



Web Design 6

Templates, Nav Bar, Validation in MX 2004
Web Design Series - Session 6

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** 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 this **Web Design 6** class, you will learn more about tools that will help you layout and organize your website with page templates, graphical navigation, and validating web pages.

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. Documentation for previous versions of **Dreamweaver** as well as for other courses, is available on the CAL PACT website: <http://calpact.berkeley.edu>.

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 – 3, Photoshop for the Web, and Web Design and Usability, and Dreamweaver 1 – 2 courses.

Skills and concepts you will learn in this course

- Dreamweaver Templates
- Graphical Navigation Bar
- Validating Web Pages

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

In **Web Design 6**, we'll continue with advanced layouts and templates for our Bear Net-Works website. This course is designed to give you significant hands-on experience that you can directly apply to your real-world work as a web designer. Use your creativity and ingenuity to its fullest as you practice in class and as you apply what you've learned in your pursuit of building the perfect website.

First create a folder on your computer called "BearNetWorks" that contains three things: the **index.html** file last week's class, an image folder that contains all of the site images from the **Calpact Templates|Dreamweaver** folder on the **Desktop**, and finally a CSS file that you will create in class.

Let's begin today by setting up our "BearNetWorks" Site definition from last week's class. Use your **Web Design 5** document as a reference.

You will use your skills from all of the previous Web Design courses to plan an entire website.

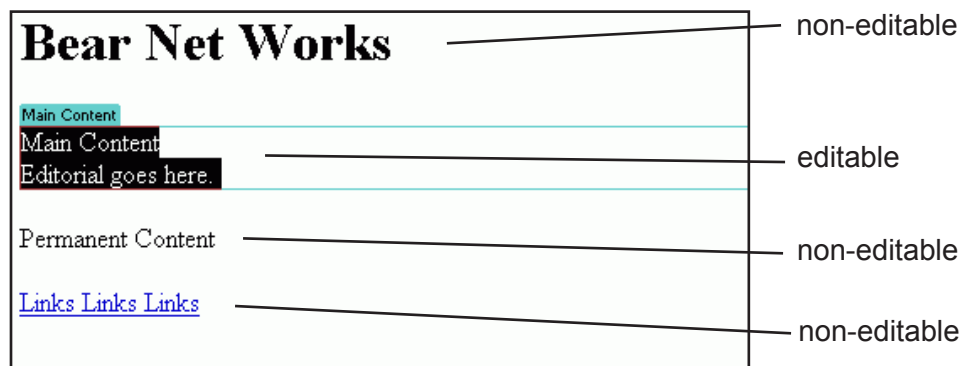
Web Page Templates

Templates are a great tool for ensuring uniformity of your website. If you have experience using word processing or page layout software, you probably have experience using templates. You may have even created templates of your own. As you know, templates are special files that give you a skeletal structure containing basic information to help you create files for actual use. They can provide both the physical layout for a document and suggestions on the document's content.

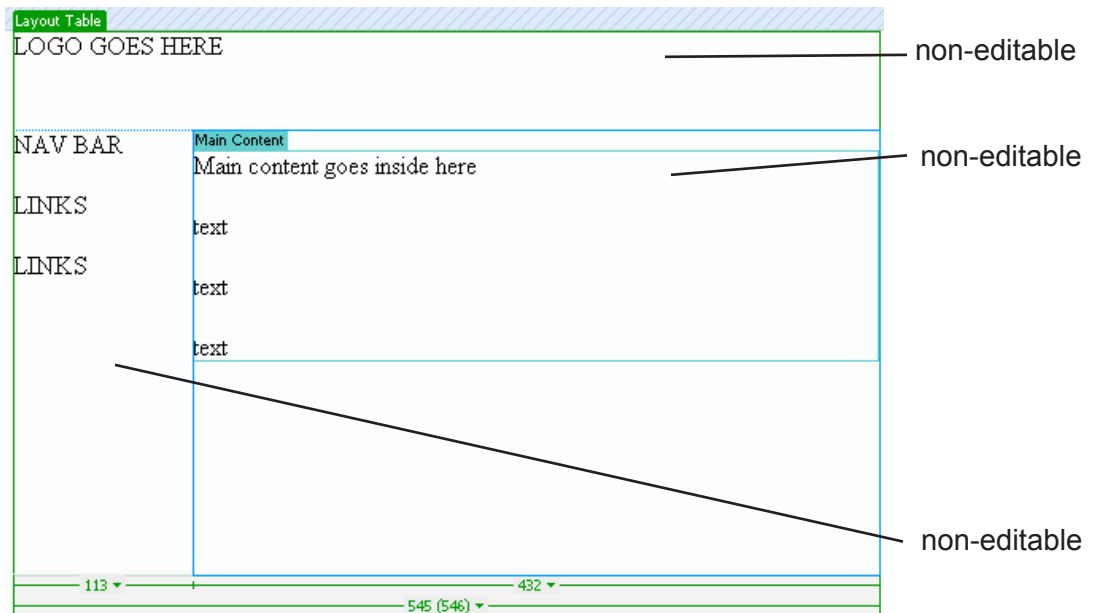
Templates allow you to save time, as you can punch out web pages that look the same with a single click. Moreover, if you make a change to the template, every page on the site that uses the template will also be updated. When a template is applied to a page, it is locked so that nothing can be moved around by accident.

Dreamweaver allows you to create templates from an existing HTML file, or from scratch. Regardless of how you create a template, Dreamweaver saves templates with the file extension **.dwt** (e.g., "bnw_pagetemplate.dwt") in the **Templates** folder of your site's root folder. (If the folder doesn't already exist, it will be created for you when you save a new template).

Below is an example of a template of a page designed without table layout. Only the editable region **Main Content** may be edited. Every other element on the page is locked down and will be repeated once you apply this template to other web pages.

