KENNESAW STATE UNIVERSITY

University Information
Technology Services

Creating Web Pages with a Template

Adobe Dreamweaver Creative Cloud 2017

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Introduction

The purpose of this booklet is to help faculty, staff, and students understand the process involved with creating and publishing web pages using Dreamweaver 2017 and templates.

Note to Students: Every student has access to web space on the Students server if the student has an active NetID. The NetID is the same as your Owl Express login. You must have an active NetID before you can publish a web page to the Students server. If you do not have an active NetID, or have forgotten the password, you can go to https://netid.kennesaw.edu for assistance.

Note to Faculty/Staff: If you are faculty or staff, you will need an account on the ksuweb server. If you do not have an account on the ksuweb server, you can apply for an account at http://its.kennesaw.edu/forms/account_setup_form.html.

Caution: In this workshop you will be creating a website in your account on either the studentweb server or the ksuweb server. If you have an existing website on this account, it will be overwritten. If you do not want to overwrite the existing site, once you have defined your site, you can create a subfolder in your account and put your website files there.

Creating: When creating and editing a web page using Dreamweaver, you are editing files that are on the computer in front of you. This computer is referred to as the *local computer*. You should create a folder on this local computer and keep all of the files related to your website (pages, images, etc.) in this local folder. In Dreamweaver, you look at the files in your local folder with the *local view*.

Publishing: When you are finished editing the files that make up your website, you will need to send these files to your account on the web server. This computer is referred to as the *remote computer*. The action of sending these files is called publishing to the server, FTPing the files, or uploading the files to the server. Dreamweaver calls this action "Put". In Dreamweaver, you view the files on the web server with the *remote view*.

Viewing: After publishing (putting) your web page files to your account on the web server, you will want to check and see if they are working properly. To view your website, open a web browser and enter your web address in the address bar.

- Your web address on the Students server is: http://studentweb.kennesaw.edu/~yournetid
- Your web address on the Faculty/Staff ksuweb server is: http://ksuweb.kennesaw.edu/~username

Note: Do not put any sensitive information on your website; even if there are no links to it from another web page.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand terms and definitions of web spaces
- Define a site
- Learn how to create a template and web pages from a template
- Setting up a table
- Create and apply CSS styles
- Insert and adjust images
- Create internal and external hyperlinks
- Publish your website to a web server

Terms and Definitions

Web page - a web page is a document file just like a text file. It can be edited with Notepad, WordPad, or any text editor. The main difference between a web page and a regular text file is that a web page is formatted with HTML tags. This HTML formatting is what you see when you switch your web page from the *Design view* to the *Code view*.

Website - a website is a collection of web pages that are usually linked together with hyperlinks.

Hyperlink or **Link** - a section of text or image that appears colored and/or underlined on a web page that, when clicked, will take you to another web page.

HTML - a hypertext markup language consisting of tags. HTML tells the web browser how to display the content of your web page.

Web server - a computer or host for your website that makes your site publicly available on the web. If you are a student at KSU and have activated your NetID (https://netid.kennesaw.edu), you have web space on the Students server http://studentweb.kennesaw.edu. If you are faculty/staff, you can apply for web space on the http://ksuweb.kennesaw.edu server.

Web browser - an application or program that is installed on your computer that allows you to view web pages on the Internet (i.e. Internet Explorer, Mozilla Firefox, Google Chrome, Apple Safari).

Index page - The index page is the main page of your website, also called *homepage*. This is the first page that people will see when they visit your site. When you create the index page you must save it as *index.html*. **Note:** index.html must be spelled with all lower case letters.

Put, Publish, or **FTP**- To send or upload your web page(s) to your account on the web server.

Web address - a URL (Uniform Resource Locator) is the text you type into the address bar of your web browser to access a web page. For example: http://www.cnn.com. Your web address on the Students server is http://studentweb.kennesaw.edu/~yournetID. The "yournetID" in this address refers to your username for the student email system, Owl Express, etc.
Note: Do not put www in this address. If you are faculty/staff, your address will be http://ksuweb.kennesaw.edu/~username. The ~ symbol (a.k.a. tilde) means home account.

Template - Dreamweaver allows you to save a webpage as a template. You can add editable regions to the template. Then you create web pages from the template. When you edit the template and save the changes, Dreamweaver updates all of the pages that are created from the template. Anything that you add to the template appears on every web page that is created from that template.

File Name Conventions

When naming your files, always use lowercase letters and avoid using spaces. For example, if building a page for course overviews it would be best to name the file "*course_overview.html*" or "*courseoverview.html*" instead of "*Course Overview.html*". The reason for this is that the Kennesaw.edu server is based on a UNIX platform – what this means for you is that all files are case-sensitive. If you have a file named "*Course Overview.html*" in your site and a user types in "*course overview.html*" the file WILL NOT come up.

The rules for file naming are:
- Avoid uppercase letters
- No spaces
- Separate words with hyphens or underscores
- Main page is "index.html"
- Use shorter names
- No special characters such as question marks, exclamation points, dollar signs, symbols, etc.
- No punctuation
- Do not use numbers as the initial character

Web Servers

There are five items that you will need to know before you can publish web pages to a web server, even if it is your personal space on your home ISP account, such as AT&T, or Comcast.

Items that you need to know to publish to a web server:
1. **Server Name** - We will be using the Students server or the ksuweb server, so this will be *studentweb.kennesaw.edu* or *ksuweb.kennesaw.edu*.
2. **Connection protocol** - SFTP.
3. **Username** - This is your NetID.
4. **Password** - This will be the password for your NetID or the password for your ksuweb account.
Note: that your ksuweb account password is different than your NetID password.

5. **Root directory** - For the Students server and the ksuweb server, this will be *html/*. For some web servers, this may be public_html, or just public.

Create a Local Folder

It is a good practice to create a local folder before you get started with Dreamweaver. This is your working directory. Dreamweaver refers to this folder as your local site. The local folder is usually a folder on your hard drive. Here you can store all of your files and pictures that you will be adding to your site as you build; keeping it all in one location for easy upload later.

1. To create a local folder, **Right-click** on your Desktop, and then click on **New** > **Folder**.
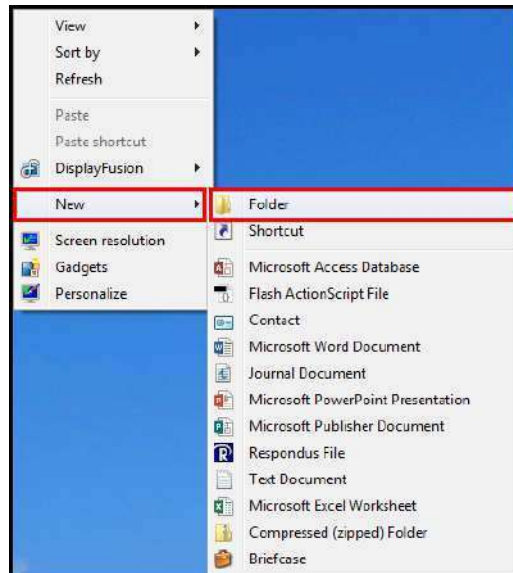

Figure 1 - Create a Local Folder

2. Give your new folder a name; something like "My Website".

The Dreamweaver Environment

Dreamweaver is an application that helps you to create, edit, and manage web pages and websites. Dreamweaver provides you with a WYSIWYG (what you see is what you get) editing environment. In other words, while editing your page, it looks like it will when viewed by a web browser. It also lets you easily switch over to see and edit the HTML code of your web page if you so desire. Dreamweaver also provides a publishing tool that helps you easily manage your files both locally and on your web server.
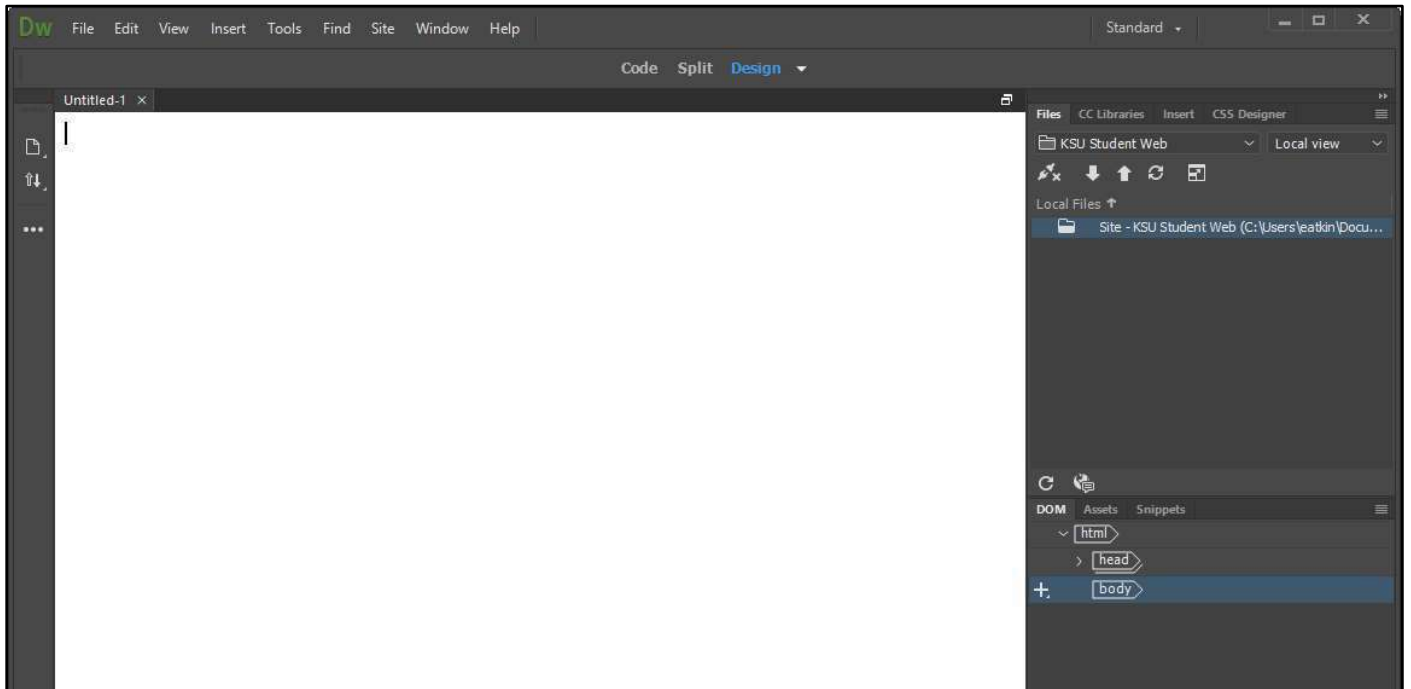

Figure 2 - Dreamweaver Environment

Switching to Standard View

By default, Dreamweaver will begin in *Developer* view. For easier layout, and the purposes of this document, we will switch to the *Standard* view:

1. In the *Menu bar,* click **Developer** (See Figure 3).
2. Select **Standard** from the drop-down (See Figure 3).

Figure 3 - Enable Standard View

Document Toolbar

The Document toolbar is displayed once you begin work on a new document/template and allows you to access the different views while working on your web page. There are four working views: *Code*, *Split*, *Design*, and *Live*.

- The **Code** view shows any source code for the page.
- The **Split** view displays both the code and the design views on the screen.
- The **Design** view shows the WYSIWYG page.
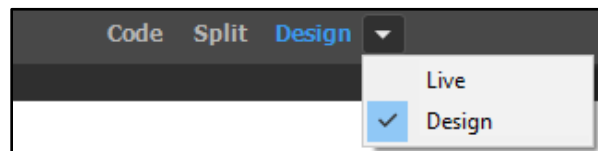- The **Live** view displays a rendered view of how the page would like in a browser.

Figure 4 - Document Toolbar

Panels

Panels are sections of Dreamweaver that help you monitor and modify your work. The four panels that we will use the most are the *Properties* panel, the *Files* panel, the *Insert* panel, and the *CSS Designer* panel.

1. The **Properties** panel shows all the properties that can be set for the selected item(s) (See Figure 5).
2. The **Files** panel will allow you to easily open your local files for editing, and then "Put" or "Get" your files to and from the server (See Figure 5).

3. The **Insert** panel lets you insert objects, such as images, tables, and media files (See Figure 5).
4. The **CSS Designer** panel is a CSS Property Inspector that lets you visually create CSS styles, files, and set properties, along with media queries (See Figure 5).
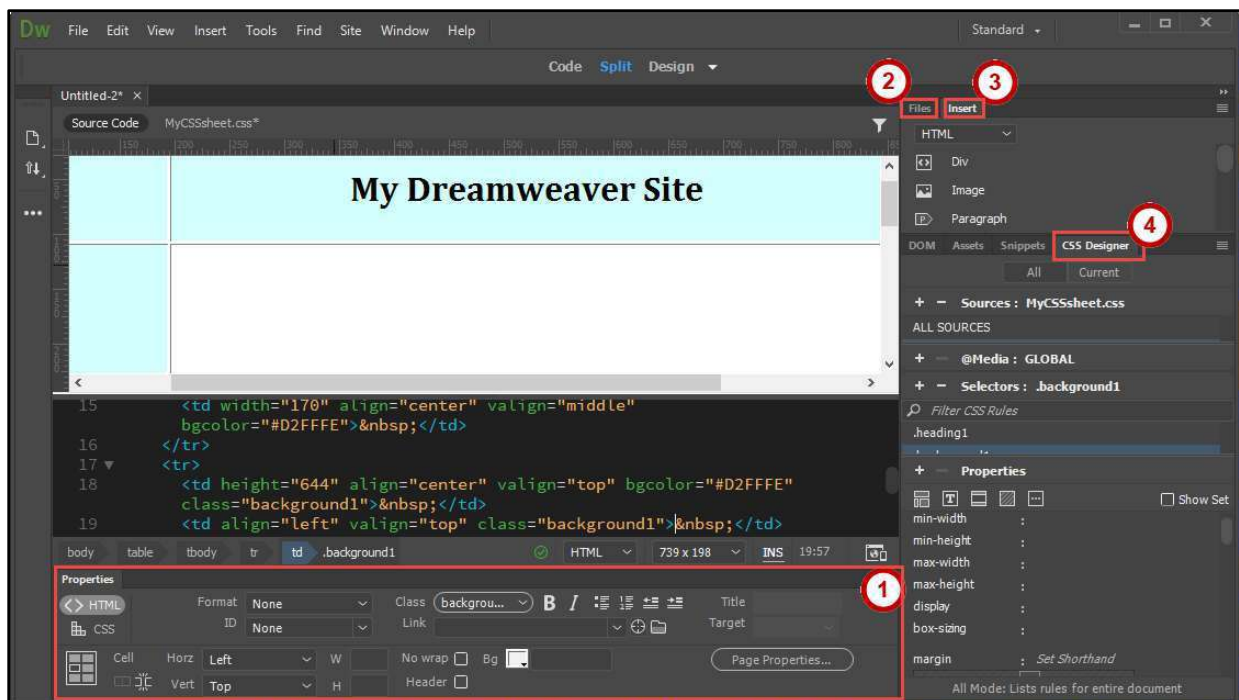

Figure 5 - Panels

Note: If the properties panel is not displayed, you can enable it by selecting **Properties** from the *Window* tab on the *Menu Bar*.
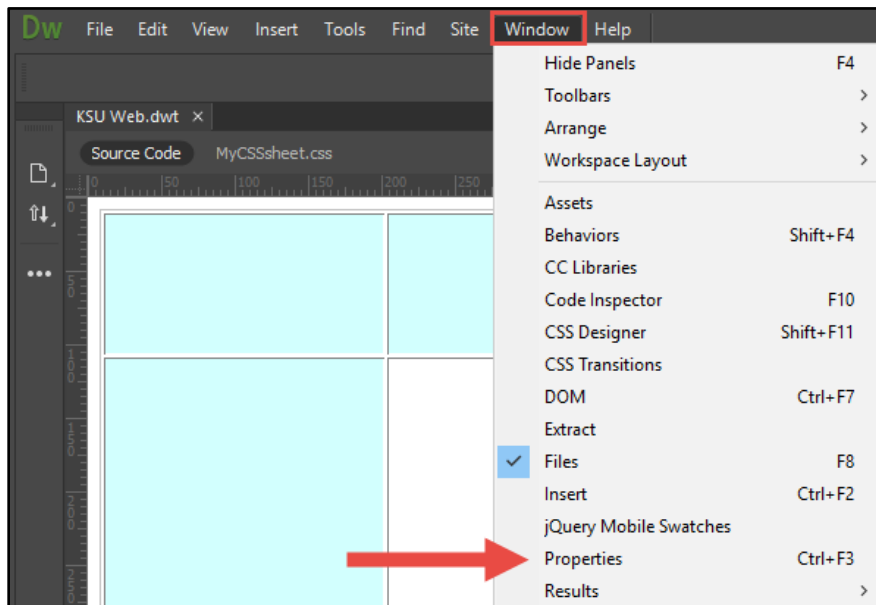

Figure 6 - Displaying the Properties Panel

Defining a Site

You must define a site for each new website you create. A site in Dreamweaver is a collection of files and folders (web pages, images, etc.) on your personal computer, and a link to your web space on the Internet. As you create and edit your web pages, you will be working on files on this local site. When your pages are finished and ready to be viewed on the Internet, Dreamweaver gives you the ability to "Put**"** these files from your local site onto your web space (*remote server*).

