



Web Design 5

Sites and Tables in MX 2004

Web Design Series - Session 5

CAL People and Computer Training
University of California, Berkeley

For more information about the CAL PACT program, to sign up for classes, or to download course documentation, please visit our website at: <http://calpact.berkeley.edu>



Use this
space for notes

Introduction

In the CAL PACT **Web Design Dreamweaver** courses, you'll learn the basics of Dreamweaver MX 2004, a powerful application used to create and maintain web pages. Although we will be using PCs in class today, nearly all the material we cover will also apply to Dreamweaver MX 2004 for Macintosh OSX.

In **Web Design 5**, a significant portion of the class will be dedicated to a workshop, where you will have time to work on a selected topic and get one-on-one help from the instructors and share ideas with your fellow classmates.

This document serves as a future reference for you as you continue to gain experience on your own. Some topics may not be covered in as much detail during the course as they are in this document.

Skills you need for this course

- Text editing
- Familiarity with the Windows or Macintosh operating systems
- Familiarity with the Internet
- Mastery of the principles covered in the *HTML 1*, *HTML 2*, *HTML 3*, *Photoshop for the Web*, *Web Design and Usability*, and *Dreamweaver 1*

Skills and concepts you will learn in this course

- Reviewing Basic CSS Style Sheet Concepts
- Defining a site in Dreamweaver
- Working with tables
- Using table standard view vs. layout view

Conventions used in this document

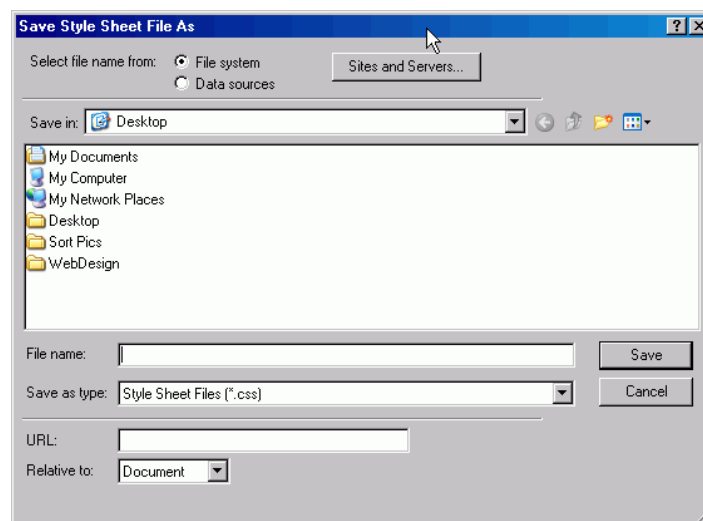
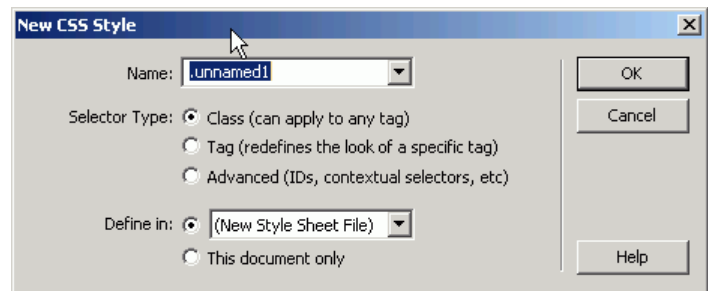
Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu|Command**. An example of this is: "Select **File|New....**"

Getting Started

Setting Up Our Basic Files

In Web Design 5, we'll continue working to replicate the Bear Net-Works website. We're going to continue from where we left off from last class. In order to do that we need to create a folder on your computer called "BearNetWorks" that contains two things: the index.html file from Web Design 4 and an image folder that contains all of the site images.

Create some tag and class styles for the Bear Net Works web page using the methods learned in Web Design 4. In the **CSS Styles** panel, click on the **New CSS Styles**  button to create additional styles. We'll start the styles in an external style sheet to begin with, so make sure the **Define In: (New Style Sheet File)** radio button is checked when you make your first style.

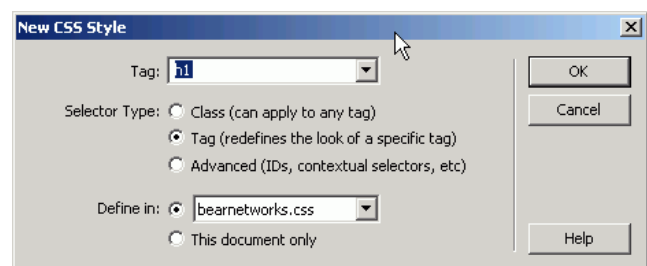


At the **Save Style Sheet File As** window, save the CSS file in your root folder and give it a name ending with the .css extension, like "bearnetworks.css."

When you want to create new styles in the external style sheet, just make sure the **Define in:** field has the name of your external style sheet, i.e. bearnetworks.css. Re-view the handout from Web Design 4 if you don't

remember how to create styles.

We now have the necessary files - an html page, an external style sheet, and some images - to begin uploading onto a web server. All of these files will work in conjunction to create the beginnings of an actual web page that can be accessed by anyone on the internet. To do this in Dreamweaver, we are going to create a "site" inside the program to manage all of our files on our harddrive and the files on the server.