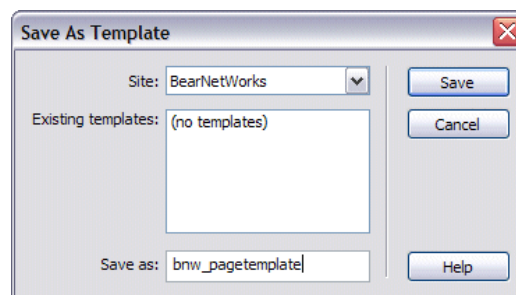


The template below is one made with layout tables. The **Logo Goes Here** and **Nav Bar** areas will be locked down, while the **Main Content** area is an editable region. You may have multiple editable regions, depending on what you want to change for each page, but for the most part, to maintain consistency throughout a web site, only certain areas should be editable while the rest of the web page remains the same throughout.



To create a template from an existing HTML file

1. Select **File|Open**.
2. Your instructor will point you to the file we will use in class.
3. Apply any CSS stylesheets before you save this template so that any web pages that use this template will have the stylesheet automatically applied to it.
4. With the file open, select **File|Save as Template**.
5. In the **Save As Template** dialog box, choose the site that the template belongs to from the list in the pull down menu, then type in a name for your template in the **Save As** field.



6. Click **Save**.

The entire page is now saved as a template. If you try to create a new document from the template, you will not be able to make any changes to it except in regions you have defined as editable.

Note



In Dreamweaver ver 4 and earlier, the menu to access templates is **Window|Templates**. The Assets panel will appear with the Templates category selected.

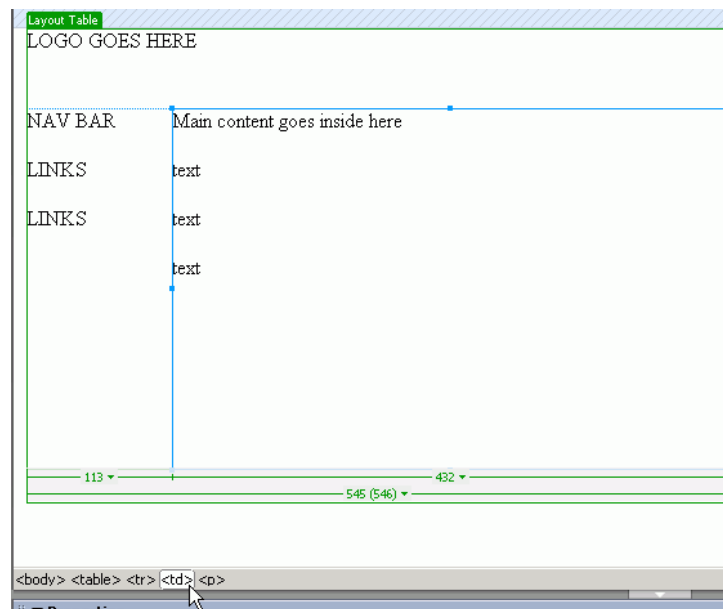
Editable and Locked Regions

In any Dreamweaver template, there are two types of regions: **editable** and **locked**. Editable regions are the sections of the page that will change from one page to another, based on content or other needs. Locked regions make up the page layout that will remain constant from page to page and cannot be changed. By default, Dreamweaver makes all the regions of a template **locked**, requiring you to designate them as editable.

Bear in mind that while you are editing the template file itself, you are able to make changes to *both* locked and editable regions. However, in a document based on a template, only the editable regions may be modified.

To define an editable region within your template, follow the steps below.

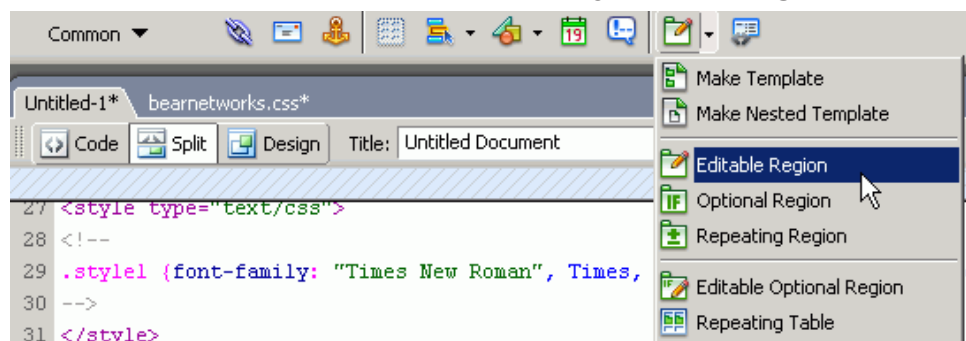
1. Select the text or other content you want to make editable. Choosing a tag in the tag selector at the bottom also guarantees that you are selecting the tag as a whole not just the content that it contains.



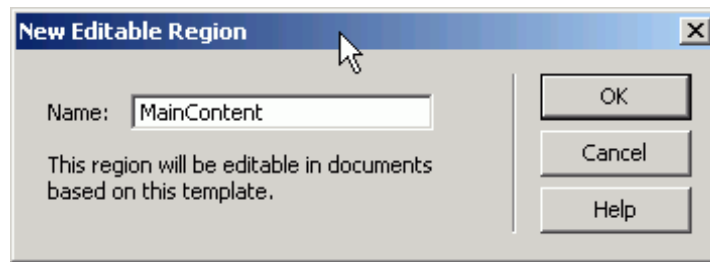
2. Select **Insert|Template Objects|Editable Region**

or

Use the **Templates** menu on the **Common** tab of the **Insert Bar** to access tools for various template features including **Editable Region**.



- In the **New Editable Region** dialog box, type in a unique name for the region. Each of the editable regions must have different names from the others in a particular template.



