you will get a context menu. This has many commonly used options for that particular item.

You can create your own keyboard shortcuts.

- From the edit menu choose Keyboard shortcuts. Make a copy of the standard shortcuts (this way if you don't like the new shortcuts you can always get back to the original set).
- Give the copy a new name
- Choose a command you would like to create a new shortcut for, for example Save All
- Choose the keys you want to use.
 - If the key combination is already in use as a shortcut it will tell you and you can choose something else.
- When you are happy with your shortcuts click Change and then OK