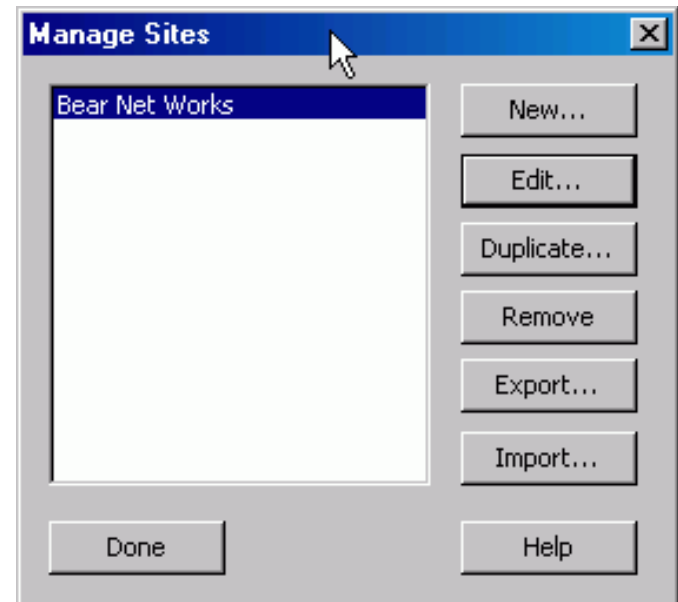
Note

The Site Definition dialog box can be accessed from **Site|New Site** in Dreamweaver MX and earlier versions.

Defining Your Web Site in Dreamweaver

Most of you will likely be using Dreamweaver to edit and maintain an existing site created by some other means. This is the situation we face in this Web Design series as well, since we have HTML and image files that were created ahead of time in the BearNetWorks folder.

Dreamweaver MX 2004 makes site definition easy with the **Basic** Site Definition feature which you can customize with the **Advanced** Site Definition. To define our existing Bear NetWorks site in Dreamweaver, select **Site|Manage Sites...** to display the **Manage Sites** dialog box. Click **New...** and choose **Site** from the menu. We will create the site definition with the Basic Tab and modify settings with the Advanced Tab.

**Note**

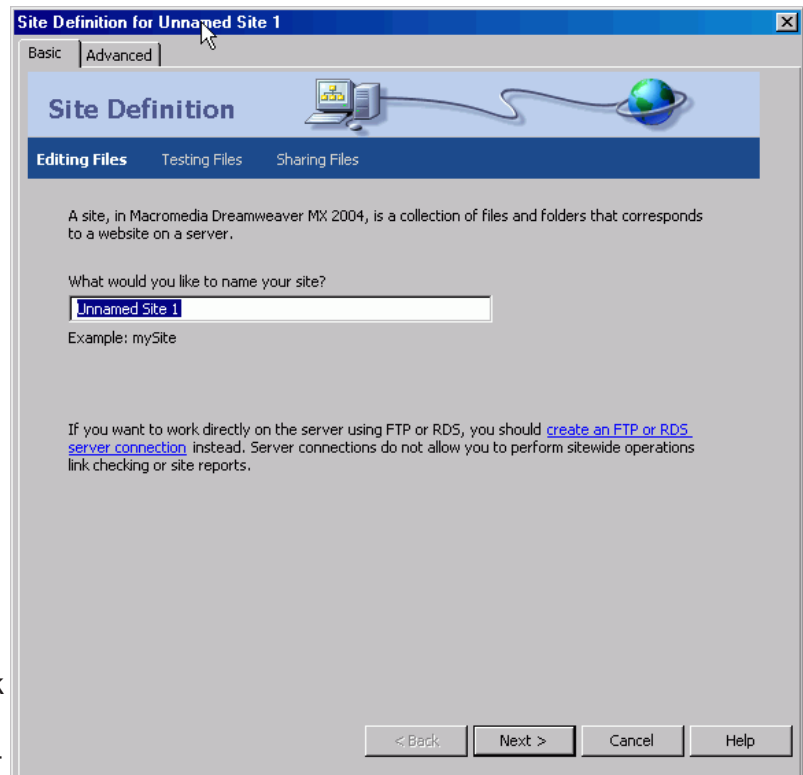
One change in the new version of Dreamweaver MX 2004 includes **NEW** new menu options to modify files directly on the server with FTP & RDS Server. You will find instructions in the DreamweaverMX2004 Help topic, "Setting Remote options for FTP access." For the purposes of this class and compatibility with Dreamweaver MX, we will define a site and manually upload files of the server.

Basic Site Definition**Basic — Editing files**

In the first step of the Basic Site Definition feature, you must name your site. This name refers to the site definition within Dreamweaver and does not affect the naming or title of specific pages. The name cannot contain spaces, so name your site "BearNetWorks" and click **Next**.

Basic — Editing Files, Part 2

The next step will ask if you want to work with a server technology. These features are beyond the scope of our Web Design series. We will select "No, I do not want to use a server technology" and click **Next**.

**Tip**

For information about server technologies, use the reference panel at **Window|Reference**.

Warning

You cannot undo a deletion on the remote server! Be very, very careful when you are setting up your file and server settings.

Warning

While FTP access to servers is convenient, it can be dangerous. Any changes (and mistakes!) you save to your files will directly post to the web server.

Note

In the older version of Dreamweaver MX you must download additional software from the Advanced Site Definition Tab for a secure, encrypted login connection to

Tip

If you are using a SFTP Server, you should use the **NEW** Secure FTP option when transferring files to the web server. This Secure encryption will help prevent unauthorized access to your data, files, user names, and passwords.

Basic — Editing Files, Part 3

Next choose how you will work with files in Dreamweaver. We suggest that you choose the recommended option, “Edit local copies on my machine, then upload to server when ready.” This will minimize the possibility of overwriting or deleting server files. You cannot undo a deletion on the server! **ALWAYS SAVE A BACKUP COPY** of your files whenever you are learning a new program! As you become more advanced with Dreamweaver’s Site map and server capabilities, you can change the file settings.