Note



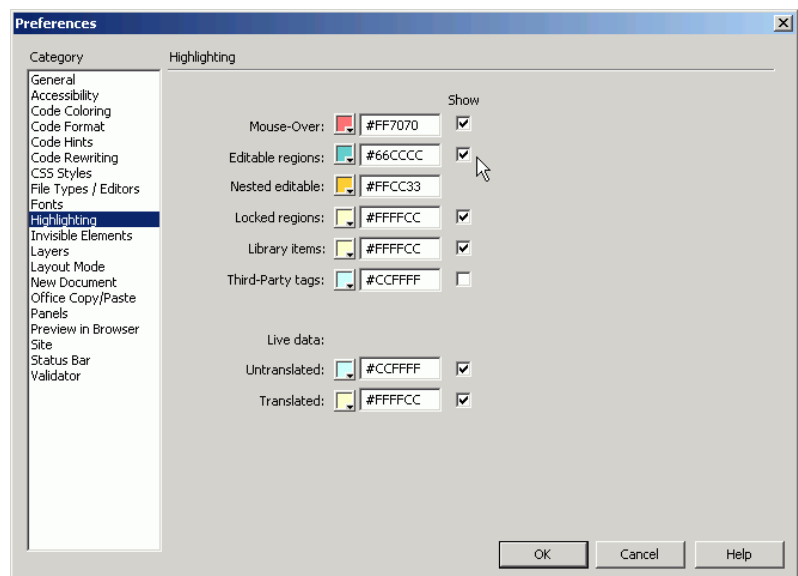
In Dreamweaver 4 and earlier, the menu to create editable regions is **Modify|Templates|New Editable Region**.

Properly naming your editable regions is important, as you will be placing content into these editable regions by their function.

You can also insert an empty editable region into a template. To do this, simply place your cursor at the desired insertion point and select **Insert|Template Objects|Editable Region**. In the **New Editable Region** dialog box, enter a name for the region. The new empty region will be displayed in the template with its name in brackets (e.g., **{page title}**) as a placeholder until content is placed there.

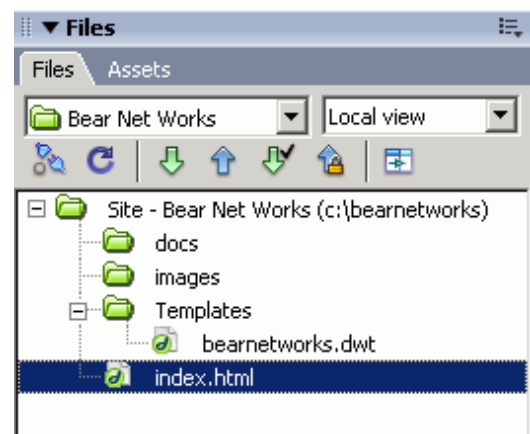
Editable regions appear highlighted in a colored rectangular outline. The name of the region currently selected is displayed in a tab at the upper left corner of the region.

You can change the highlight color by selecting **Edit|Preferences...** and then choosing **Highlighting** from the **Category** list



on the left. Pick the new color by using the color box or enter the appropriate hex code for the color.

If you look in the **Files** panel you will see that a folder called **Templates** has been created. All the templates created for the site are stored in this folder.

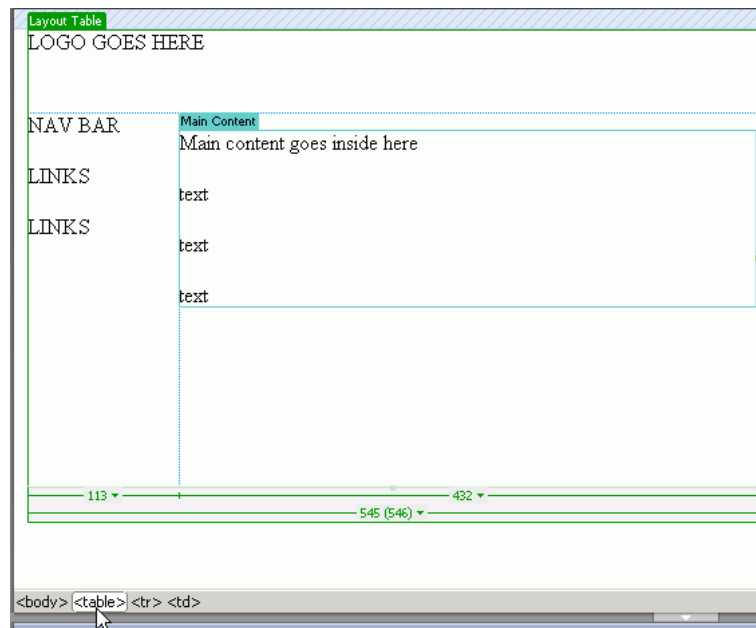


Your template with its editable region might look something like this:

Tip



You can mark an entire table or individual table cells as editable. However, you cannot make multiple cells a single editable region.

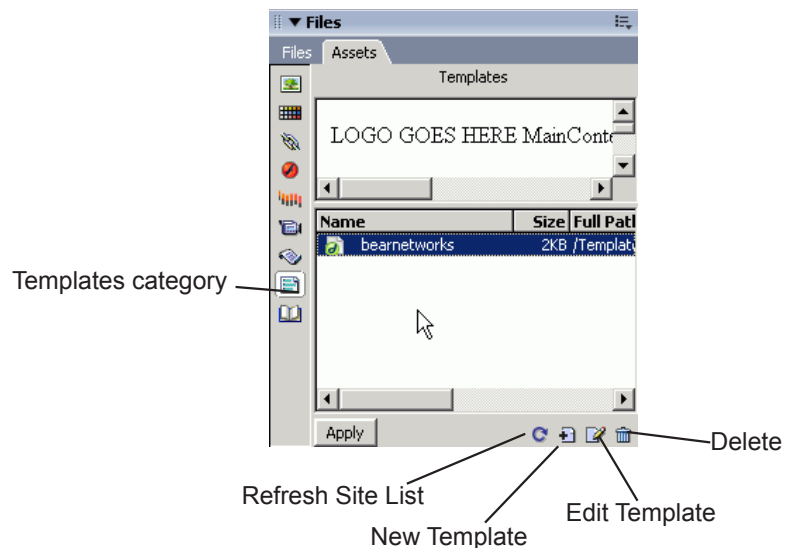


In-class exercise

Using the template you created, or using an existing template, define a few editable regions to make the file a usable template. Your instructor will help you through this process and allow some time for you to experiment.

To create a template from scratch as a new, blank template

1. Select **Window|Assets**. The **Assets** panel will appear.



2. In the **Assets** panel, click the **Templates category** button. Then click the **New Template** button. A new, untitled template will be added to the list of templates in the **Assets** panel.