Note: It is strongly recommended you create a local folder for your web pages (See *Create a Local Folder*) and have access to an account on a web server before you define a site.

To Define a Site in Dreamweaver

The following will explain how to define a site in Dreamweaver:
1. After starting *Dreamweaver CC 2017,* click on the **Site** tab in the *menu bar* (See Figure 7).
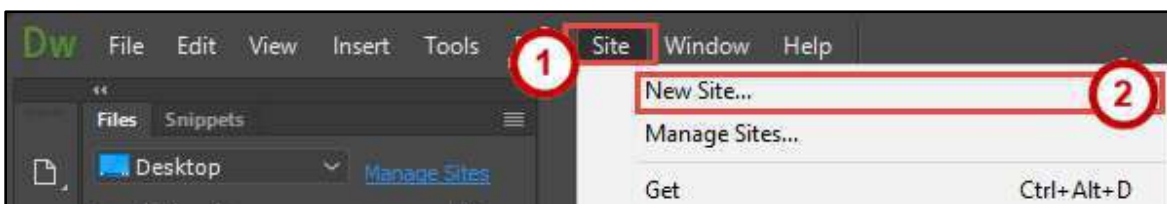2. From the drop-down, click **New Site** (See Figure 7).

Figure 7 - New Site

3. Enter a name for your site in the **Site Name** field (See Figure 8).

Note: The Site Name is used only for identifying the site within Dreamweaver so choose a name that will help you recognize the site later.

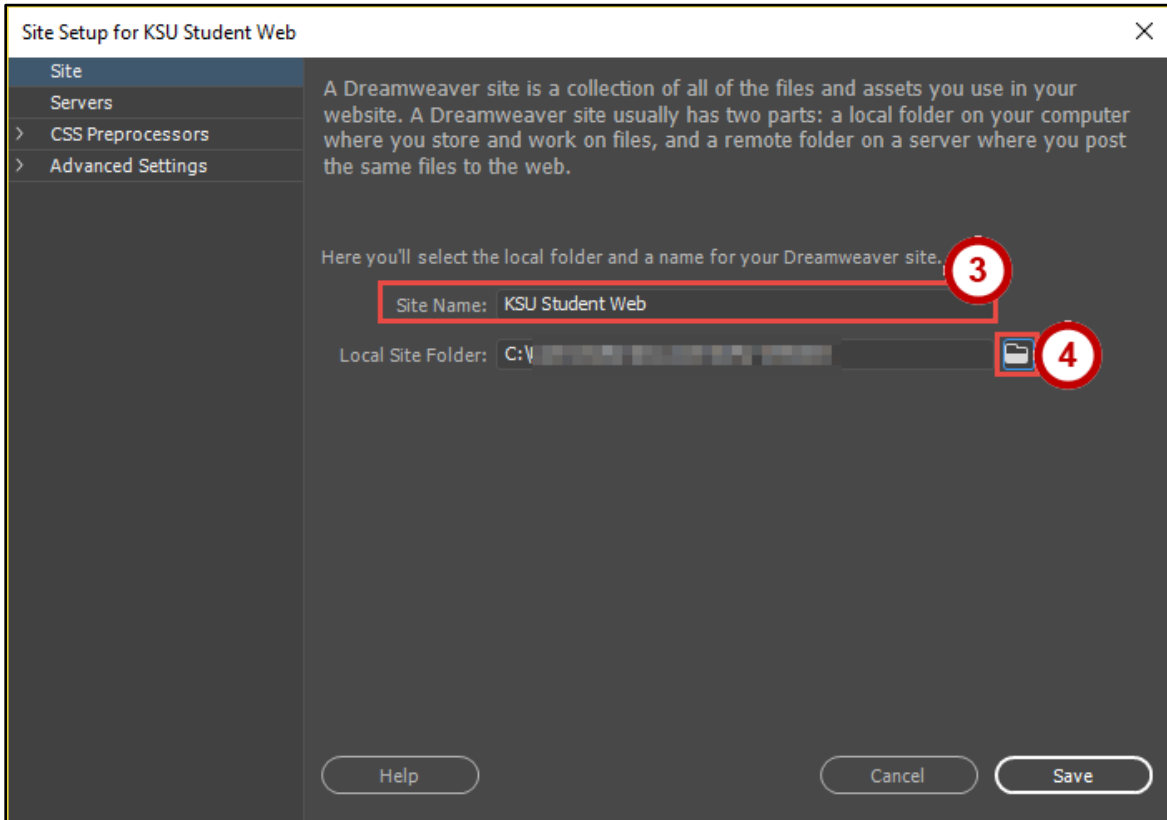4. Click on the folder icon next to the **Local Site Folder** text box (See Figure 8).

Figure 8 - Site Setup

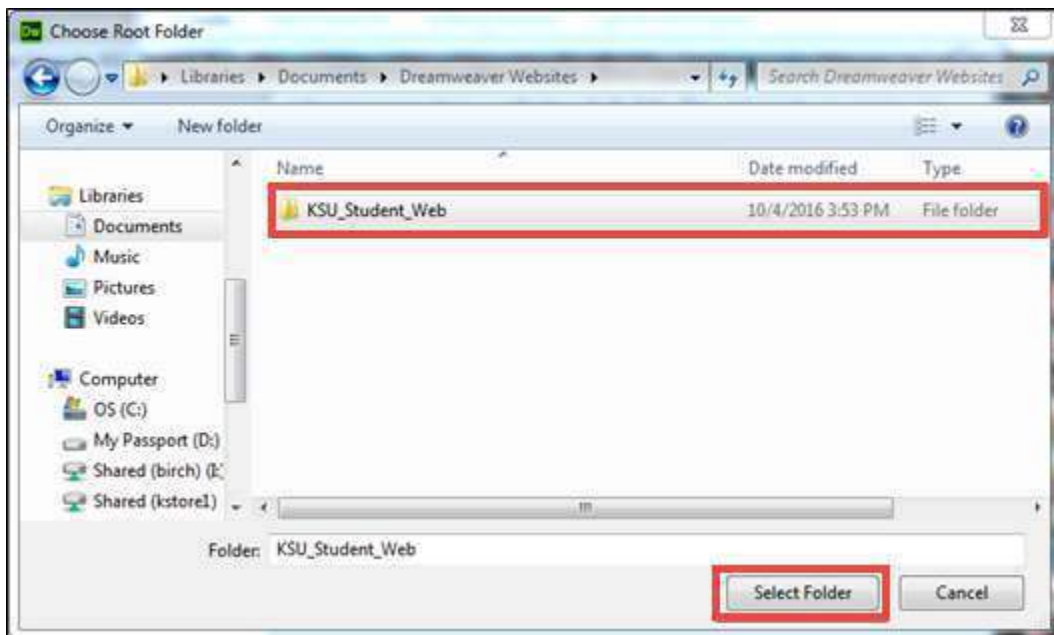5. The *File Explorer* will open. Select your **local folder** from your computer and then click on **Select Folder**.

Figure 9 - Select Local Folder

6. The *Local Site Folder* will be set. Dreamweaver will save your website to this folder.

Figure 10 - Local Site Folder

7. Next, we will need to define the remote server to be able to publish files to the web.

Note: You do not need to complete the steps in the next section to begin working on your Dreamweaver site. You only need to define a remote server when you want to connect to the web and publish your pages. If you are ready to begin working on your site, click **Save** and refer to the section *Designing Your Site.*
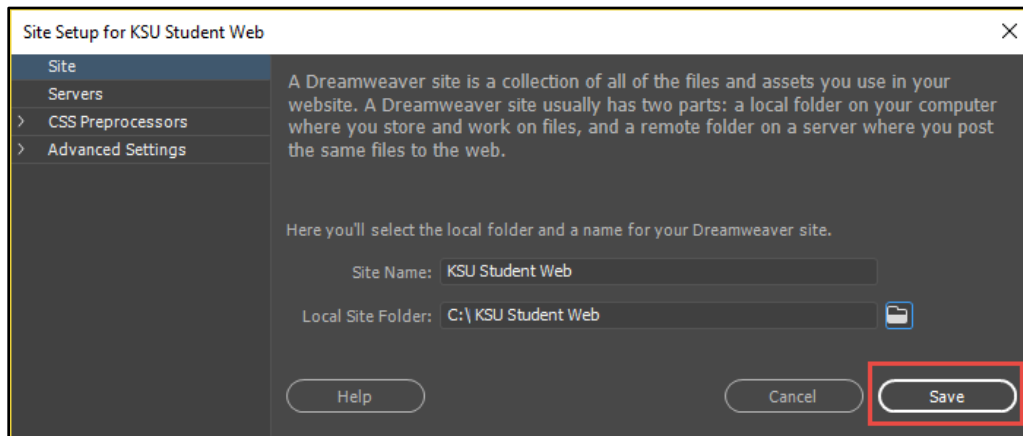
Figure 11 - Save Site Setup

To Define the Remote Server

The following instructions will explain how to continue setting up the Remote server for your Dreamweaver site:

Note: This section will explain how to set up your remote server for studentweb, but information is also provided for ksuweb.

1. After defining your site (See *To Define a Site in Dreamweaver*), select **Servers** from the left-side *Site Setup* menu (See Figure 12).
2. The *Server* tab will open. Click on the **+** sign icon under the *Server Field* to Add a new Server (See Figure 12).
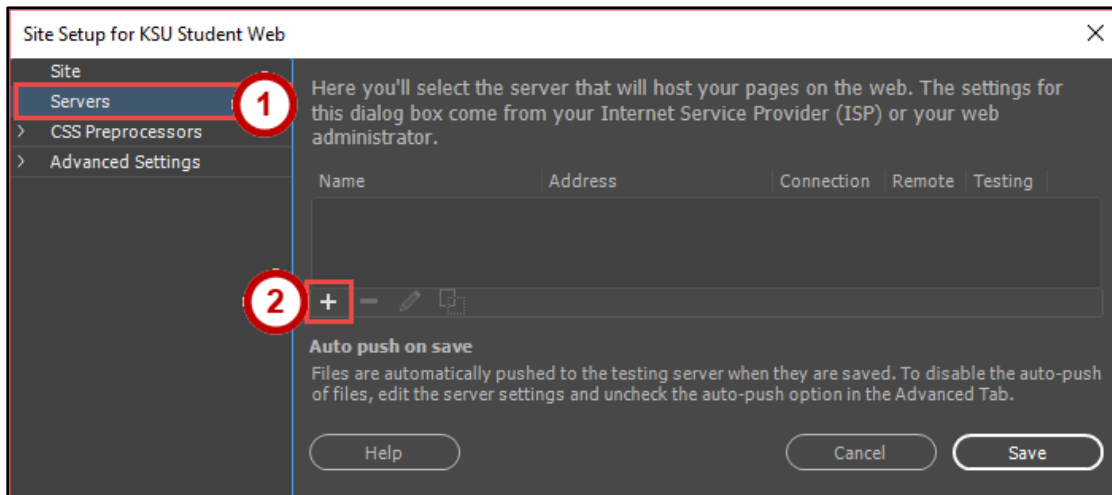
Figure 12 - Add new Server

3. The *Add Server* window will appear with the *Basic* tab selected. In the *Server Name* field, give a **name** to your server set-up (e.g. KSUweb or Studentweb).

Note: The Server Name is only used within Dreamweaver so you should provide a name that is meaningful to you.
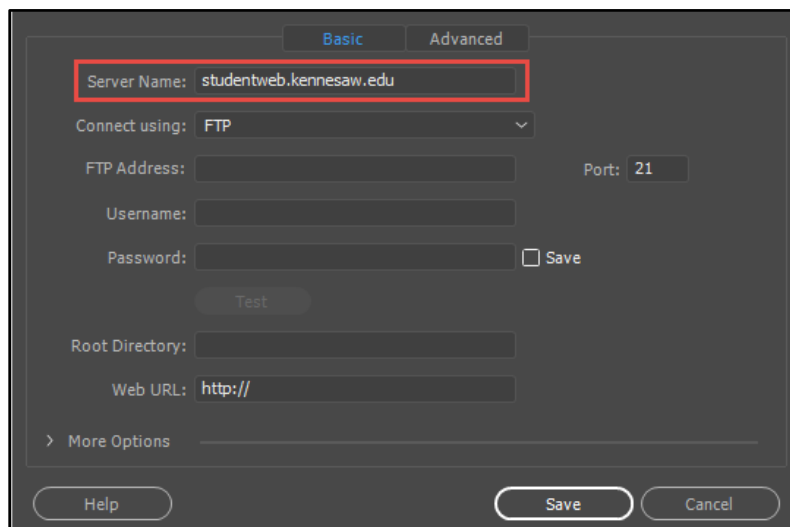

Figure 13 - Basic Tab of the Add Server Dialog Box

4. From the *Connect using:* drop-down, select **SFTP** (Secure File Transfer Protocol).
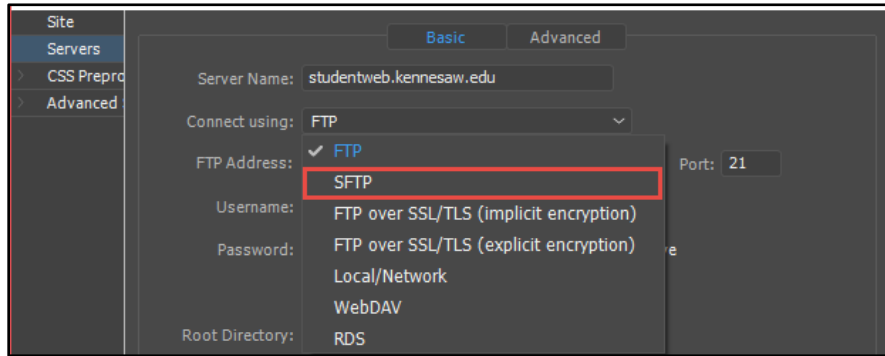

Figure 14 - Connect using SFTP

5. New fields will become available for SFTP.
   a. Type in the **SFTP Address** (See Figure 15).
      • The *SFTP Address* for <u>students</u> is **studentweb.kennesaw.edu**.
      • The *SFTP Address* for <u>faculty and staff</u> is **ksuweb.kennesaw.edu**.
   b. Enter your **Username** and **Password** (See Figure 15).
      • The *Username* and *Password* for **students** is their **NetID** and their **NetID password**.
      • The *Username* and *Password* for **faculty and staff** is their **NetID** and their <u>ksuweb</u> **password**.
   c. Click **Test** (See Figure 15).