Store your files in the “BearNetWorks” folder that we created at the beginning of class. Browse for the folder by clicking on the folder icon and navigate inside the “BearNetWorks” folder to select it. Click **Next**.

(If you have not already created a site folder on your computer, by default, Dreamweaver will create a folder on your C:\ drive with the same name as your site.)

Basic — Sharing Files

If you connect to a remote server to update your site files, select your connection type from the menu. We will only cover FTP connections in this class. Contact your Server Administrator to learn about the connection to your own web server.

In this course, we will be posting our site on Socrates. If you have a Socrates account, follow this example to set up your FTP connection in Dreamweaver. You have the option to save your password to the server, however, we do not recommend that you save any passwords to your computer for security reasons. Complete the form as shown below, using the login and password given to you by your instructor. Click the **Test Connection** button to test the server connection. Then click **Next**.

Note

The Site Definition dialog box can be accessed from **Site|Edit Sites** in Dreamweaver MX and earlier versions.

Basic — Sharing Files, Part 2

If you share the responsibility of updating a website, the check in/check out feature will prevent two people from accessing a site file at the same time. This ensures that you are not writing over another person's webpage edits. We will not cover this feature in class, however, you can learn more about it if you click the **Help** button. When you are finished, click **Next**.

Basic — Summary

The final step in Basic Site Definition is to confirm your site settings. At this point, you can either click **Back** to change your settings, switch to the Advanced tab to customize your settings, or click **Done** if you are finished. Now you're ready to work on your Bear Net-Works website! We will cover a few Advanced options before we proceed with the Bear Net-Works website.

Advanced Site Definition

If you already closed the Site Definition dialog box, go to **Site|Manage Sites...**, choose the "BearNetWorks" site, and click the **Edit** button. To access the Advanced features of Site Definition, click the **Advanced** tab. You will learn how to modify your basic site definition settings in this section.

The screenshot shows the 'Site Definition for Bear Net Works' dialog box with the 'Advanced' tab selected. The 'Local Info' section is active, showing the following settings:

- Category: Local Info
- Local Info
 - Site name: Bear Net Works
 - Local root folder: c:\bearnetworks\ (with a folder icon)
 - Refresh local file list automatically
 - Default images folder: (empty field with a folder icon)
 - HTTP address: http://socrates.berkeley.edu/~calpa-aa
 - Cache: Enable cache

Below the HTTP address field, there is a descriptive text: "This address enables the Link Checker to detect HTTP links that refer to your own site." Below the Cache section, there is another descriptive text: "The cache maintains file and asset information in the site. This speeds up the Asset panel, link management, and Site Map features." At the bottom of the dialog box are three buttons: OK, Cancel, and Help.

Advanced — Local Info

At the **Local Info** category you should see the Site Name you entered in the **Basic** dialog box. You can change the name here, if you like. The local root folder is where your site files are located (the “BearNetWorks” folder). Your root directory can be subdivided as needed as we discussed in the *Web Design and Usability* class. We will also specify the Default images folder, which is the “images” folder inside our “BearNetWorks” folder.

Check the box next to **Refresh Local File List Automatically**. This will update Dreamweaver’s records automatically each time you add a new page to your site.

Also, make sure to place a check in the box next to **Cache**. Provided you are not working with a very large web site, this will speed up Dreamweaver’s performance by allowing it to save information about your hyperlinks in temporary memory.

Advanced — Remote Info

The **Remote Info** category should appear as pictured below.

Here, you can modify the information that we entered in the Basic — Sharing Files section of this class. There are additional server options for Passive FTP, Firewall, and Secure FTP. If you are not sure about these settings, contact your Server Administrator for more information.

Note



Dreamweaver’s passive FTP feature is not secure. For a secure, encrypted login connection to your server, use Secure FTP in the new MX 2004 version. In the older Dreamweaver MX, you must download additional software from the “Use SSH encrypted secure login” section. Be aware, some servers will not allow this connection. You may need to use an external secure FTP program instead of Dreamweaver to upload your files.

Danger



Do not choose “Automatically upload files to server on save” until you are fully experienced with this software. Remember, once you overwrite an existing file, you cannot undo the action, and the file saved to the server will automatically appear on the web. Test your files on your local drive before you upload!

Advanced — Site Map Layout

You must select your index.html file from the **Site Map Layout** category in order to use the Site Map feature that we’ll use later in this class.

Note

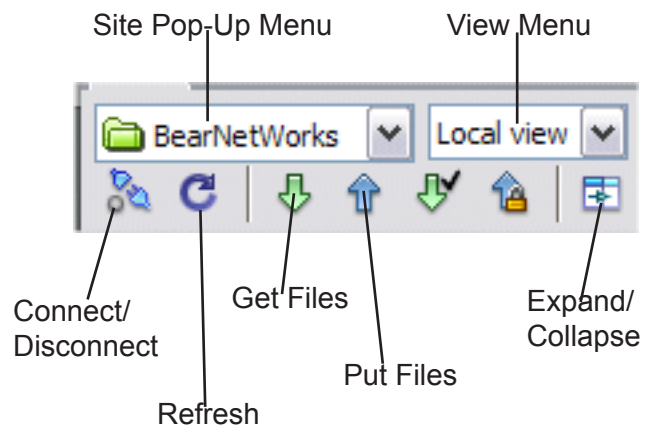
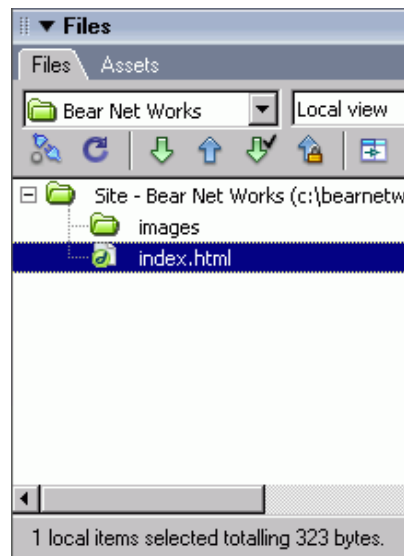
The **Files Panel** is known as the Site Panel in Dreamweaver MX and earlier versions and is accessible from **Window|Site**.