3. With the template selected in the list, type in a name for your template and hit enter.
4. Select the template and click the **Edit** button at the bottom of the panel to bring up the template in a new document window.
5. Begin work on your template and define the editable regions (described on the next page).
6. Apply any CSS stylesheets before you save this template so that any web pages that use this template will have the stylesheet automatically applied to it.
7. Be sure to save your work.

In-class exercise

Working individually or with a partner, create a new, blank template from scratch using your knowledge from the previous Web Design classes and your experience. Also draw from well-designed pages you've seen on the Web.

Using Templates to Create Web Pages

There are two ways to use templates in Dreamweaver. One is to create a new document based on a template. The other is to apply a template to an existing document.

Method 1: Creating a New Document Based on a Template

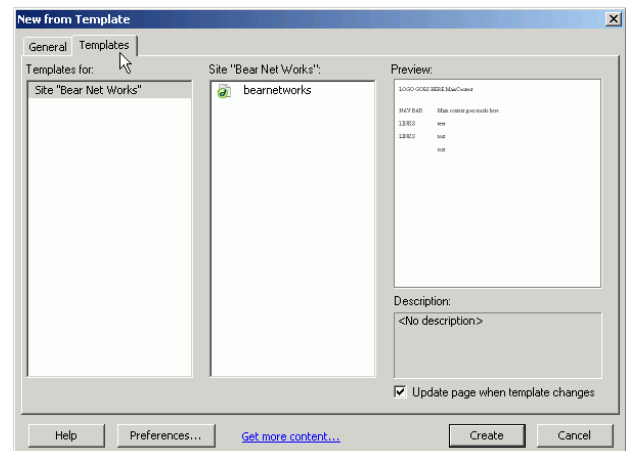
When you create a document based on a template in Dreamweaver, you have the option of keeping the document attached to the template or creating it as an independent stationery file. If you are using the template as a one-time starting point, make the new document a stationery file.

Most often, you will probably want to have the document remain attached to the template. The main reason for this is that when you change the template, the documents based on and attached to it will be updated to reflect the changes you make to the template.

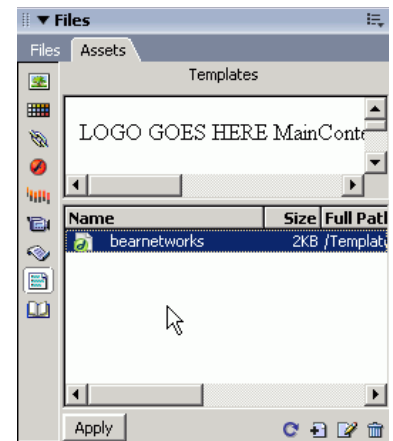
To create a new document based on a template, use one of these methods:

- Select **File|New**. In the **Template** tab, choose the template you want to use as a base. (The **Update Page When Template Changes** box will be checked by default.) Then click **Select**.

or



- Select **File|New**. With the new, blank document open, apply a template to it by either dragging a template from the **Assets** panel to the document window, or by selecting a template in the **Assets** panel and clicking the **Apply** button.



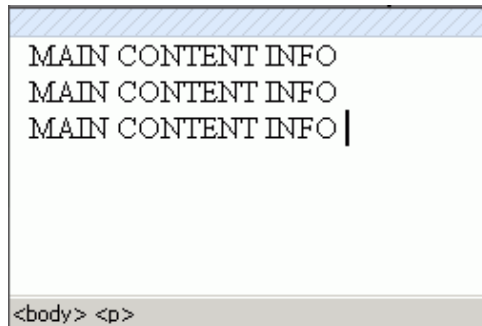
In-class exercise

Using the template you created earlier, create at least two distinct web pages. Just fill in the basics. There's no need to complete a polished final version of the pages.

Method 2: Applying a Template to an Existing Document

For those of you who have been hard coding or using a different program to design and maintain your website, applying a template to existing documents may be your preferred method, at least when you first start using Dreamweaver.

Here is a simple document with existing information. You will apply a template to a document with existing information like this and place this web page into an editable region.



To apply a template to an existing document, use one of these methods:

1. With the document in Design view, select **Modify|Templates|Apply Template to Page**. Pick a template from the list shown and click **Select**.

or

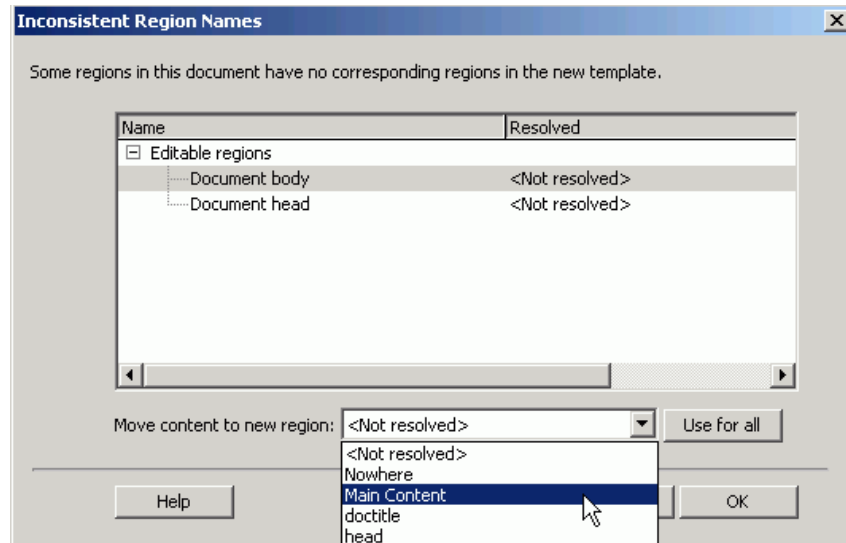
With the document open, select the template you want to apply from the **Templates** category of the **Assets** panel and click the **Apply** button.