Note: When you enter a password, Dreamweaver automatically checks the **Save Password** box below the password field. Unchecking the option deletes your password. If you are in an unsecure location (e.g. computer lab, public workstation), it is recommended you leave this box unchecked.
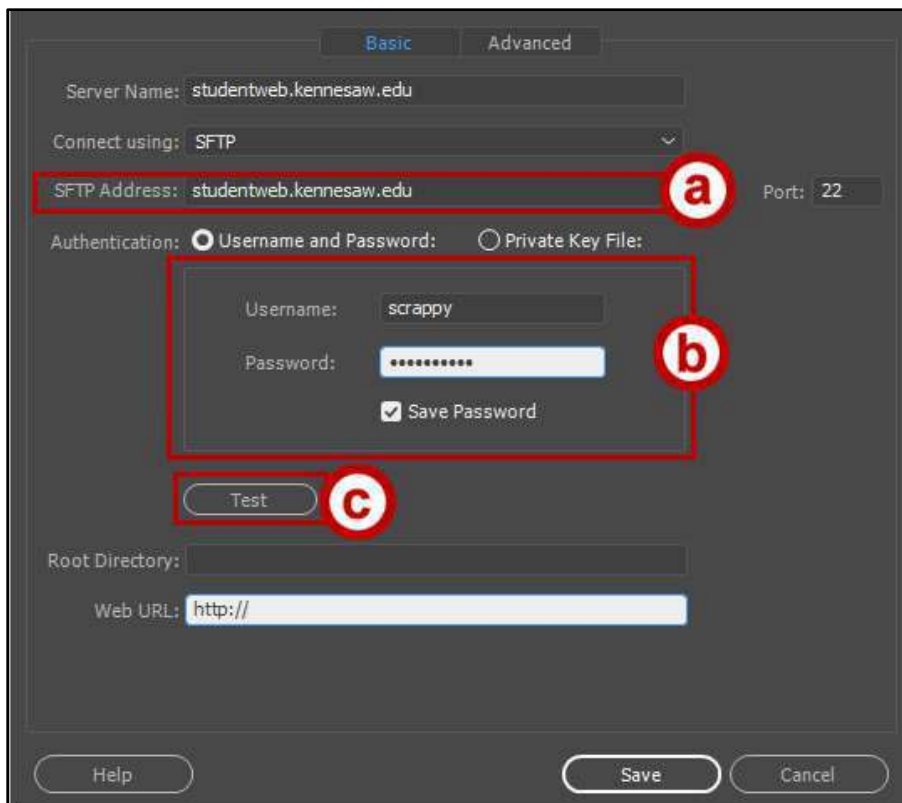

Figure 15 - Set SFTP Address and Password

6. If a *Firewall* notification appears while testing your server connection, be sure to **allow access**.
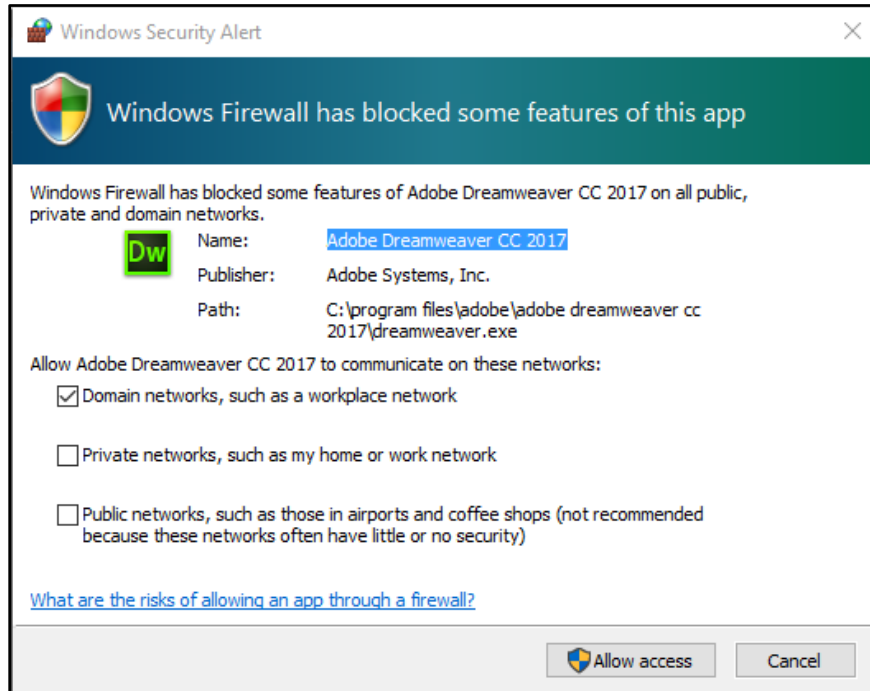

Figure 16 - Allow Access Through Firewall

7. If you get a message saying that Dreamweaver connected successfully, click **OK**.

Note: If you get an error message, click **OK**, and then re-enter your username and password to verify that the information was entered correctly. The server information is case sensitive. If you still cannot successfully connect to the server, contact the KSU Service Desk for assistance (See *Additional Help* for more information).
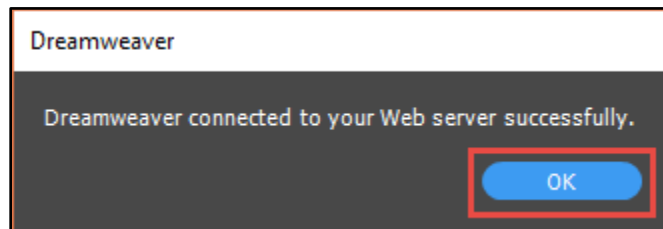

Figure 17 - Successful Connection Test

8. After your connection to the server is successfully verified, enter **html/** in the *Root Directory* text box (See Figure 18).

Note: It is important that this be exactly as shown, or else it may not work properly. The Root Directory is the actual folder on the server where your site will reside.

9. Enter your website address in the **Web URL:** text box (See Figure 18).
   - The *Web URL* for students is http://studentweb.kennesaw.edu/~yournetid
   - The *Web URL* for faculty and staff is http://ksuweb.kennesaw.edu/~yournetid

10. Click **Save** (See Figure 18).
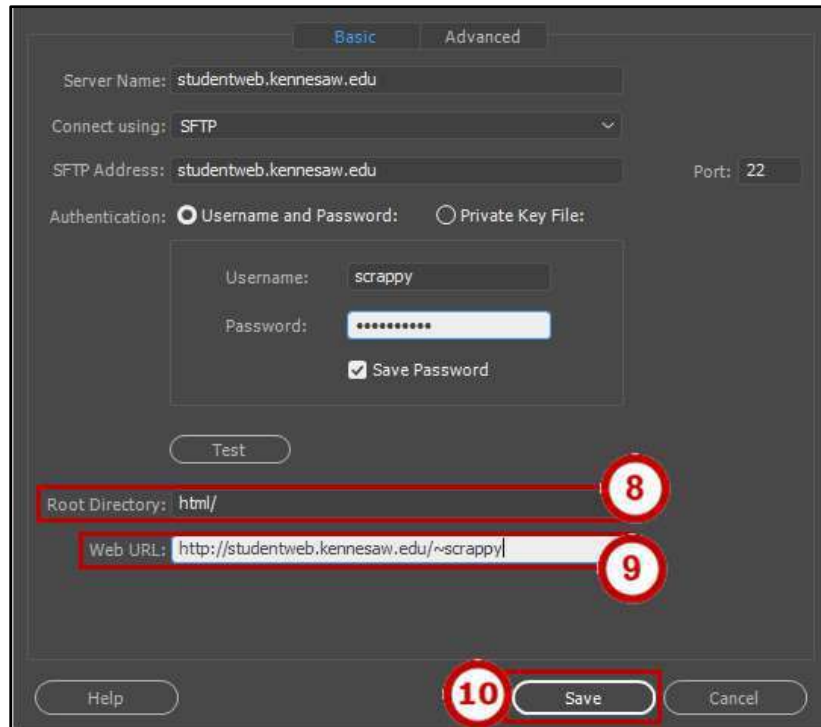
Figure 18 - Server Definition

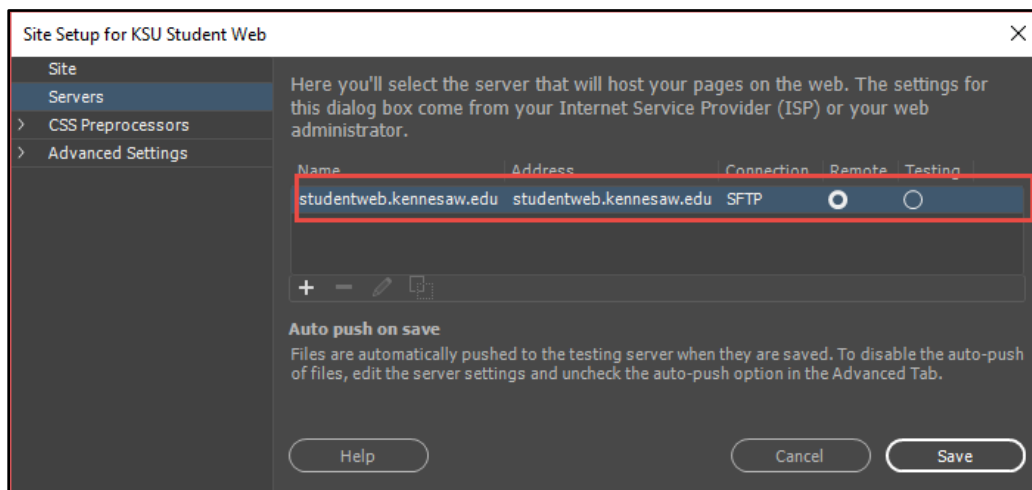11. The server will now appear in the *Servers* list.

Figure 19 - Servers

12. If you need to make changes to the server definitions, click the **pencil** icon below the *Servers* list to access your settings.
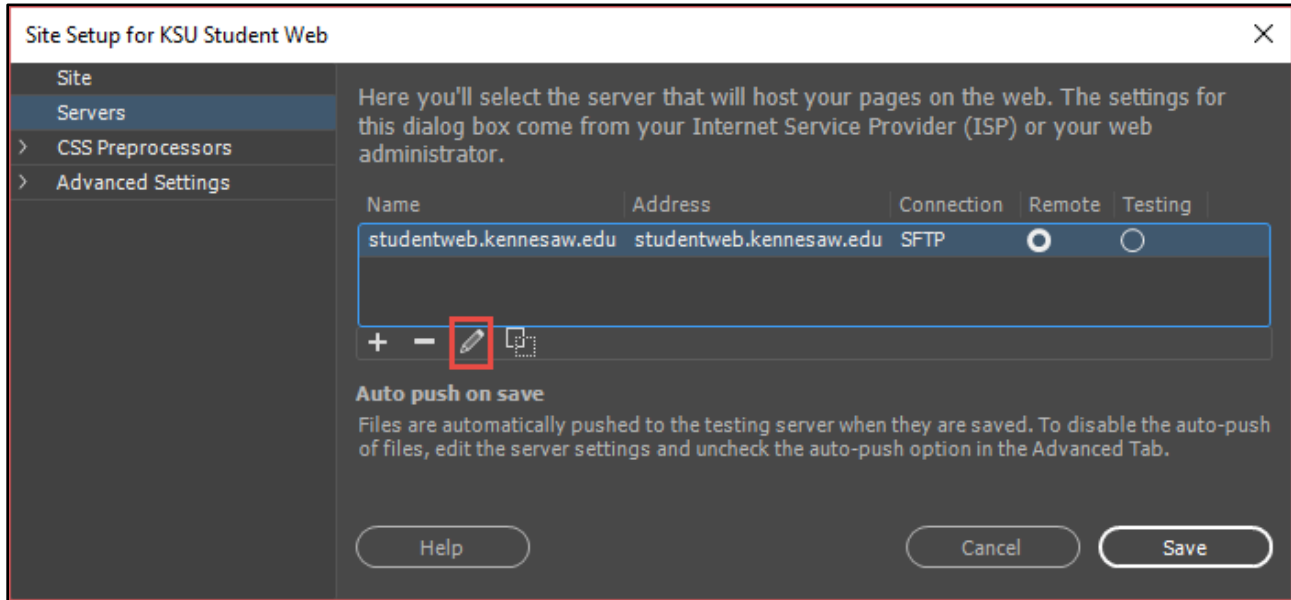

Figure 20 - Edit Existing Server

13. Click the **Save** button.

Connecting to Server

1. To see your site and all of the files that it contains, go to the **Files** panel (See Figure 21).
   a. You should to see your new site in the left drop-down menu (See Figure 21).
   b. The right drop-down menu allows you to toggle the *local view* and *remote server* (See Figure 21).

Note: The different view options are:
- *Local view*: Shows the copies of the files for your website which are located on your local machine (See Figure 21).
- *Remote server*: Shows the copies of the files for your website which are stored on the Internet server that is providing access to your site to users (See Figure 21).
- *Testing server*: An advanced feature which would show the files which are being stored on a test server (We do not use this feature) (See Figure 21).

Figure 21 - Views Drop-Down Menu in Files Panel

2. To see your remote files:
   a. Click on the **Connect to Remote Server** button in the *Files* panel (See Figure 22).
   b. Select **Remote server** from the *views* drop-down menu (See Figure 22).

Note: If you see an index.html file on the remote server, it is just a placeholder. You will be replacing it with your own custom home page.
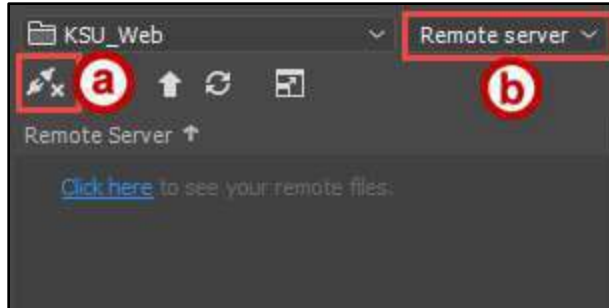

Figure 22 - Connect to Remote Server

3. Select **Local view** from the *views* drop-down menu to display the local site again.

Note: If you are working at a computer that does not have the local folder with your website files in it, you can create a local folder, define the site on this computer, and then download the files from your account on the server, by clicking on the **Get** arrow.

Figure 23 - Get Files from Server

Designing Your Site

It is always a good idea to take a little time to think about your website design before creating the first page. Design work will save time, especially if you anticipate a large site with many pages.

A good design practice is to have each page of the site have some common elements such as images, colors, borders, and navigation tools. This design philosophy results in the existence of two types of elements, elements that are on every page of a website (common elements), and elements that are on only on one web page of a website (unique elements). This design philosophy is the foundation of the template.

When designing a website with a template, you place elements that will appear on every page of a website on the template, and you place elements that appear only on one page of a website on a web page created from the template. Any web pages created from a template will inherit common elements from the template.

Another consideration is layout; in other words, where will the common elements be placed on the pages, and where will the unique elements be placed. The common elements should be on the template, and the unique elements should be on each individual page. In this case, we will use a table with three rows and three columns, similar to the one below.

	Common Elements	
Common Elements	Unique Elements	
	Common Elements	

Figure 24 - Template Table

Creating the Template

A template is a common structure of a website that is used by most web pages, so that the final product has a uniform look throughout. Once a template has been created, you can create new web pages based on that template. All of the pages created from a template will have everything that is on the template plus whatever you add to that particular page. Additionally, whenever a change is made to the template, such as the addition of a new image or navigation link, these pages will be updated automatically.