Using the Files Panel NEW

Dreamweaver's Files Panel, previously known as the Site Panel, allows you to perform a variety of site maintenance tasks. You can create new HTML documents, create folders, open, view and move files, and delete items you no longer need. The Files Panel also allows you to transfer files between your local site (located on your computer) and your remote site (located on a server), as well as lay out the navigation structure of your site using the site map. This works much the same as an FTP application like *WS_FTP* (PC) or *Fetch* (Macintosh), but with functionality specific to the Dreamweaver environment. To open the Files Panel, simply select **Window|Files**.

Files Panel Controls

Just beneath the menu bar are the Files Panel controls. The various buttons and options are discussed below.



Connect/Disconnect Button

This button connects to (or disconnects from) your remote server. To copy files between your local and remote sites, you will need to be connected to your server. While you are connected, you can use the file transfer capabilities of the Site window. If you are using FTP, Dreamweaver will automatically disconnect you from the remote server after 30 minutes idle time. You can change this timeframe in Preferences by selecting **Edit|Preferences** and then choosing **Site**.

Refresh Button

Click this button to **manually** refresh the lists of files in the Local Folder and Remote panes of the Files window. In the **Site Definition** dialog box, you likely kept the default settings that refresh the local and remote file lists automatically. If so, the **Refresh** button will serve primarily as a way to double check that your lists show the most current information. If you changed the default settings, you will need to click the Refresh button each time you want to update your file lists.

Get File(s) Button

By clicking this button, you copy whatever files are selected in the remote site to the local site. Remember, this overwrites any existing local copy of a file. Remember, once you overwrite, you can't undo!

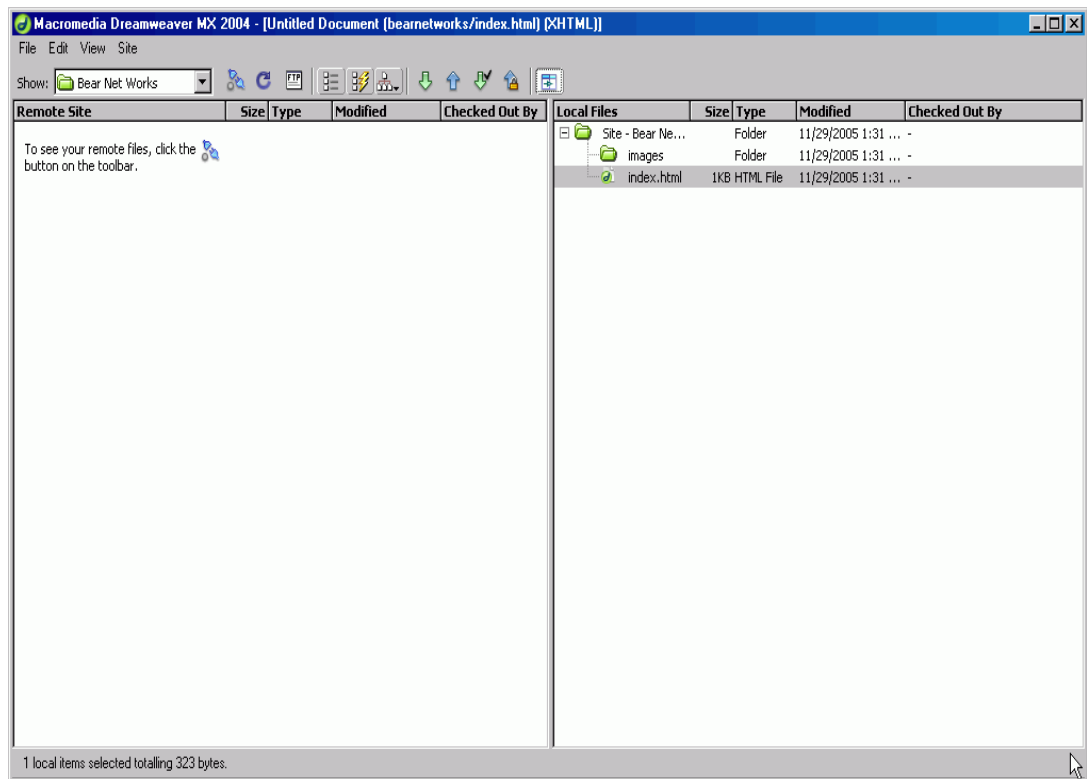
Put File(s) Button

Clicking this button copies the selected files from the local site to the remote site. Just as with the "get file" process, you will overwrite any existing copy of a file by copying it to the remote site. Remember, once you overwrite, you can't undo!

Expand/Collapse button

This button will expand the Files Panel to fit the entire screen with a view of both remote and local file lists.

The same button will collapse the Files Panel back to the Panel Groups Area. When the Files Panel is expanded, you will not be able to see the document window. To view the expanded view along with the document window, collapse the Files panel and use the gripper to undock the panel as a floating panel.