or

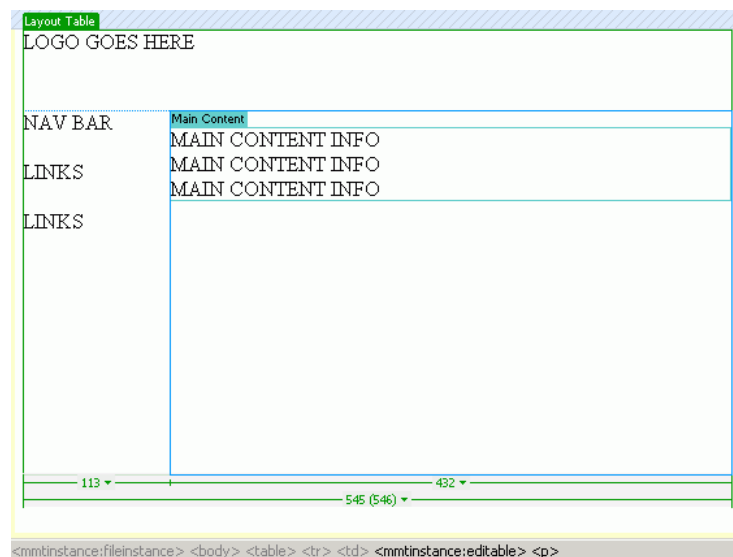
Drag the template from the **Templates** category of the **Assets** panel to the document window while in Design view.


Because the page already contains some content, a new dialog box **Inconsistent Region Names** appears. A text message informs you that some regions in the document have no corresponding regions in the template. This means that some content already exists on the web page you have started with and is asking where you want to place this content inside the template's various regions. The words **<Not resolved>** will appear in the **Resolved** column.

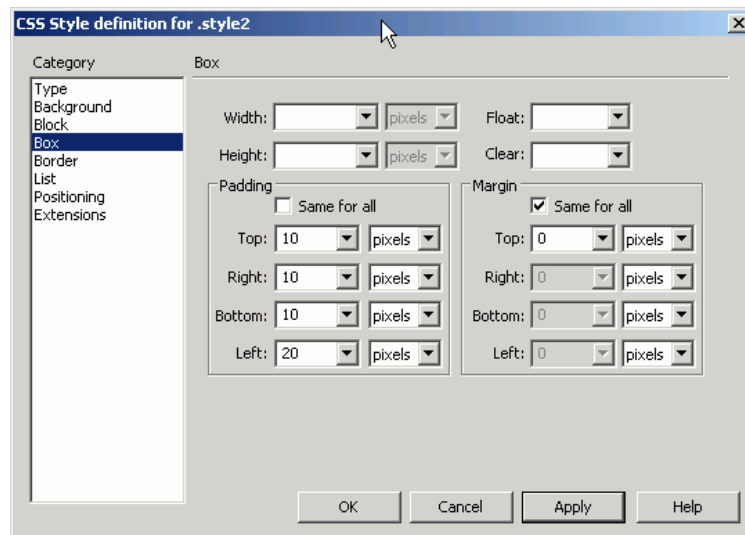
- The words **<Not resolved>** will appear in the **Resolved** column. Click this line to highlight it.



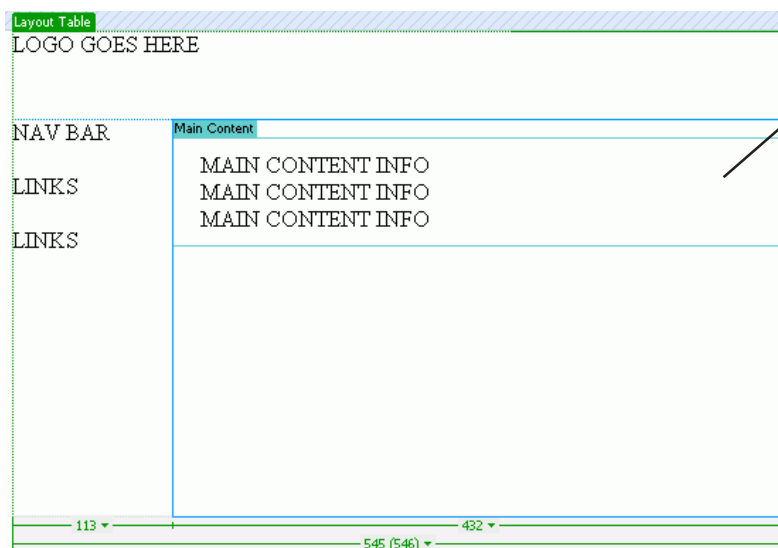
- Click the down arrow next to **Move Content to New Region**. A drop-down menu will appear that contains all the editable regions, including the following:
 - Nowhere**: Discards all the content on the page
 - Main Content**: The editable regions we created ourselves
 - doctitle**: Formats the text as a default editable region on all pages in this case, the title of the page
 - head**: Places the content into the header of the page (used mainly for coding purposes)
- Select **Main Content** to choose the editable region we set earlier in the middle of the page.
- Click **OK** and the Main Content Info will be placed inside the editable region **Main Content**.



6. Now to format the text using CSS, highlight the text you wish to format.
7. Select a style from the **Style** drop-down menu in the **Property Inspector**.
8. We want to add some padding around the text to create a balanced sense of space. Edit the style by clicking on the **Edit Style**  button in the **CSS Styles** panel.
9. From the **CSS Style Definition** dialog box, choose the attributes you want to modify. In this case, you are modifying the space between the text and the content area's margin. Choose the **Box** category, uncheck the **Same for all** box under the **Padding** section and enter the appropriate pixel settings for all sides.



10. Click **Apply** to see the styles applied to your page.



Web page with applied template and stylesheet padding.

Detaching a Document from a Template

At some point you may want to turn a document that is attached to a template into an independent document. For instance, you may want to make changes to both the editable regions and locked regions of a particular page. To do this, you must detach the document from the template. Once you have detached the document, it will appear with no editable or locked regions, and will have no connection to any template. It is then a normal document, with all regions being editable.

To detach a document from a template, do the following:

1. Open the document.
2. Select **Modify|Templates|Detach from Template**.

Graphical Navigation Bar

A **navigation bar** (or nav bar for short) has become a standard feature of websites. The simplest navigation bars consist of text hyperlinks to other pages or files, but Dreamweaver offers a simple way to use interactive images that change according to the user's actions.

For example, Rollover images make nav bars more interactive, interesting, and eye-catching. Moreover, a nav bar that provides clear visual feedback (by changing based on the user's actions) will help a person visiting your site find things more easily, as well as convey a sense of professionalism.