Note: Remember, only the elements that are common to all web pages in our website should be on the template (e.g. website title, navigation bar, contact info). Do not put unique content on this page.

Note: You can have multiple templates for your website. For example, large websites, such as one for a university, may have different templates for each department or section of the institution.

To begin creating your template:
1. On the *menu bar,* click **File** (See Figure 25).
2. *From the drop-down, click **New** (See Figure 25).*
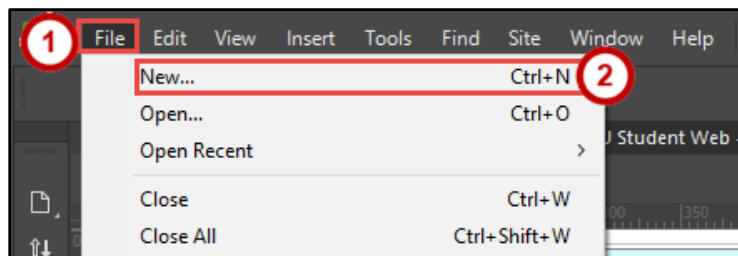
Figure 25 - Create New Document

3. The *New Document* window appears. Select **New Document** (See Figure 26).
4. Select **HTML template** in the *Document Type:* column (See Figure 26).
5. Select **<none>** in the *Layout:* column (See Figure 26).
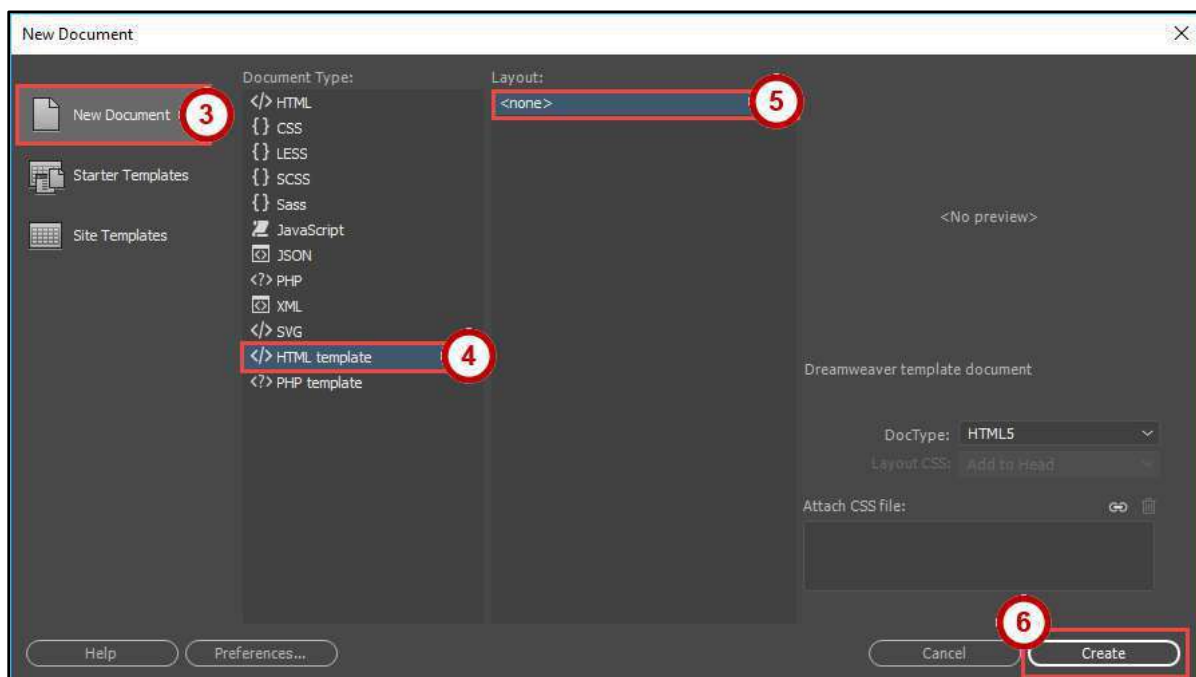6. Click the **Create** button (See Figure 26).

Figure 26 - New Blank HTML Template

Giving Your Template a Page Title

Page titles are one of the first things that screen reader users will hear when they visit your website, and it will also display the title of your website to search engines. To create a title for your page:

1. Click **File** (See Figure 27).
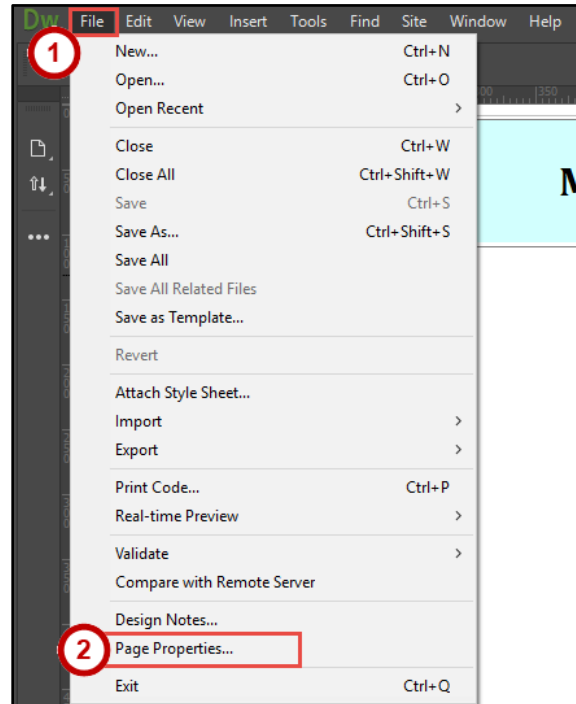2. Click **Page Properties** (See Figure 27).

Figure 27 - Access Page Properties

3. The *Page Properties* window will open. Click **Title/Encoding** (See Figure 28).
4. The *Title/Encoding* options display. In the *Title* field, enter the **title** for your template. This title will be inherited by each page that is created from this template (See Figure 28).

5. Click **OK** (See Figure 28).
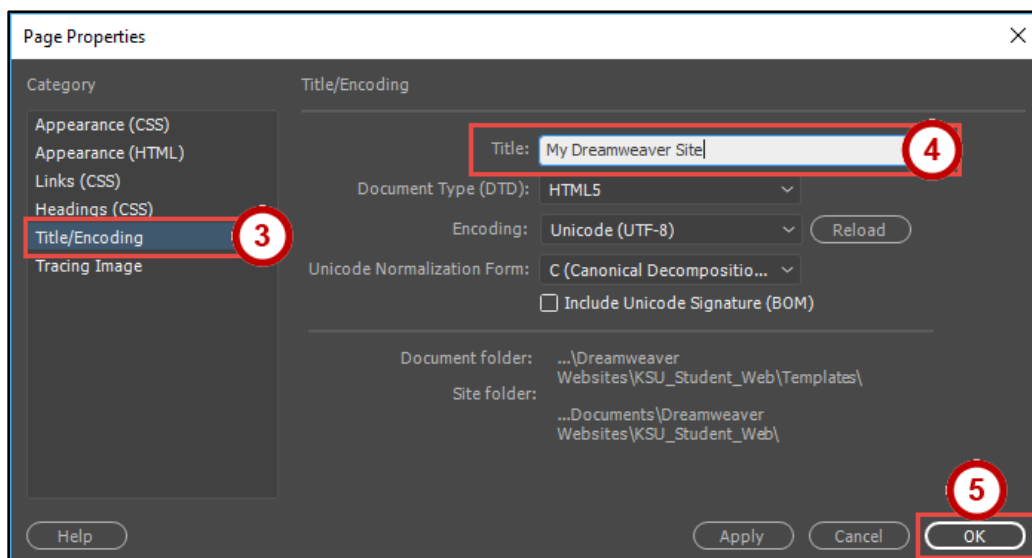
Figure 28 - Template Title

Enable the Ruler

The ruler is a handy tool that can be used to judge placement of items on your website. To enable the ruler:
1. In the *Menu bar,* click **View** (See Figure 29).
2. From the drop-down, click **Design View Options** (See Figure 29)
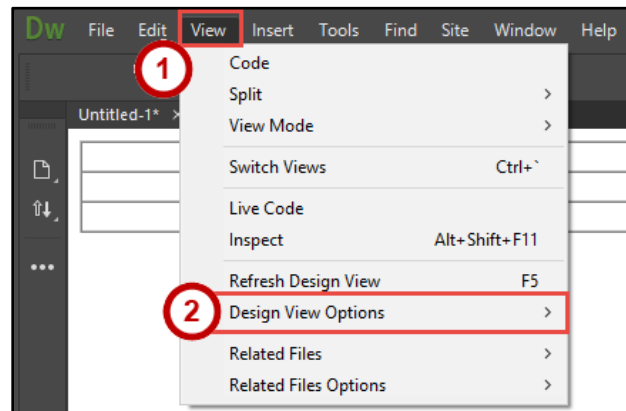
Figure 29 – Access Design View Options

3. Click **Rulers** (See Figure 30).
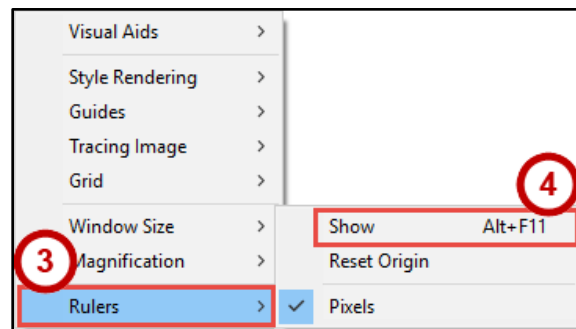4. Click **Show** (See Figure 30).

Figure 30 - Show Ruler

Adding a Table

To continue with building the template, we will insert a table that will help with the placement of elements within our website:

Note: If you are not in the *Design* view, click the **arrow** next to *Live* on the document bar, and select **Design**. Design view will show you what your website will look like as you are building it out.
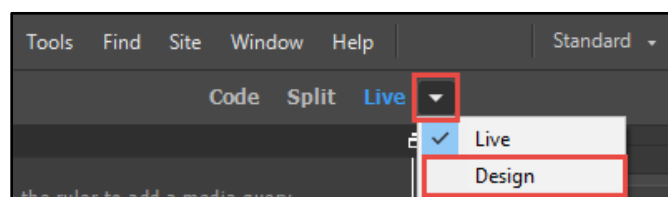
Figure 31 - Switch to Design View

1. On the *Menu Bar,* click **Insert** (See Figure 32).
2. From the drop-down, click **Table** (See Figure 32).
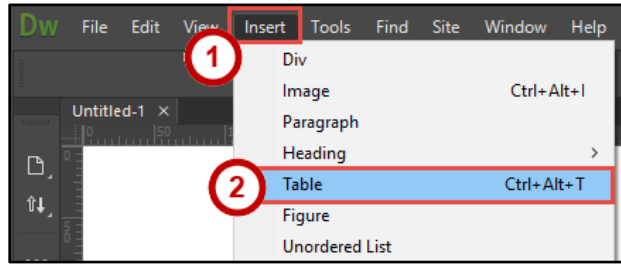

Figure 32 - Insert Table

3. The table window will appear. Use the following settings to build your table:
    a. Set **Rows** and **Columns** to 3 x 3 (See Figure 33).
    b. Set the **Table width** to 1024 pixels (See Figure 33).
    c. Set the **Border thickness**, **Cell padding**, and **Cell spacing** all to zero (See Figure 33).
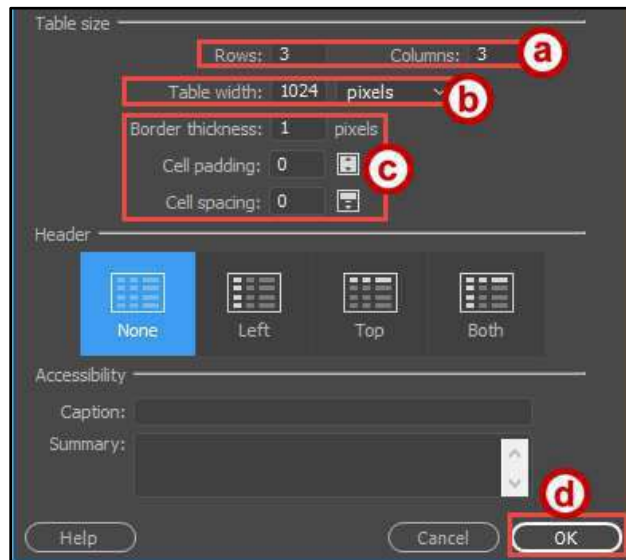   d. Click the **OK** button (See Figure 33).

Figure 33 - Table Properties

4. The table appears in the *Design* view.
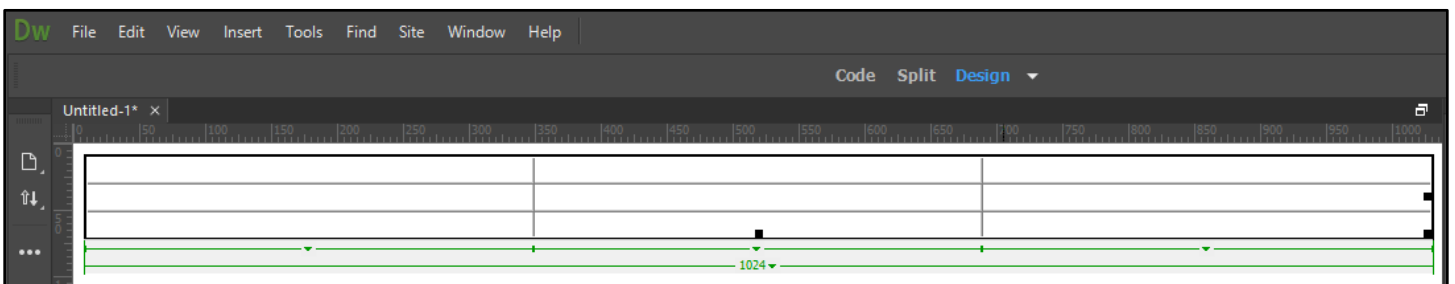
Figure 34 – Layout Table

5. Drag the **dotted lines** within the table (See Figure 35) to expand the columns/rows in order to create a header, footer, a right margin, and a left margin according to the following specifications (use the ruler):
   - **Header** - 130 pixels
   - **Body** - 740 pixels
   - **Right Margin** - 200 pixels
   - **Left Margin** - 200 pixels
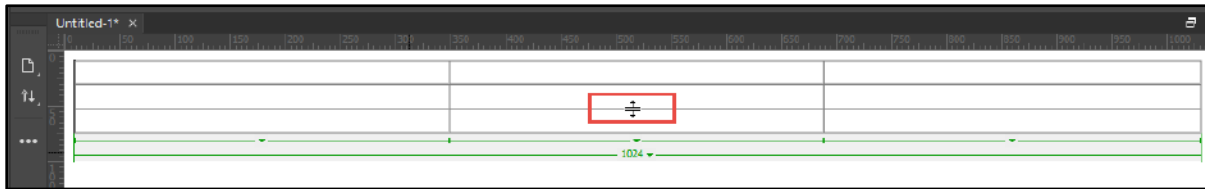   - **Footer** - 15 pixels

Figure 35 - Expanding Rows and Columns

6. Next you'll need to adjust the alignment of the cells in your table through the table properties. To display the table properties, select the table by right-clicking the table (See Figure 36):
   a. Click **Table** (See Figure 36).
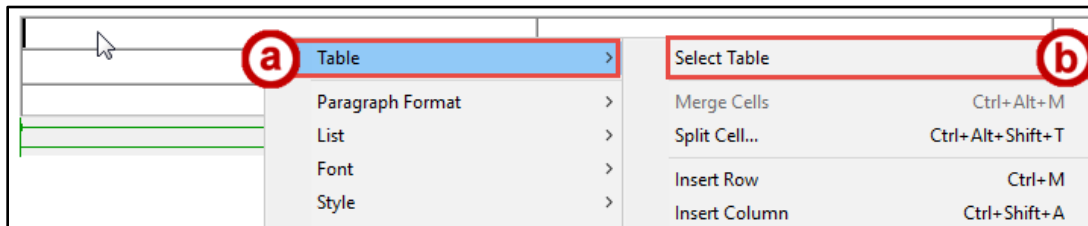   b. Click **Select Table** (See Figure 36).