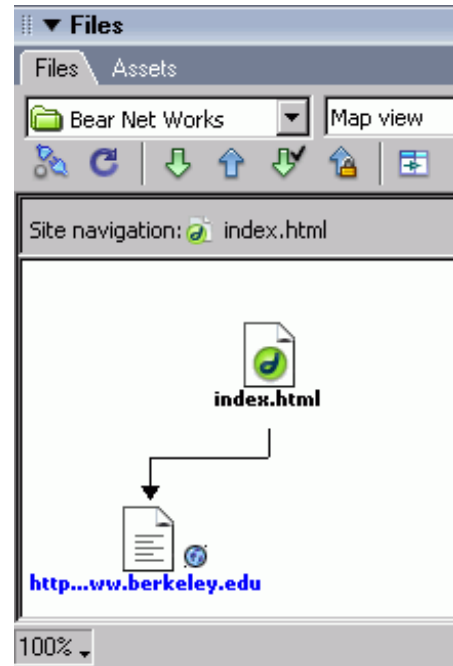


Site Pop-up Menu

The site pop-up menu contains a list of the sites you have defined using Dreamweaver. Use this menu to switch between sites. You can also add a site or edit information for an existing site by selecting **Manage Sites** at the bottom of the menu list.

View Menu

Use this pop-up menu to view the Local view, Remote view, or Map view. The Local view will list all site files located on your local folder. The Remote view will list all the site files located on the remote server. The Map view will take you to **Site Map view**, which is shown here. The Site Map shows the relative location of the different pages in your site and how they are linked to one another.



Working with files in the Files Panel

In Files Panel, you can open, rename and add files and folders.

Opening Files

To open a file(s), highlight the file name(s) and simply double click to open. If you are in local view, the files will automatically open. If you are in remote view, you will be prompted to download a copy from the server and overwrite your local files. If you accept, the remote files will be downloaded and any changes you make will be saved to your local folder. (This is true only if you have followed our suggestion to never upload files to the remote server upon saving!)

Adding Folders

In the Files Panel menu, select **File|New Folder** or right click (PC) or control-click (Macintosh) to bring up the **context menu** and choose the New Folder option from the menu, then type in the name for the folder and hit enter.

Adding Files

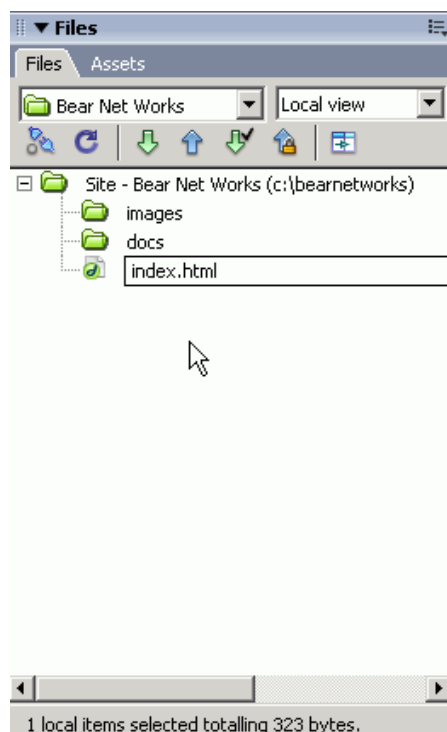
To add a new blank Dreamweaver file:

While in the Files Panel, select **File|New File** or right click (PC) or control-click (Macintosh) to bring up the **context menu** and choose the New File option from the menu, then type in the name for the file and hit enter.

Timesaver



Context menus are a great time saver because they give you quick access to a variety of frequently needed options. They are available in many areas of the Dreamweaver environment.

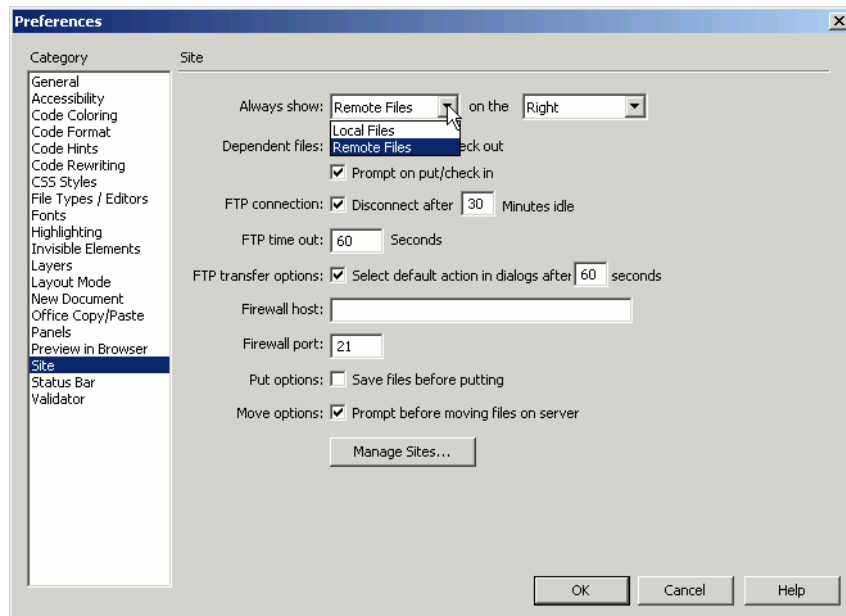
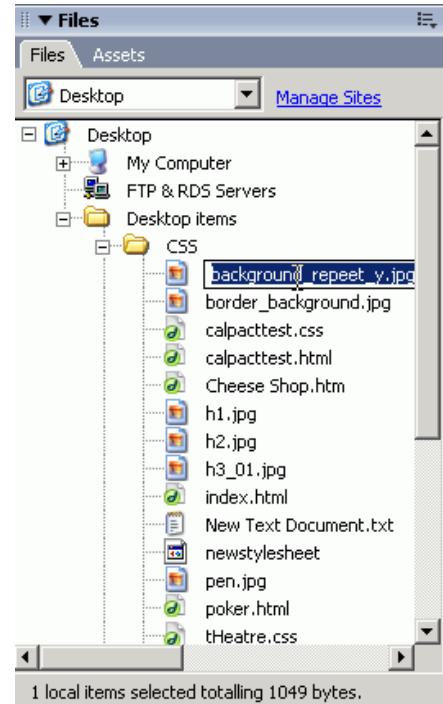


Renaming Files and Folders

To rename a file or folder within the Files Panel, select the file or folder to rename and then either select **File|Rename**, or simply click on the file name, pause for a moment to allow the name to be highlighted, then click again to place a cursor in the name to edit. Then hit enter. (This is a nearly universal procedure for both Windows and MacOS applications and the operating systems themselves).