There is some preparatory work to do before you create a nav bar. You will need to create a set of images that will be used for the various display states of each element. There are *four possible display states* for any given nav bar element. These are:

- Up** — The image that appears by default before the user has clicked or interacted with the element.
- Over** — The image that appears when the person moves the mouse pointer over the **Up** image. This visually communicates to the user that they can interact with this element.
- Down** — The image that appears after the element has been clicked. Once the new page loads, the **Down** image will visually communicate to the user that this particular element has been selected.
- Over While Down** — The image that appears when the user moves the mouse pointer over the **Down** image. This state can be used as a visual cue to the user that he or she has already selected this element and that it cannot be selected again on the current page. This option only works if you check the **Show "Down Image" Initially** option in the **Modify Navigation Bar** dialog box. If you use this option, you must customize the navigation bar for each page.

You do not have to utilize all four of these display states in your nav bar. If you want a simple nav bar without the interactive elements, you can simply designate an **Up** image, set the links for each image, and you're ready to go. Our example in class will walk you through the **Up** and **Over** display states.

Note



Always think about the audience of your website. If you are working with a population that requires the use of large fonts, make sure your nav bar buttons are readable.

When choosing images to use in a nav bar, there are two key things to remember: appearance and file size. First, you want the appearance of the images you use to fit nicely with the overall look and feel of your site. The images should generally be simple and coordinate with the color scheme and style of your site. And as with any image you use, make sure it is of good quality! Second, be sure to make the file size as small as possible (without compromising image quality) to minimize download time for users.

In-class exercise

Using the prepared images to which your instructor will direct you, we will create a basic nav bar. We will explore the various options available and then preview our end results in a browser.

Note



The Insert Navigation Bar dialog box can be accessed from **Insert|Interactive Images|Navigation Bar** in Dreamweaver MX.

To create a graphical navigation bar:

1. Select **Insert|Image Objects|Navigation Bar** **NEW**

or

Click on the **Insert Images** menu in the **Common** category of the **Insert Bar** and select **Navigation Bar**.

The **Insert Navigation Bar** dialog box will appear.

2. In the **Element Name** field, type the name for the particular nav bar element. These element names will appear in the **Nav Bar Elements** field list as you add them. You can use the up and down arrow buttons at the top of the dialog box to arrange the order of the elements in the navigation bar.
3. Select the image state options for your nav bar element. (The **Up** image is *required*. Other image states are optional.) Use the **Browse** button next to each image state field to locate the image files you want to use.

Note

Each page can have only ONE nav bar built by Dreamweaver. If you try to insert a second nav bar, you'll be asked if you would like to modify the existing nav bar.

4. In the **When Clicked, Go To URL** field, type the appropriate URL or use the **Browse** button to select a location. Unless you have created frames within your site, the only option available after the word “in” will be **Main Window**.
5. If you use multiple image states, we suggest you select **Preload Images** in the **Options** section of the dialog box so that the nav bar images are loaded when the page loads. This avoids delays in displaying the other image states as users access your nav bar elements.
6. If you use the **Down** image state, you should select **Show “Down Image” Initially** in the **Options** section for nav bar elements on the pages that a user is taken to when that element on the nav bar is clicked. For example, the “Home” element on a nav bar should be displayed in its Down state on the home page. (Note that when this option is selected, an **asterisk** appears to the right of the element in the **Nav Bar Elements** field list).
7. To create additional nav bar elements, click the “+” button at the top of the dialog box and repeat steps 2 through 6.
8. To remove nav bar elements, select the element from the **Nav Bar Elements** field list and click the “-” button at the top of the dialog box.
9. In the **Insert** section of the dialog box choose whether to have the nav bar elements appear horizontally or vertically by selecting the appropriate option from the pull down menu. You will not be able to modify orientation once it is created. Check the **Use Tables** box if you want to insert the nav bar elements as a table. (This is recommended for ease of design and maintenance, but can only be selected at the *creation* of the Nav Bar!!!)
10. When you're finished creating elements and selecting options, click **OK**.

Navigation Bar Tips

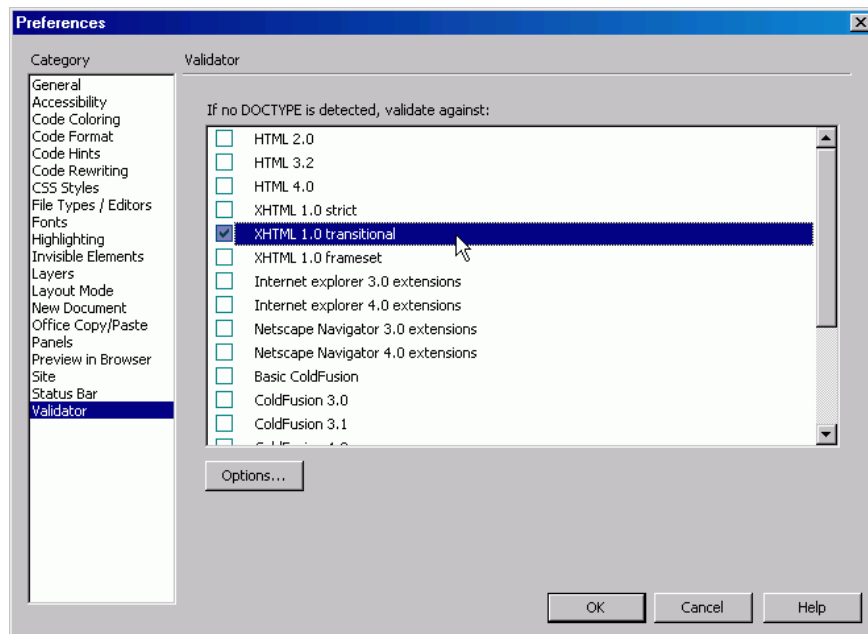
- Copy your nav bar to the various pages on your site so that people can reach any major part of your site with one click.
- Use images with a small file size.
- Use images that are clear and consistent, ensuring the text is legible.
- Be sure to update every page in your site that contains the nav bar when you make changes to maintain consistency.
- Keep it simple, but don't be afraid to expand the nav bar functionality as your site grows.
- You can easily modify a nav bar in Dreamweaver by selecting **Modify|Navigation Bar**. The **Modify Navigation Bar** dialog box will appear, allowing you to select options in the same way you did when you created the nav bar, however you will no longer have the option to Insert horizontally or vertically.