Figure 36 - Select Table

7. The **Properties** panel changes to show the properties of the table.
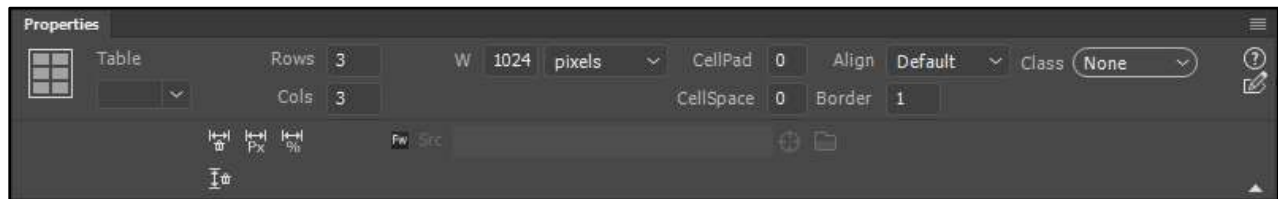

Figure 37 - Table Properties

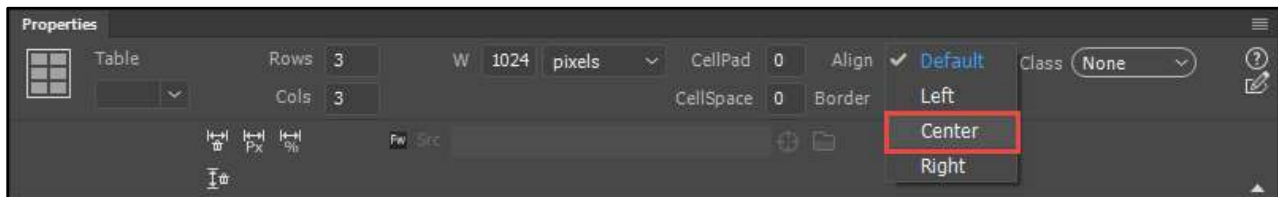8. In the *Align* field, change the table alignment from *Default* to **Center**.

Figure 38 - Table Align

Creating CSS Styles

A CSS (Cascading Style Sheet) is used to customize how your webpage is displayed (e.g. font type, color, size, ect). Your webpage will reference this information when it displays the content to visitors of your site.

We are going to define the properties such as text font, background image and color, and the appearance of its elements using the *CSS* (Cascading Style Sheet) *Designer* panel. As you build out your style sheet, you'll be creating styles to use with different areas of your website (e.g. headers, footers, paragraph headers, etc).

The following sections will guide you through creating your site header, footer, background, navigation, and body text CSS sources.

Creating the Site Header CSS

1. Insert **text** into the header of your page (top center cell of your table).The text you enter will appear at the top of every page created from this template.
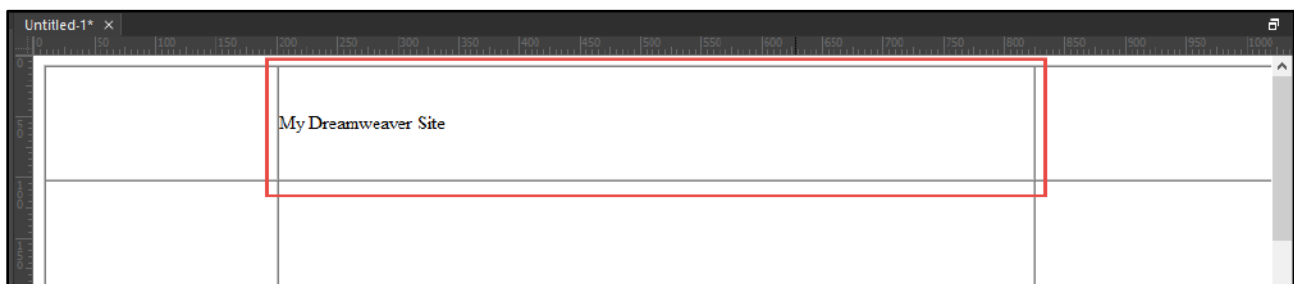

Figure 39 - Header Text

Note: The Properties panel will change to display the properties for the item you have selected on your webpage. The image below shows the text properties:
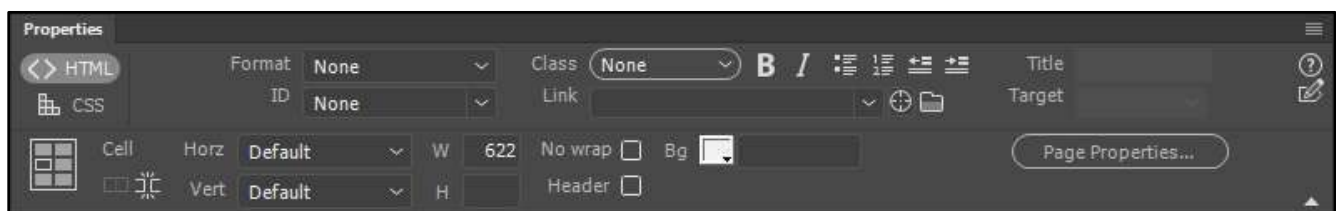

Figure 40 - Text Properties

2. On the *Properties* panel, click **CSS** to display the *CSS properties* (See Figure 41).
3. Click the **CSS Designer** button to open the *CSS Designer* panel (See Figure 41).
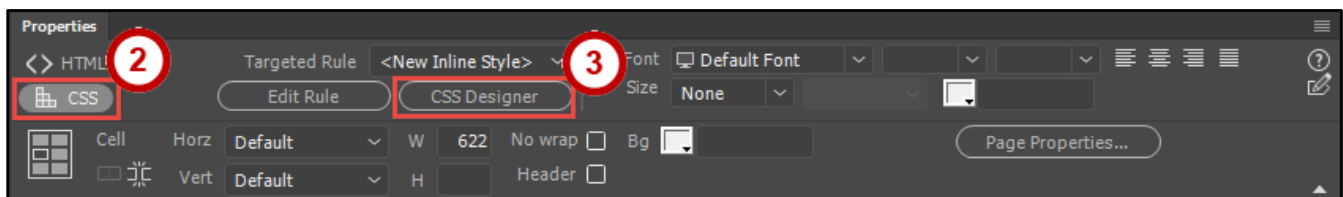

Figure 41 - CSS Properties

4. Click **+** to add a new *CSS Source* (See Figure 42).
5. Click **Define in Page** (See Figure 42). A new CSS Source will be created for your webpage.
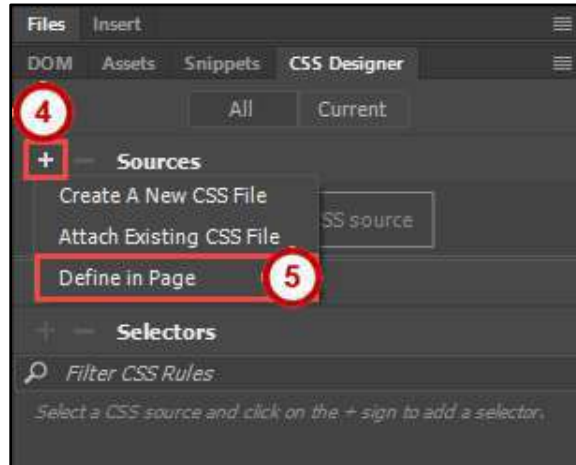

Figure 42 - Add CSS Source

6. In the *CSS Selectors* section, click the **+** sign to add a *Selector* to your style sheet (See Figure 43).
7. Enter a **descriptive name** for your selector, starting with a period.
   For example, since this selector will be used to define format settings for our site header, we will name the *selector* **.Site_Header** (See Figure 43).
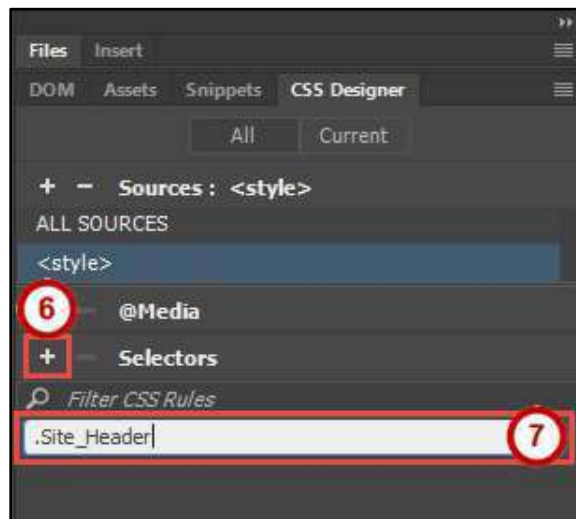

Figure 43 - Add CSS Selector

8. Once you have created a selector, the *CSS Properties* panel will show additional options for customizing your selector. The following will walk you through setting up your *.Site_Header* example:
   a. Click the **Text** button to display *Text Properties* (See Figure 44).
   b. Choose a **color** for your text (See Figure 44).
   c. Click on **font-family** to select a font (See Figure 44).
   d. Click on **font-style** to select a style (See Figure 44).
   e. Click on **font-weight** to select a font weight (See Figure 44).
   f. Click on **font-size** to select a size (See Figure 44).
   g. Set your **text-align** to center (See Figure 44).
   h. Click the **Background** button to display *Background Properties* (See Figure 44).
   i. Choose a **background-color** (See Figure 44).

Note: If you do not see any options displayed under the *CSS Properties*, make sure your selector has been selected, and the *Show Set* checkbox is **unchecked** (See Figure 44).
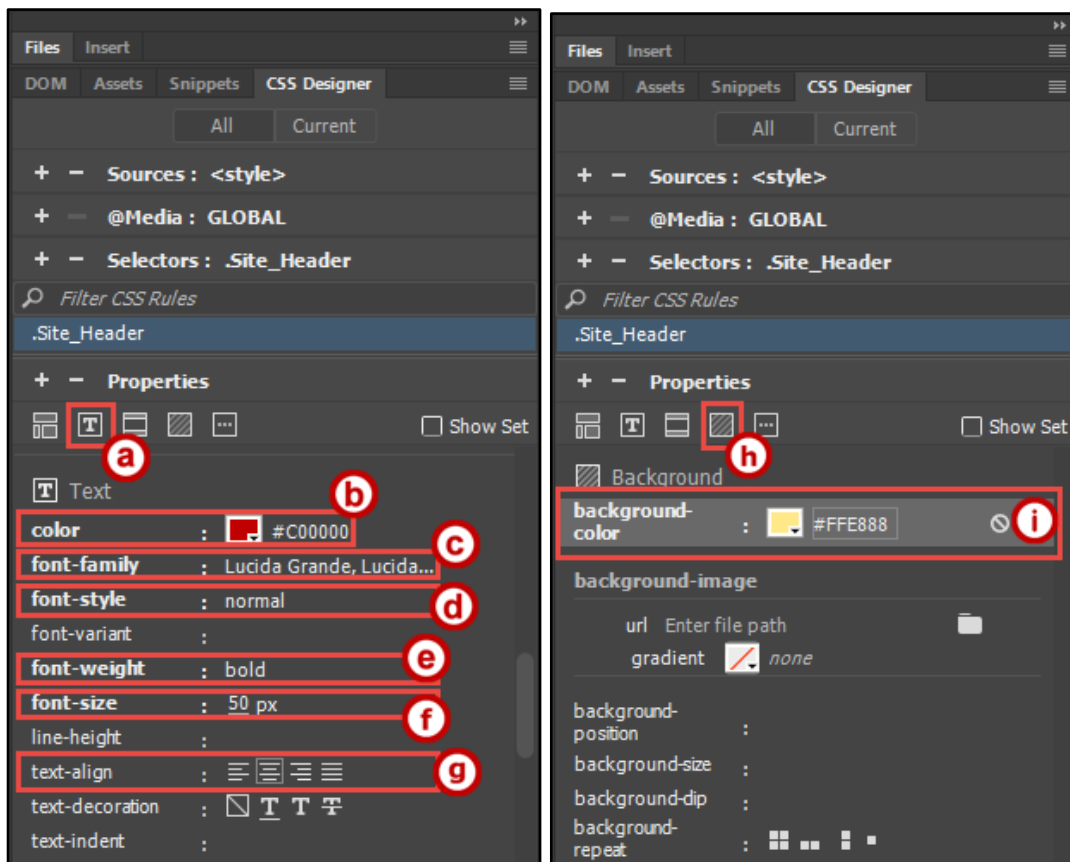

Figure 44 - CSS Formatting for .Site_Header Selector

9. Click the **top center cell** of your table where you typed your text.
10. On the *Properties* panel:
    a. Make sure the *CSS* panel is displayed (See Figure 45).
    b. Next to *Targeted Rule*, click the **drop-down** (See Figure 45).
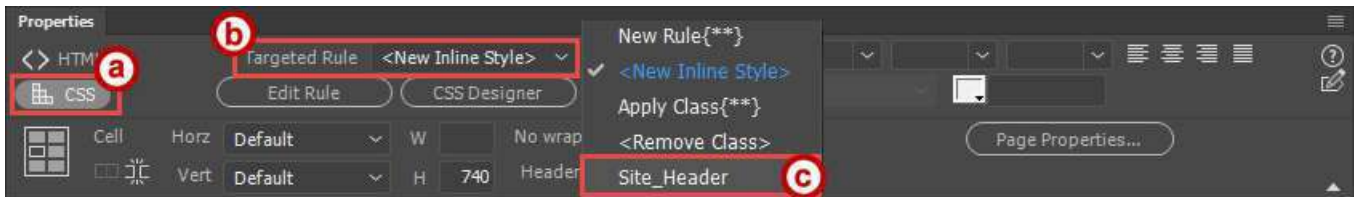   c. Select **Site_Header** (See Figure 45).

Figure 45 - Applying CSS Site_Header

11. The header is now formatted based on the new CSS formatting.

Figure 46 - Formatted Text for Header

Adding Background Color

To change the background color of the cells in the table:
1. Click a **cell** to select it.
2. In the *Cell Properties* panel, click **Bg** (See Figure 47).
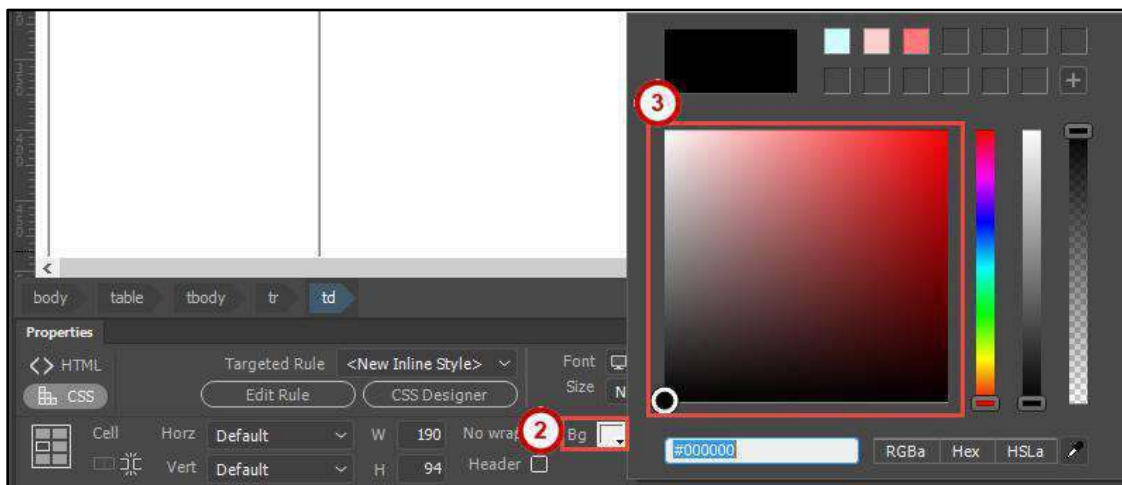3. A color palette will display various colors that can be applied to the cell's background (See Figure 47).