Changing the Layout of the Files Panel Window

By default in the expanded Site Panel, the Remote Site is displayed in the left pane, and the Local Folder in the right pane of the Site window. You can change this by selecting **Edit|Preferences** and choosing the **Site** category. Then, in the **Always Show** section, you can choose whether to display Local Files or Remote Files on either the left side or the right side. Note that you can also change the FTP time settings here.



File Management

Provided you have defined your site properly, Dreamweaver will make the appropriate changes to your code (i.e. fix any broken links resulting from the changes) as you maintain and move things around in your site if you do so in this window.

If you make any of these changes outside of the Dreamweaver environment, they will not be recognized without first re-defining the site. We strongly discourage you from making changes to your site outside Dreamweaver once you have defined your site.

Working with Tables in Standard Mode

To add the Departmental Personnel Table from the Bear Net-Works Information Sheet, begin by creating a new paragraph between the e-mail image and the link to the UC Berkeley Homepage.

Click on the **Insert Table** icon in the **Insert Bar** or select **Insert|Table**. The **Insert Table** dialog box will appear prompting you to specify the attributes for your table:

Note



The Site Insert Table dialog box has a look. You can now **NEW** specify table headers and captions.

Tip

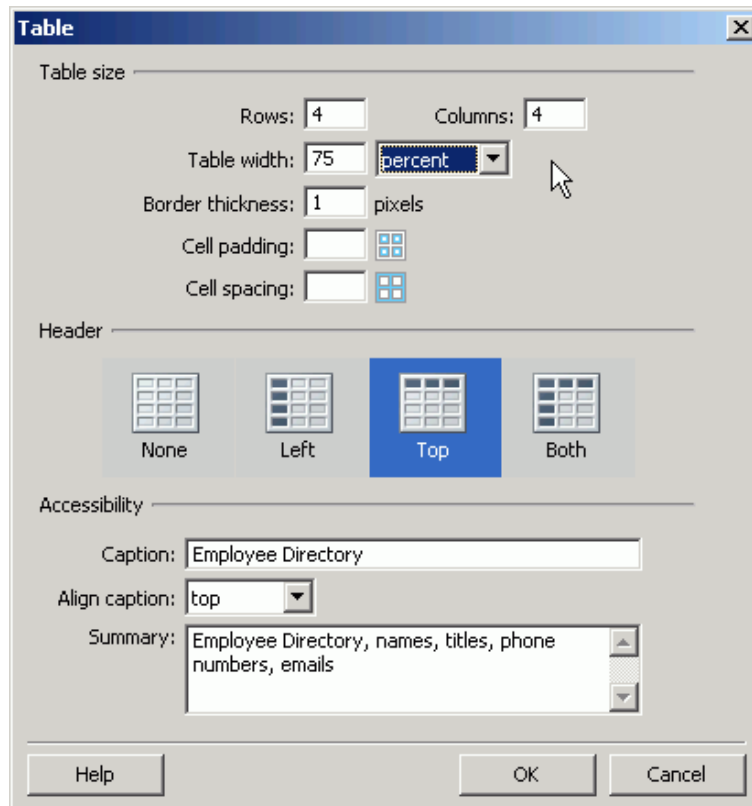


Other ways to select a table:

Right click (PC) or Ctrl+click (Mac) and choose **Table|Select Table** from the context menu.



Move your mouse cursor to the upper left corner of the table until you see a table icon and click to select the table.



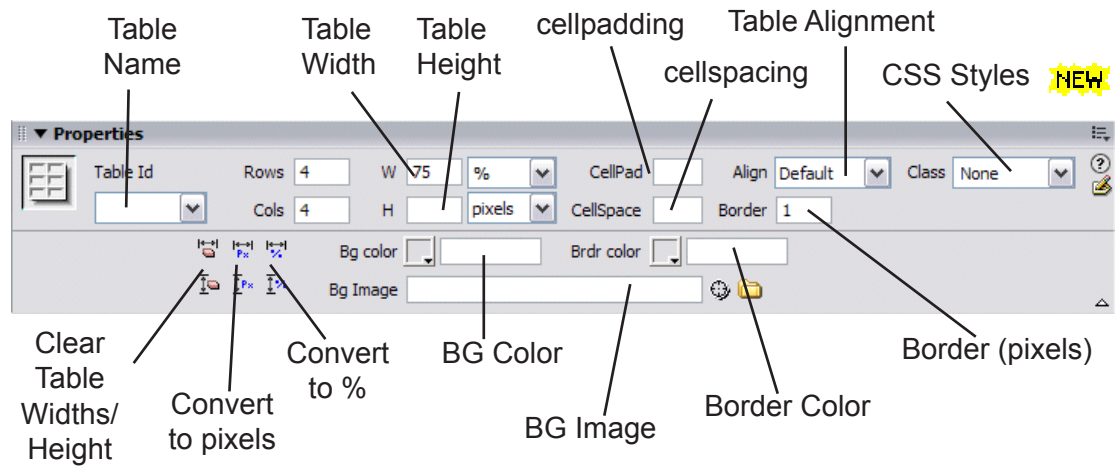
Enter the table attributes in the appropriate fields as shown above. Leave the other areas of the dialog box blank for now and then click **OK**.