Validating Web Pages

Internet Explorer, Safari, Firefox, Opera, and Netscape Navigator are some major web browsers that have their own unique ways to translate HTML code into a visual web page. The need for a standard way to code these web pages is apparent. The World Wide Web Consortium (W3C), is an organization dedicated to creating standards for different Internet-related technologies. The W3C has developed standards for HTML, XHTML, CSS, XML, and other Web languages that companies can use to use as a guide when creating new Web browsers.

Dreamweaver MX 2004 includes a tool for making sure your pages meet the standards set by the W3C. There are different standards for different versions of HTML, so you need to tell Dreamweaver which standard it should validate your Web page against.


To choose your validation preferences, select **Edit|Preferences**. In the **Preferences** window choose the **Validator** category and select **XHTML 1.0 transitional**. You're now ready to validate your web page against the W3C's XHTML 1.0 transitional standard.

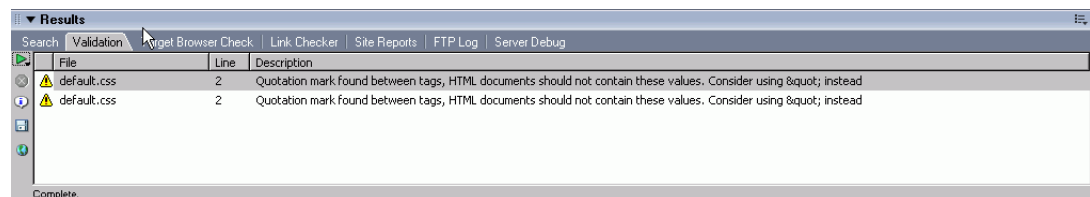


Note



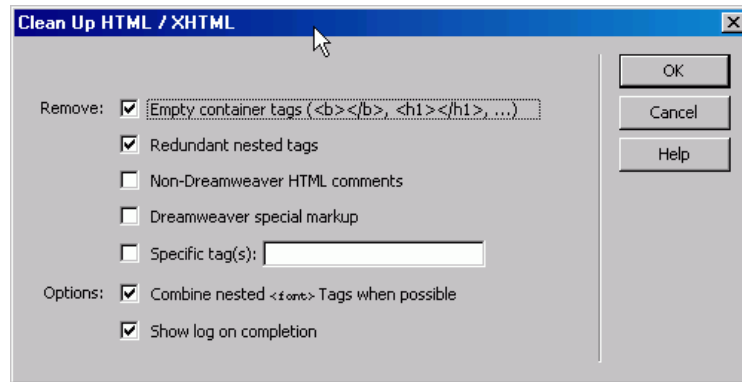
If you want to validate just the page you're working on, choose **File|Check Page|Validate Markup**.

Once you have the proper web page open, you can begin validating it by choosing **Window|Results**. The **Results Inspector Panel** will open up at the bottom. Click on the **Validation** tab, second to left, and then click on the green arrow  button. You may validate the current document, the entire site, or choose a file in the **Files Panel**.



If an error comes up, it'll first list the file that contains the error. In the second column, it lists which line in the code the message applies to, and the third describes

the validation error or message. If a tag isn't properly closed or missing, Dreamweaver will tell you what and where the error occurs. You may then change the code yourself or run the **Clean Up XHTML** command to fix the errors by selecting **Commands|Clean Up XHTML**. For other errors, it's up to you and your knowledge of HTML to go into the code and fix any problems.



Dreamweaver doesn't have a built in CSS validator. In order to validate your CSS code, point your web browser to <http://jigsaw.w3.org/css-validator>. You can validate files that are already online or upload your file from your desktop to be validated. If you want to validate HTML or XHTML code, point your browser to <http://validate.w3.org>.

In-Class Workshop Exercises

Please choose one or more of the exercises in the list below to work on during the workshop portion of our class today. We ask each of you to stay for this so that you can not only get additional one-on-one help from the instructors, but also to share your ideas with others in the class. If there is enough time, we will have some of you display your work up on the big screen after you've uploaded your work to your site. We also have the option of walking through an exercise as a group.

Here's the list:

- Update the site you started last time by creating a template file that maintains the design of each page.
- Use your favorite website as a model and try to replicate it in Dreamweaver.
- Choose a more advanced feature of Dreamweaver like CSS styles and apply them to your site pages.
- Use the Snippets Panel to add pre-coded elements like headers, footers, and navbars to your pages.

Conclusion

We hope that this course has expanded your skills and comfort level in using Dreamweaver. As we emphasize in every class in the Web Design series, the best way to internalize this information is through experience—making mistakes, fixing them, and most of all just having fun experimenting with the millions of possibilities open to you as a web designer. Thanks for participating!

Appendix (More Dreamweaver Functions!)

Creating a Jump Menu

A jump menu is a “pull down” menu that contains a list of options that are links to pages and/or files on your website, or elsewhere on the Web. You can create links to any file type that a web browser can open. If you are maintaining a site with a large number of pages, you may want to consider using jump menus as part of your navigation system. These allow a visitor to quickly jump to the area of your site they need most. Creating a jump menu in Dreamweaver is especially easy because Dreamweaver automatically creates all the links necessary for you!

Here in a university environment, a jump menu could be used to give easy access to individual class web pages in your department. Or you might use this tool to help people go directly to a particular month on your department’s calendar. Rather than providing separate hyperlinks, you can save space and put those links into a jump menu, which will appear as a pop-up menu. Then, all a visitor has to do is use the pop-up menu to find what they want. There are many uses for jump menus, so don’t limit yourself to the suggestions above.

In-class exercise

Your instructor will walk you through the process of creating a simple jump menu. Because of time and logistical challenges, we will not test the jump menu. However, in the real world, you would want to perform adequate testing.