Figure 47 - Background Color Palette

Note: If the *cell properties* panel does not appear below the *text properties* panel when you select a cell, expand the properties pane by clicking the **arrow pointer** in the lower right corner of the properties panel.
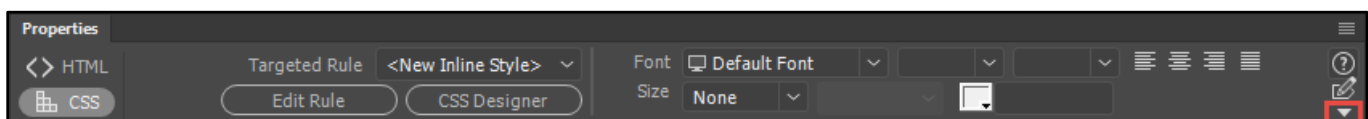

Figure 48 - Expand to See Cell Properties Panel

4. To use a color from another area of your webpage, click on the **Dropper** while the *background color palate* is displayed.
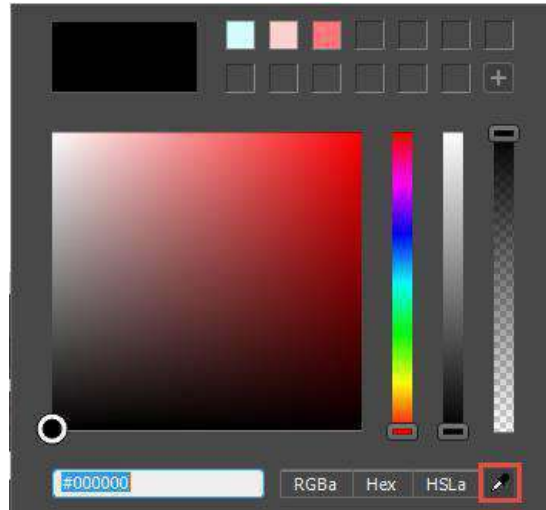

Figure 49 - Color Palette Dropper

5. Your mouse cursor will change to a *dropper* (🖊). Click the **background** of top-middle cell.
6. The background color will be copied. Press **Enter** on your keyboard to apply the color.
7. Repeat **steps 1 through 6** for the other cells except the center cell of the 2nd row.
8. For the center cell of the 2nd row, choose a lighter shade of yellow from the color palate.
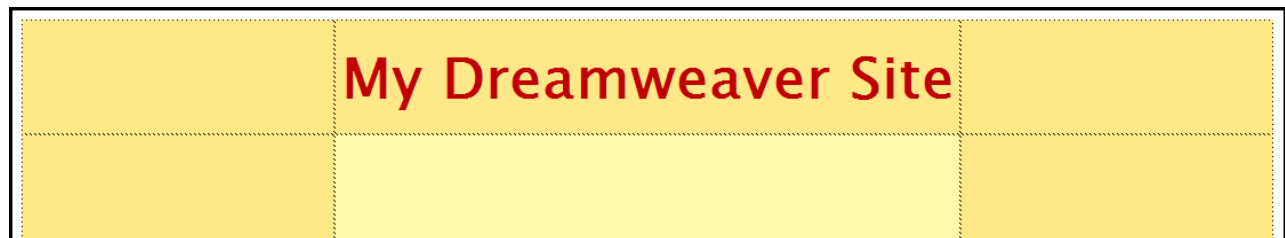

My Dreamweaver Site

Figure 50 - Cell Background Color

Creating the Site Footer CSS

1. Insert **text** into the bottom-center cell of your table (e.g. created by, last updated, etc). This text will represent the footer and will appear at the bottom of every page that is created from this template.
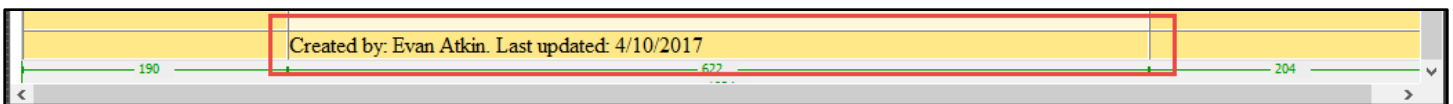

Created by: Evan Atkin. Last updated: 4/10/2017
190   622   204
Figure 51 - Footer

2. On the *Properties* panel, click **CSS** to display the *CSS properties* (See Figure 52).
3. Click the **CSS Designer** button to open the *CSS Designer* panel (See Figure 52).
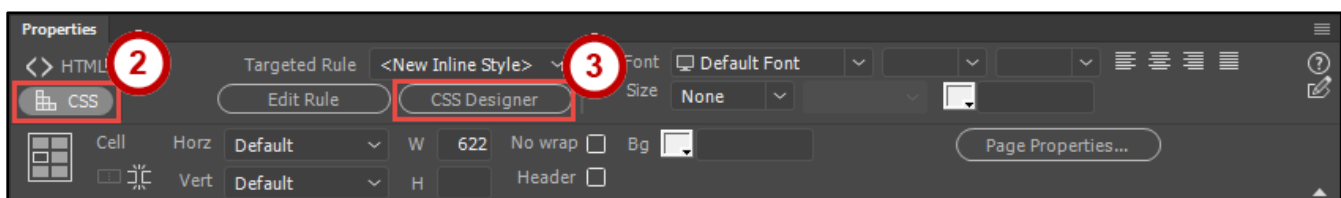

Figure 52 - CSS Properties

4. In the *CSS Selectors* section, click the **+** sign to add a new *Selector* to your style sheet (See Figure 53).
5. Enter a **descriptive name** for your selector, starting with a period.
    For example, since this selector will be used to define format settings for our site footer, we will name the *selector* **.Site_Footer** (See Figure 53).
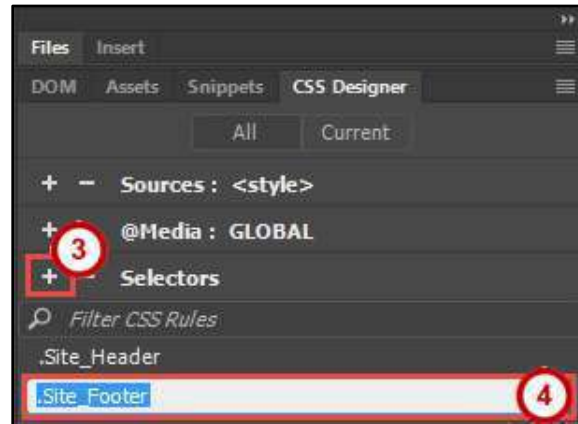

Figure 53 - Add CSS Selector

6. Once you have created a selector, the *CSS Properties* panel will show additional options for customizing your selector. The following will walk you through setting up your *.Site_Footer* example:
    a. Click the **Text** button to display *Text Properties* (See Figure 54).
    b. Choose a **color** for your text (See Figure 54).
    c. Click on **font-family** to select a font (See Figure 54).
    d. Click on **font-style** to select a font-style (See Figure 54).
    e. Click on **font-weight** to select a font weight (See Figure 54).
    f. Click on **font-size** to select a font-size (See Figure 54).
    g. Set your **text-align** to center (See Figure 54).
    h. Click the **Background** button to display *Background Properties* (See Figure 54).
    i. Choose a **background color** (See Figure 54).

Note: If you do not see any options displayed under the *CSS Properties*, make sure your selector has been selected, and the *Show Set* checkbox is **unchecked** (See Figure 54).
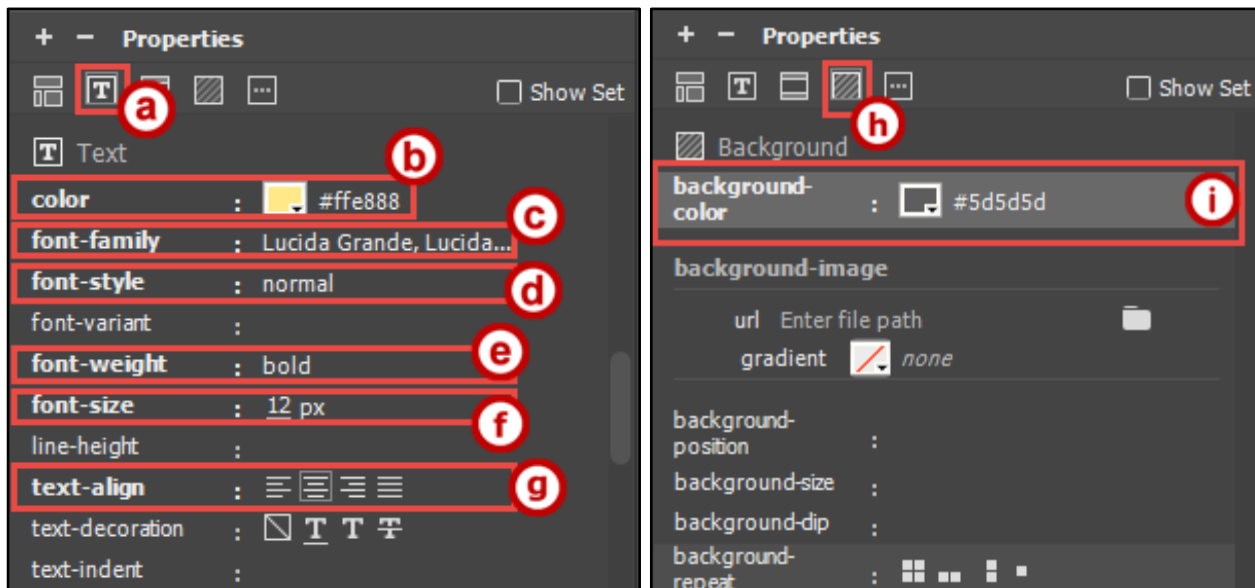

Figure 54 - CSS Formatting for Site_Footer

7. Click the **bottom center cell** of your table where you typed your text.
8. On the *Properties* panel:
    a. Make sure the *CSS* panel is displayed (See Figure 55).
    b. Next to *Targeted Rule*, click the **drop-down** (See Figure 55).
    c. Select **Site_Footer** (See Figure 55).
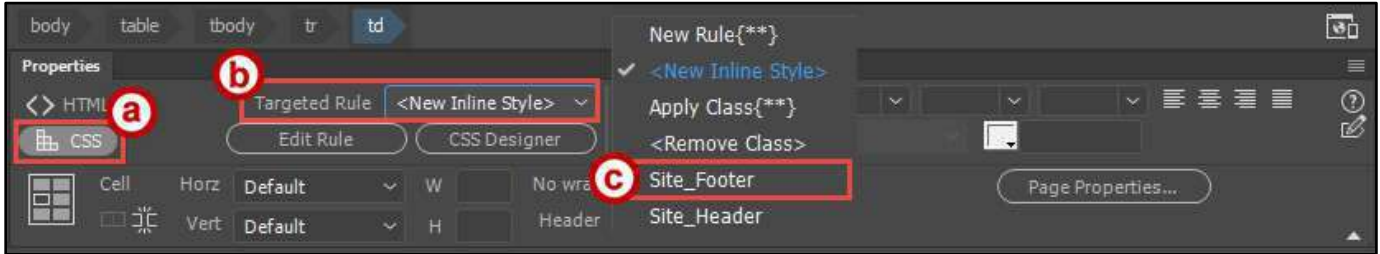   d. Repeat steps b and c on the bottom-left and bottom-right cells.

Figure 55 - Applying CSS Site_Footer

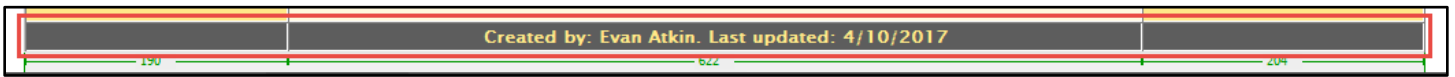9. The *CSS Style* will be applied to your selected cells.

Figure 56 - Formatted Text for Footer

Adding Site Navigation

1. Select the center-left cell in the table. This cell will contain the links for the website.
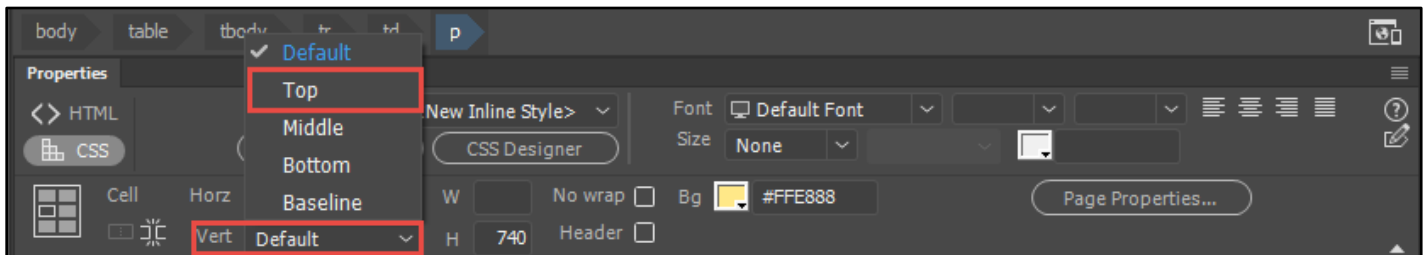2. In the *Cell Properties* panel, change the vertical alignment to **Top**.

Figure 57 - Vertical Cell Alignment for Navigation Menu

3. To space out text from the top of the cell, insert a **Line Break**:
   a. Click the **Insert** panel (See Figure 58).
   b. Make sure the drop-down is set to **HTML** (See Figure 58).
   c. Scroll to the bottom of the list and click the **drop-down** arrow next to *Character* (See Figure 58).
   d. Select **Line Break**.
   e. Click **Character: Line Break** to insert into your template (See Figure 58).
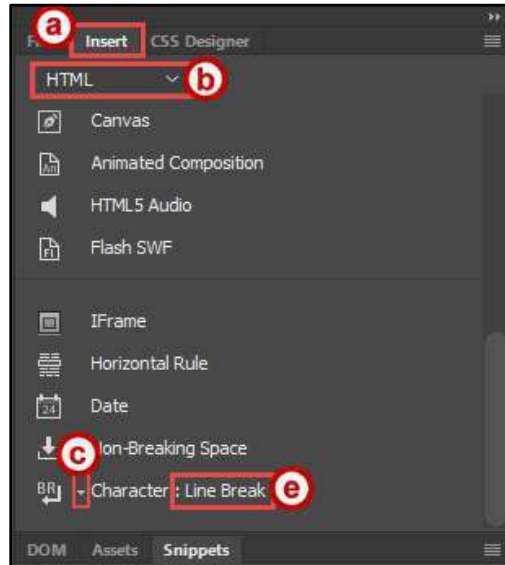

Figure 58 - Insert Panel: Line Break

4. Type the text **Navigation Menu** and press **Enter**.
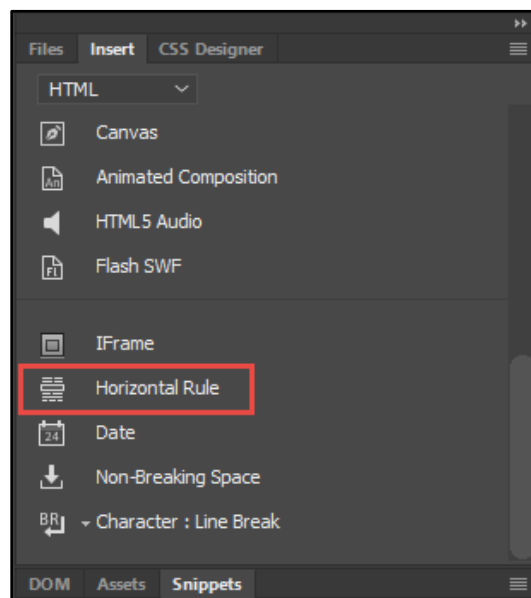5. From the *Insert* panel, click **Horizontal Rule**. A horizontal line will be added below your text.