Now enter the data from the Info Sheet. Your table should look similar to the following when you are finished:

Name	Title	Phone	E-Mail
Jessica Rabbit	Dept. Director	5-5555	jrabbit@ucmail.berkeley.edu
Ned Flanders	Clerk	5-1212	clerk@ucmail.berkeley.edu
William Gates	Tech	5-2000	tech@ucmail.berkeley.edu

Exploring the Table Property Inspector

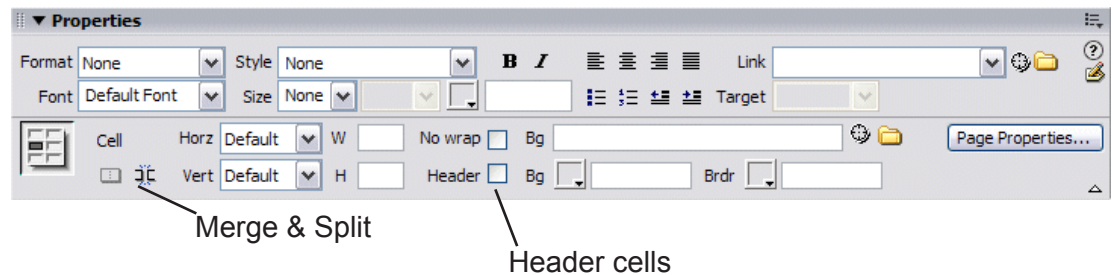
To select an entire table, click anywhere in the table. Select **Modify|Table|Select Table** to view the **Table Property Inspector** as shown below.



Exploring the Cell Property Inspector

The top portion of this palette is identical to the **Text Property inspector**. The bottom half allows you to control the properties of each individual cell. Click anywhere in the table and the **Cell Property Inspector** will appear.

You may add styles to elements inside the table using the **Style** drop down menu inside the **Cell Property Inspector**. You can apply any styles you have created to the text or the cell itself using this **Style** drop down menu. If you want to apply a style to the whole table, select a style from the **Class** drop down menu in the **Table Property Inspector** shown above.



Merge and Split Cells

To span rows and/or columns, select the cells you wish to span by holding down the **Shift** key on the keyboard and then clicking in the cells you wish to merge/span. Next click on the **Merge/Span** button in the Property inspector (). Any content in the selected cells will run together without breaks. You can also split cells by using the **Split** button () which gives you the option to split the cell into rows or columns. Content in the selected cell will appear in the first row or column.

Tables will no doubt become an integral part of every web page you create. Do your best to become as familiar with these tools as possible. Try not to be impatient when your tables don't appear exactly the way you had intended. (This will

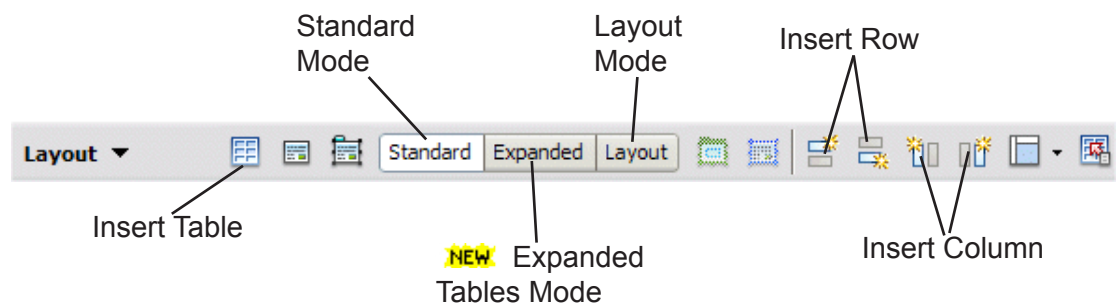
likely happen to you at some point!) When this happens, the HTML code written in Dreamweaver can become overly complex and jumbled. You may even begin to notice slight errors in the way your content is being displayed.

When this happens, it is best to just start over from scratch. It's a brave soul that attempts to unjumble the code manually using the code inspector!

Modifying Tables

To insert columns or rows in a table, select a cell and go to the menu bar to

Modify|Table|Insert Row or **Modify|Table|Insert Column**. You can also use a context menu (right click on PC or Ctrl + click on Mac) within the table to select **Table|Insert Row** or Insert Column. Another method is to use the **NEW** Layout Category of the Insert Bar as shown below.



To modify the size of a table or cells, you can use the Properties Inspector to specify width and height by pixels or percent. Another method is to use your mouse to resize the table. When you move your mouse cursor over a border in the table, the cursor will turn into a double headed arrow. Just click and drag to resize.

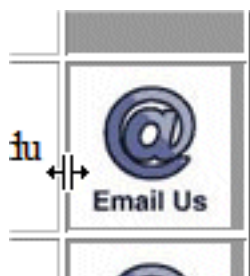
Working with Tables in Expanded Tables Mode **NEW** Easier Table Editing

The new version of Dreamweaver MX 2004 provides a new table view that makes inserting table elements easier. By temporarily expanding borders, cellpadding and cellspacing, you can easily find an insertion point for your cursor to the left or right of an object in a cell. This mode is handy for placing your cursor for edits, however, all edits should be done in **Standard Mode** because the the table will not appear to scale in **Expanded Tables Mode**.