For reference, here’s how to create a jump menu using Dreamweaver:

1. Place the cursor where you want the jump menu to appear on your web page (this is called the insertion point). Generally, you will want to put the jump menu in a cell of the table you are using for layout purposes.
2. Select **Insert|Form|Jump Menu** **NEW!**. The **Insert Jump Menu** dialog box will appear.

3. In the Text field, type instructions such as “Choose one...” or other appropriate words to create a **menu selection prompt**. Make this the first item in your list without a hyperlink. This text will appear by default on the jump

Note



In previous versions of Dreamweaver, select **Insert|Form Objects|Jump Menu** to create a jump menu.

menu when the page is loaded, and will help visitors understand immediately the use of the menu. We strongly advise you to create a menu selection prompt in order to prevent confusion in navigation.

4. To add a menu item, click the “+” button at the top of the dialog box and type the item text in the Text field. Then press Tab on the keyboard to move to the **When Selected, Go To URL** field to choose the location or file that the browser:
 - a. Click the **Browse** button and selecting the appropriate file
or
 - b. Type the path or URL of the file or location.

Repeat this process for each menu item you want to include in the jump menu. Note that each item appears in the **Menu Items** field as it is added.

5. If you want to change the order of menu items, select the item you want to move and use the arrows at the top of the dialog box to move the item. Be sure to keep your menu selection prompt item at the top of your list.
6. Choose “Insert Go Button After Menu” to allow the person browsing your site to change their mind with their jump menu choice until they click the **Go** button. If you leave this field unchecked, the browser will automatically open the link when the jump menu item is selected.
7. When you are finished adding menu items and setting jump menu options, click **OK**.

You can edit jump menus by using the **Property Inspector**. Select the jump menu in the Document window and click on the **List Values** button in the Property Inspector. Then make the desired changes in the dialog window that appears and click **OK**.

There are some important things to remember if you use jump menus.

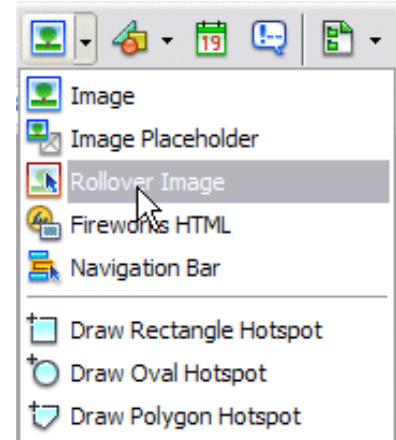
- The best place to use a jump menu is on the home page of your site (your index.html file).
- Your jump menu must be clearly labeled. You don’t want people to be hunting for what they need. If they have to hunt, they will get frustrated and not come back.
- Make your menu list items short, clear, and self-explanatory.
- Don’t overuse jump menus. Remember, separate hyperlinks may be more appropriate. Jump menus are but one possible navigation tool.
- Be sure all your links work. This requires testing and maintenance.

Creating Rollover Images

Even if you've been using the Web for only a few days, you've probably seen rollover images. These are the images that change when you move your mouse pointer over them. They can give a web page a little extra punch, as well as clarify your content. There are a number of ways to use rollover images. You might simply use them to present two different versions of a picture. Or you might use them in a graphics-based navigation bar to give it a professional look. Navigation bars are discussed in more depth in the Dreamweaver 3 class.

A rollover image is actually two images of equal size, placed in the same space on your page. Creating them in Dreamweaver is easy.

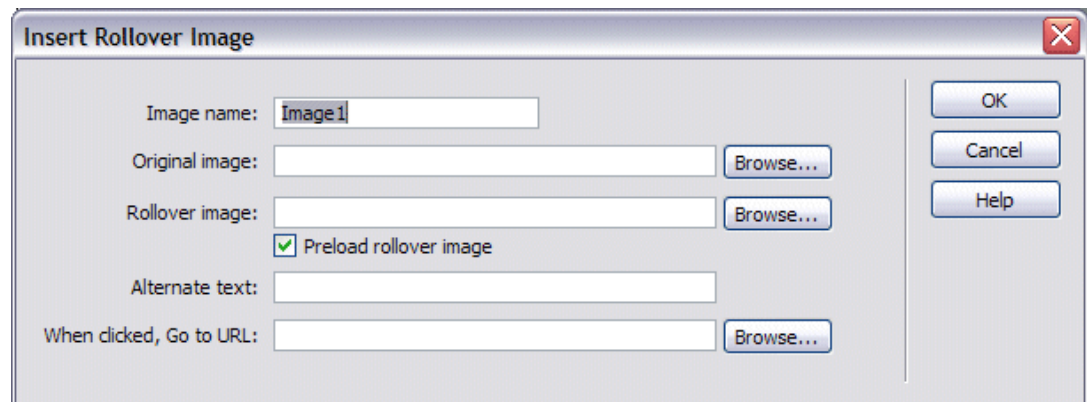
Place your cursor in the desired insertion point in the Document window. Then select **Insert|Image Objects|Rollover Image** or click the **Insert Rollover Image** menu **NEW** on the **Common Category** in the **Insert Bar**. In the **Insert Rollover Image** dialog box, you will need to locate two images. First give the rollover image a name (used by Dreamweaver for reference when it writes the HTML code). Then in the **Original Image** field, look for the image you want to be displayed first by clicking on the **Browse...** button. Repeat this same process in the **Rollover Image** field to select the image that will appear when a user moves their pointer over the original image. If you want Dreamweaver to preload the images in the browser's cache for a user, check the box next to **Preload Rollover Image** (we advise you do this). Click **OK** when you're finished.



Note



The Rollover Image dialog box can be accessed from **Insert|Interactive Images|Rollover Image** in Dreamweaver MX and earlier versions.



You can also make this rollover image a link, as you can with any other image, by entering the appropriate hypertext reference in the **When Clicked, Go To URL** field. Use this feature when you are making the rollover image part of a graphics-based navigation bar. We will cover the process of making a graphics-based navigation bar during next week's Dreamweaver 3 class.

To test your rollover image, select **File|Preview in Browser**. Your default web browser will launch and open your page in a new browser window. Move your pointer over the image. If the original image changes to your rollover image, you're all set.