Figure 59 - Insert Panel: Horizontal Rule

6. Click **below** the *horizontal line* and type the text **Home**.
7. Press **Enter**.
8. Repeat steps 5 - 7, substituting **Biography** and **Resume** for your link text.

9. When completed, your template will look similar to the image below.

Note: We will eventually create 3 web pages from this template (Home, Biography, and Resume). These links will serve to direct visitors to the 3 different pages
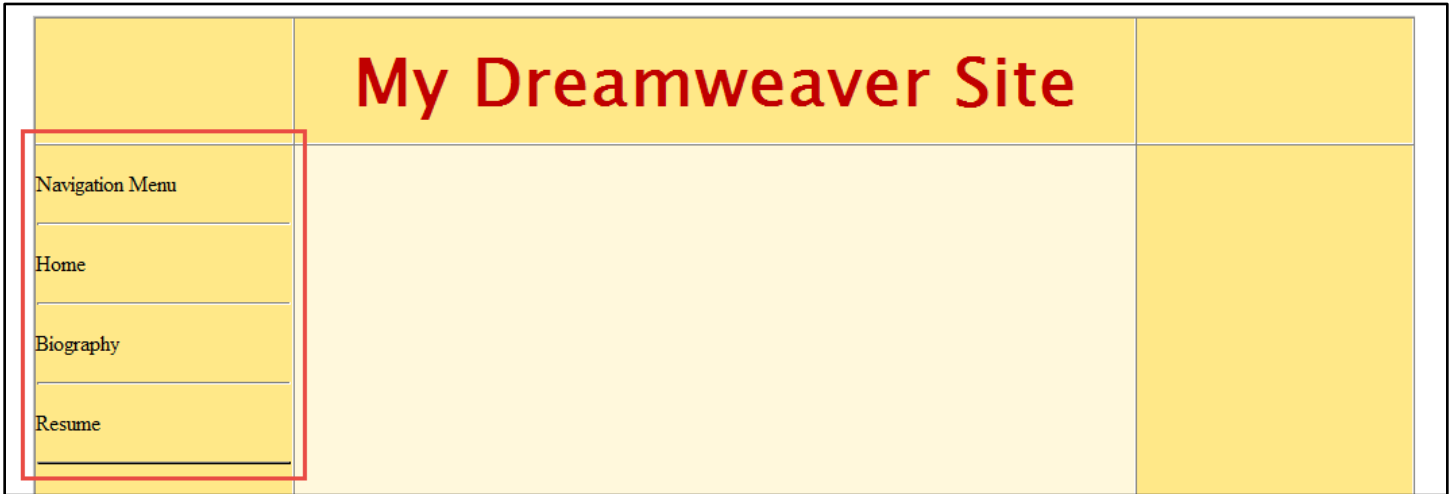

Figure 60 - Setting up the Navigation Links Menu

Creating the Site Navigation CSS
1. On the *Properties* panel, click **CSS** to display the *CSS properties* (See Figure 61).
2. Click the **CSS Designer** button to open the *CSS Designer* panel (See Figure 61).
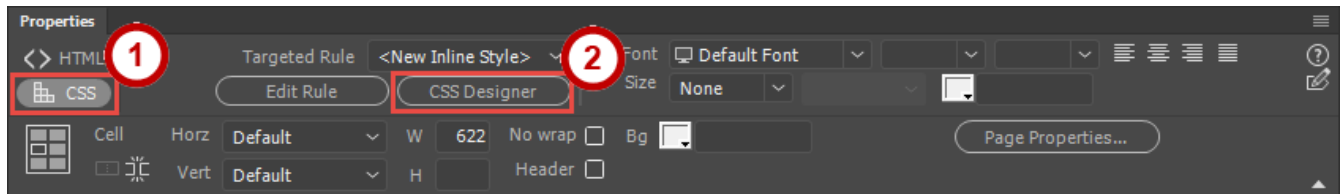

Figure 61 - CSS Properties

3. In the *CSS Selectors* section, click the **+** sign to add a new *Selector* to your style sheet (See Figure 62).
4. Enter a **descriptive name** for your selector, starting with a period.
   For example, since this selector will be used to define format settings for our site navigation menu, we will name the *selector* **.Site_Navbar** (See Figure 62).
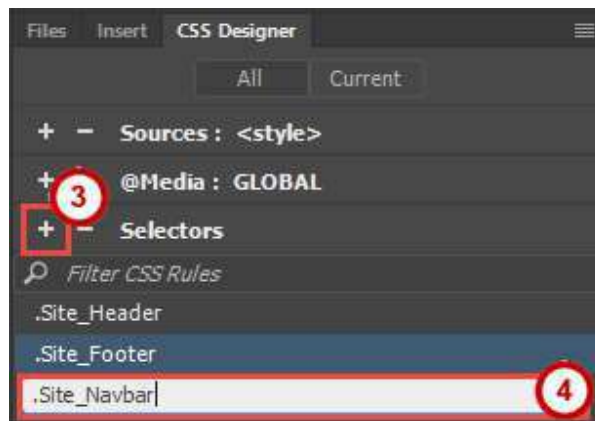

Figure 62 - Add CSS Selector

5. Once you have created a selector, the *CSS Properties* panel will show additional options for customizing your selector. The following will walk you through setting up your *.Site_Navbar* example:
   a. Click the **Text** button to display *Text Properties* (See Figure 63).
   b. Choose a **color** for your text (See Figure 63).
   c. Click on **font-family** to select a font (See Figure 63).
   d. Click on **font-style** to select a style (See Figure 63).
   e. Click on **font-weight** to select a font weight (See Figure 63).
   f. Click on **font-size** to select a font size (See Figure 63).
   g. Set your **text-align** to center (See Figure 63).

Note: If you do not see any options displayed under the *CSS Properties*, make sure your selector has been selected, and the *Show Set* checkbox is **unchecked** (See Figure 63).
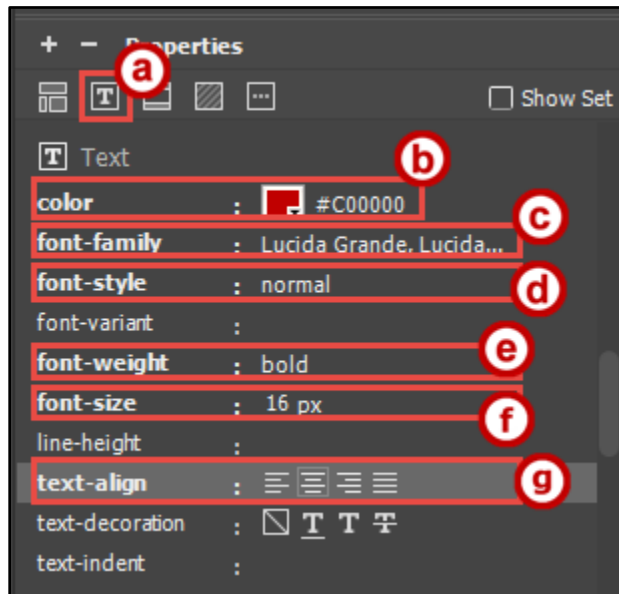

Figure 63 - CSS Formatting for Site_Navbar

6. Select **Navigation Menu** in your table.
7. On the *Properties* panel:
   a. Make sure the *CSS* panel is displayed (See Figure 64).
   b. Next to *Targeted Rule*, click the **drop-down** (See Figure 64).
   c. Select **Site_Navbar** (See Figure 64).
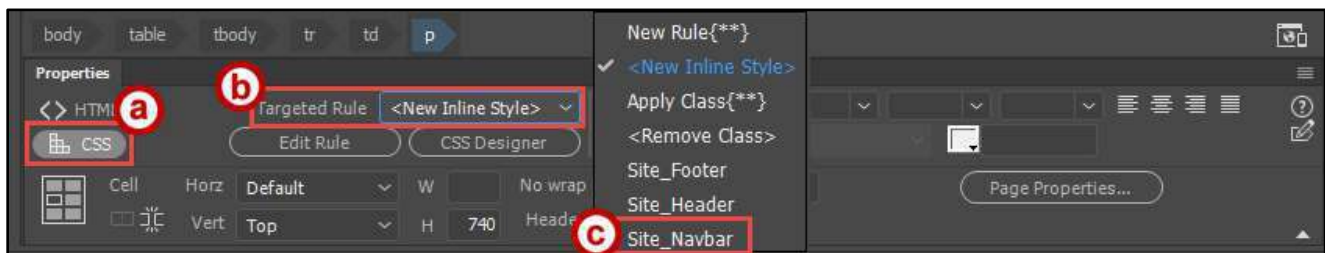8. Repeat **steps 6 and 7** for each one of your links in the Navigation Menu.

Figure 64 - Applying CSS Site_Navbar

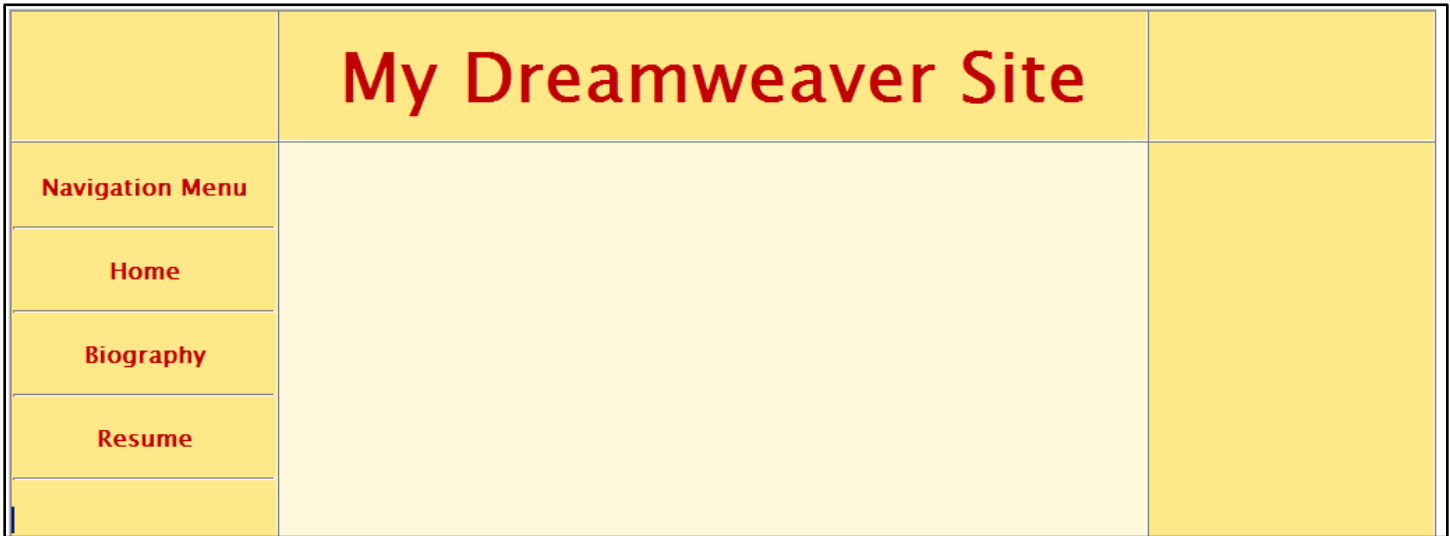9. The *CSS Style* will be applied to your selected cells.

Figure 65 - Formatted Text for Navbar

Creating the Site Body Text CSS

1. On the *Properties* panel, click **CSS** to display the *CSS properties* (See Figure 66).
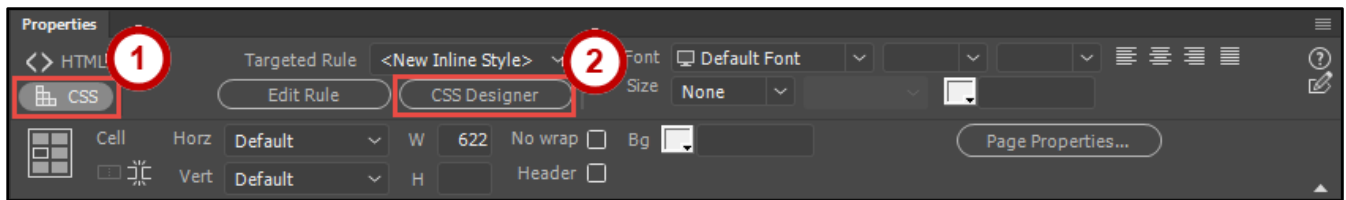2. Click the **CSS Designer** button to open the *CSS Designer* panel (See Figure 66).

Figure 66 - CSS Properties

3. In the *CSS Selectors* section, click the **+** sign to add a new *Selector* to your style sheet (See Figure 67).
4. Enter a **descriptive name** for your selector, starting with a period (See Figure 67).
   For example, since this selector will be used to define format settings for our site navigation menu, we will name the *selector* **.Site_Body_Text** (See Figure 67).
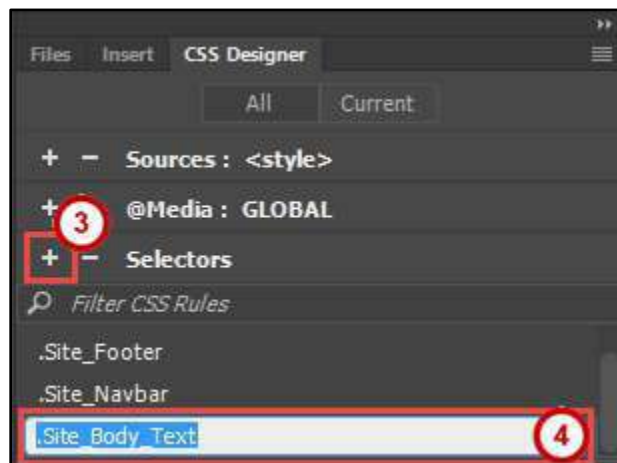

Figure 67 - Add CSS Selector

5. Once you have created a selector, the *CSS Properties* panel will show additional options for customizing your selector. The following will walk you through setting up your *.Site_Body_Text* example:
    a. Click the **Text** button to display *Text Properties* (See Figure 68).
    b. Choose a **color** for your text (See Figure 68).
    c. Click on **font-family** to select a font (See Figure 68).
    d. Click on **font-style** to select a style (See Figure 68).
    e. Click on **font-weight** to select a font weight (See Figure 68).
    f. Click on **font-size** to select a size (See Figure 68).