Warning

Resizing table cells in Expanded Tables Mode will NOT correspond to the desired result in Standard Mode.

Standard Mode



NEW Expanded Tables Mode

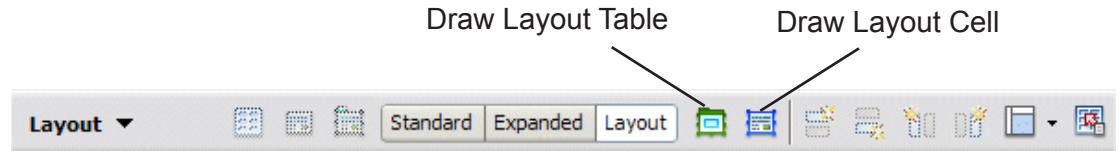


Working with Tables in Layout Mode

Layout Tools

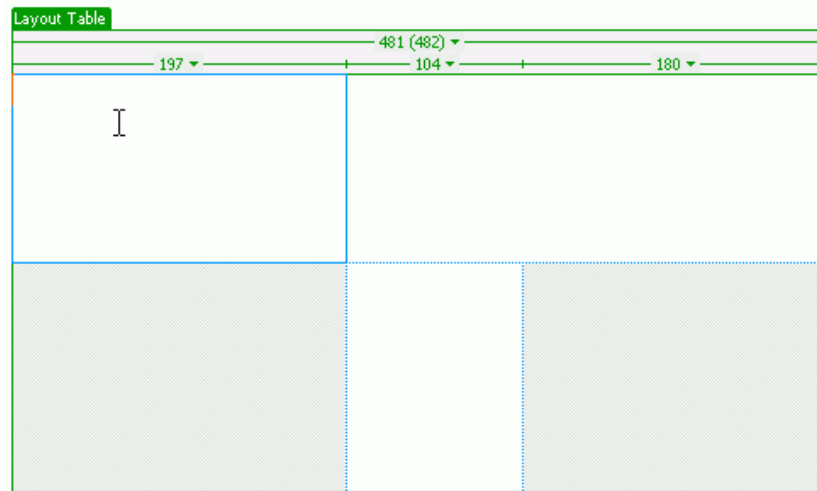
Tables are often used to make the layout of your site consistent. Dreamweaver has a layout function that helps you design the layout of your page.

In the **Layout tab** of the Insert Bar, you will find a button for Layout view.



Layout Table

You can use an existing table for your layout or create a Layout table with the **Draw Layout Table button**. Then use the **Draw Layout Cell** button to insert cells that will contain text or images. Adjust the width and heights by clicking on the individual layout cells to resize by fixed widths around text or image elements. You can only have one layout table per page, but you can add an infinite number of cells in the layout.



Danger

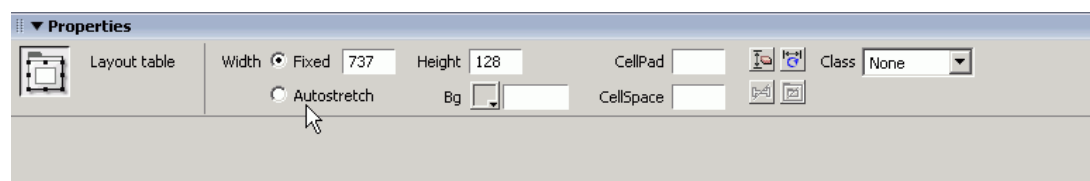


The code for tables can get tricky, particularly when you begin using them for complex layouts. As a result, you may find it necessary to edit or correct the code Dreamweaver has written by using Code View or starting over.

Once the layout is configured, go back to **Standard Mode** to modify table properties like background color and border color.

Autostretch Columns

Autostretch is a feature that will allow one column to autostretch in the browser window while other elements in the table remain fixed. Go to the Layout Tab of the Insert bar. Click the column header over the column you want to autostretch and select **Make Column Autostretch**. You will be prompted to choose or create a spacer image that will maintain the widths of the fixed columns.




The Bear Net-Works Home Page

Exercise 1

Create a basic table with proper headers. Use styles to format the text inside the table.

Exercise 2

Practice your new layout table skills. Create a layout for your Bear Net-Works website by setting the layout for a logo and navigation bar at the top of the page. If you do not have a logo, use an image placeholder (). An image placeholder will reserve spot in your layout for an image that you will add to the site at another time.

To be continued...

We hope you're off to a good start using Dreamweaver. Remember, the best way to learn is by doing. We'll see you next week for Web Design 6!

APPENDIX

Cleaning Up Word HTML

For those interested in cleaning up the often cumbersome code Microsoft Word generates with its “Save as HTML” or “Save as Web Page” feature, open the HTML document in Dreamweaver. Next, go to the Menu Bar and select **Commands|Clean Up Word HTML**.

You can also access this feature by creating a fresh Dreamweaver Basic HTML file and go to **File|Import|Word HTML**. Select your Word-generated file. Before the file is imported, you will be prompted with a dialog box to **Clean Up Word HTML**.

For help with the options and a more in depth discussion of this feature, select **Help|Using Dreamweaver**. This will create a new web browser window with a menu at the top with the following options: Content, Index, Search. Select **Search** and then enter the word “clean” into the search box. This will bring up a list of related topics. The last topic should be **Cleaning up Microsoft Word HTML**.

Homework Exercises

Please choose one or more of the exercises in the list below as a homework exercise.

Here's the list:

- Use layout tables to construct a nice design template for the pages on your site.
- Take a particular site you like (or a particular aspect of it) and try to replicate it using Dreamweaver.
- Break up your site into multiple pages and organize it using the site window.
- Create a site for your department using external style sheets to format multiple pages.