Note: If you do not see any options displayed under the *CSS Properties*, make sure your selector has been selected, and the *Show Set* checkbox is **unchecked** (See Figure 68).
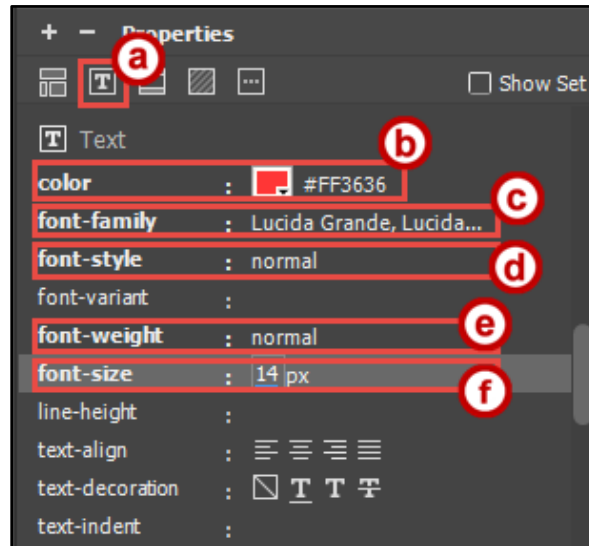

Figure 68 - CSS Formatting for Site_Body_Text

Note: After creating the *.Site_Body_Text* CSS Source, we will move on to finishing the site template. This CSS Source will be helpful later when you are using your completed template to make the pages of your website.

Adding an Editable Region

An editable region will be an area of your site template that will allow for information to be entered. This will typically be where the content of each one of your pages will go. To add an editable region to your template:

1. Select the **center cell** of the table.
2. In the *Properties* panel, change the vertical alignment to **Top** (See Figure 69).
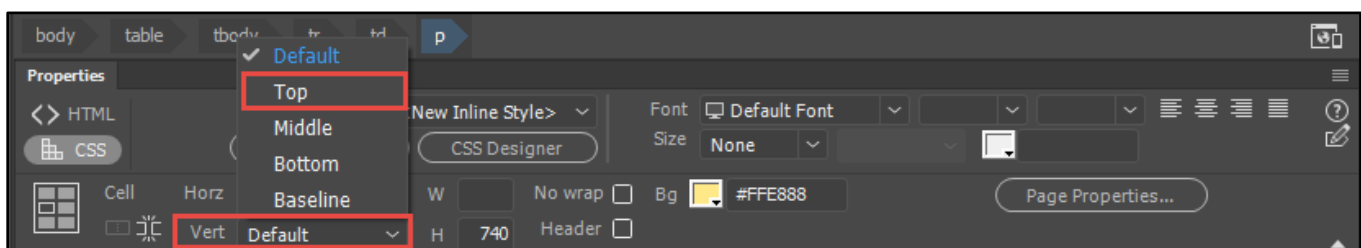

Figure 69 - Vertical Cell Alignment for Editable Region

3. To space out text from the top of the cell, insert a **Line Break**:
   a. Click the **Insert** panel (See Figure 70).
   b. From the *drop-down*, select **Templates** (See Figure 70).
   c. Select **Editable Region** from the list of choices (See Figure 70).
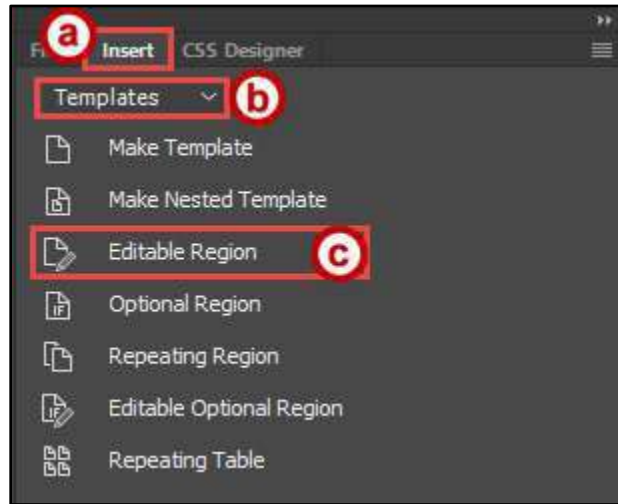

Figure 70 - Insert Panel: Editable Region

4. The *New Editable Region* window will appear. In the *Name:* field, enter a descriptive name for your editable field (you can also just leave the default name in) (See Figure 71).
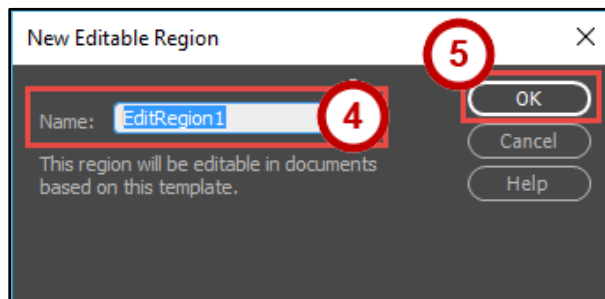
5. Click **OK** (See Figure 71).

Figure 71 - New Editable Region
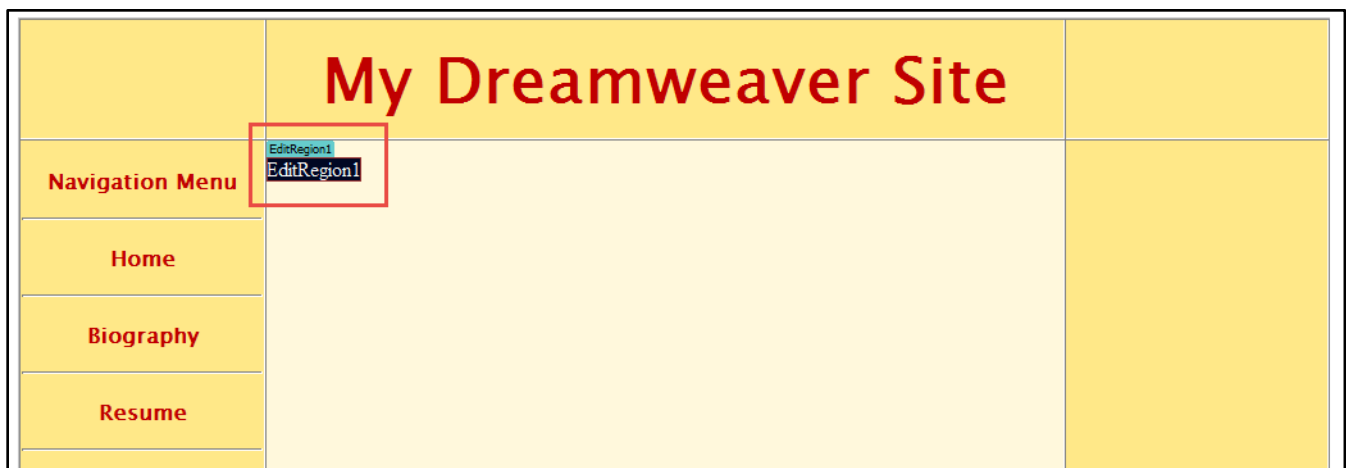
6. The editable region will be added to your template.

Figure 72 - Editable Region

Save the Template Page

Saving your template will allow you to use it later when creating the content pages of your website. To save as a template:

1. On the *Menu Bar,* click **File** (See Figure 73).
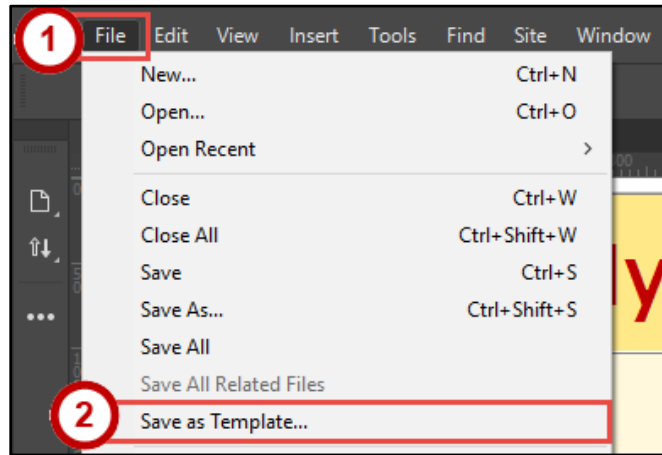2. Click **Save as a Template** (See Figure 73).

Figure 73 – File: Save as Template

3. The *Save As Template* window opens. In the *site* field, make sure the site folder is selected (See Figure 74).
4. In the *Save As* field, enter a descriptive name for your template (See Figure 74).
5. Click **Save** (See Figure 74).

Note: If will be creating multiple templates, you should give it a name that will indicate what type of website the template is used for.
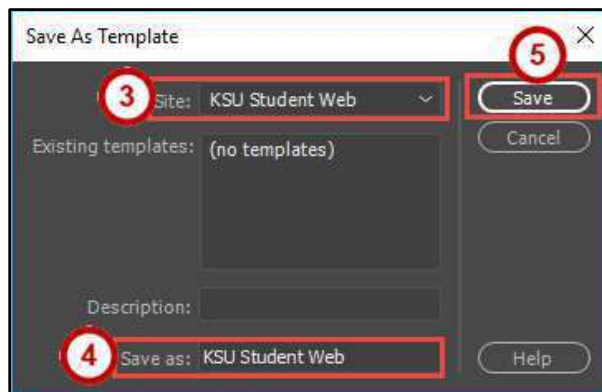

Figure 74 - Save as a Template

6. The template will be saved. Leave the template open. After creating the web pages for your website from this template, we will come back and create links on the template to each page.

Creating a New Web Page from a Template

Once you have created a template, you can create one or more web pages from that template. In our example, we will create three web pages from the template that we just created to correspond with the three links in our Navigation Menu (See *Adding Site Navigation*).

1. On the *Menu Bar,* click on **File** (See Figure 75).
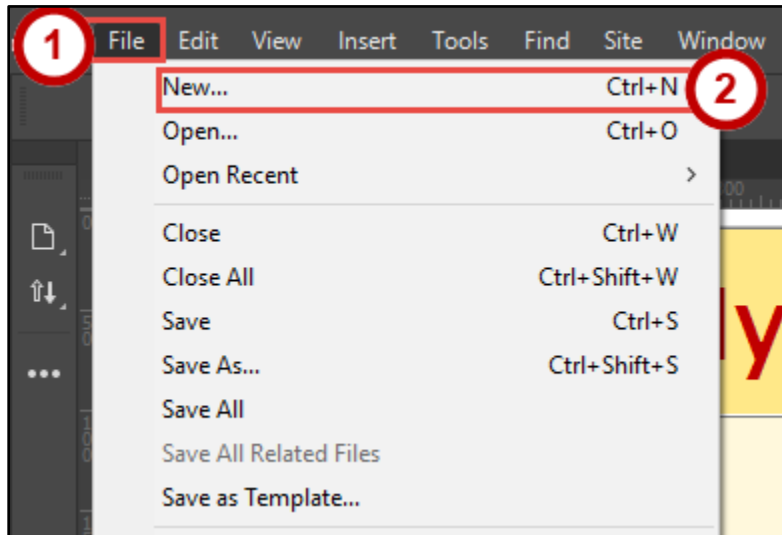2. Click **New** (See Figure 75).

Figure 75 - Create New Document

3. Select **Site Templates** from the *New Document* window (See Figure 76).
4. Select the **Site** on which you are working (See Figure 76).
5. Select the **Template** from which you wish to create a page (See Figure 76).
6. Check the **Update page when template changes** (See Figure 76).
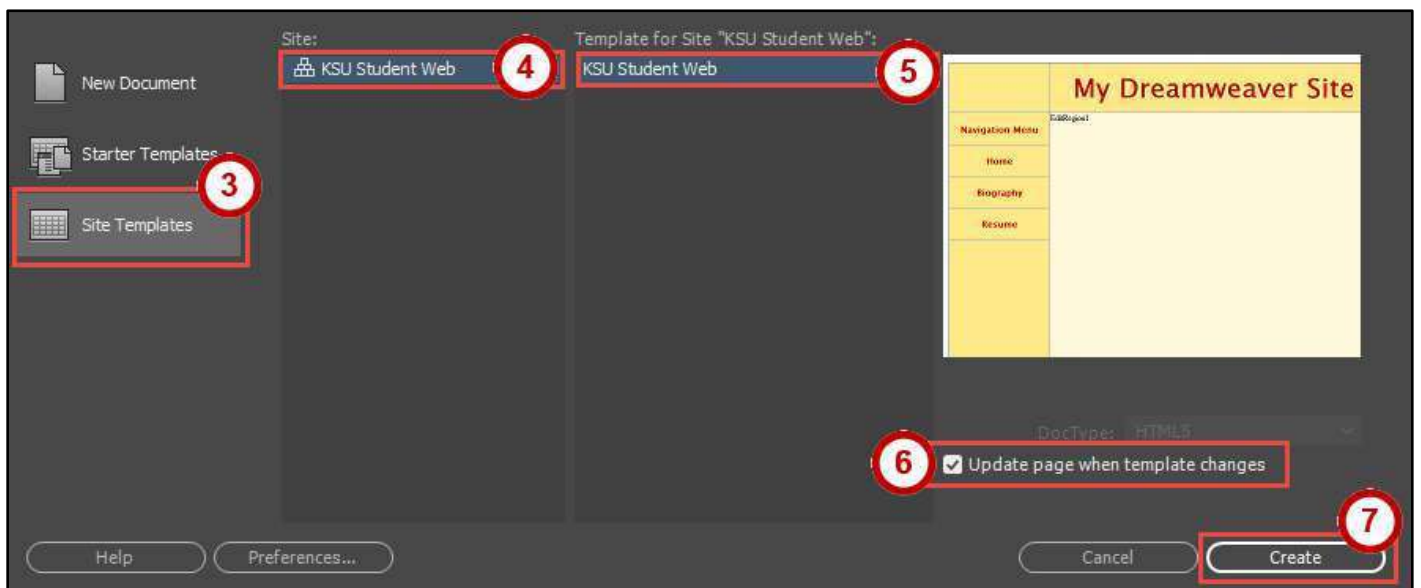7. Click **Create** (See Figure 76).

Figure 76 - New Page from Template

8. A new webpage will be created based on your site template. Click within the **Editable Region** on the page to select it and delete the **placeholder text**.

9. On the *Properties* panel:
    a. Make sure the *CSS* panel is displayed (See Figure 77).
    b. Next to *Targeted Rule*, click the **drop-down** (See Figure 77).
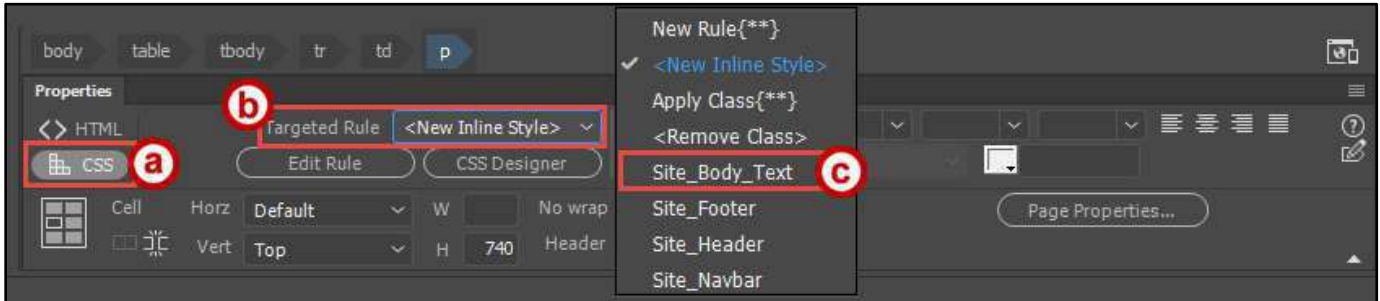   c. Select **Site_Body_Text** (See Figure 77).

Figure 77 - Applying CSS Site_Body_Text

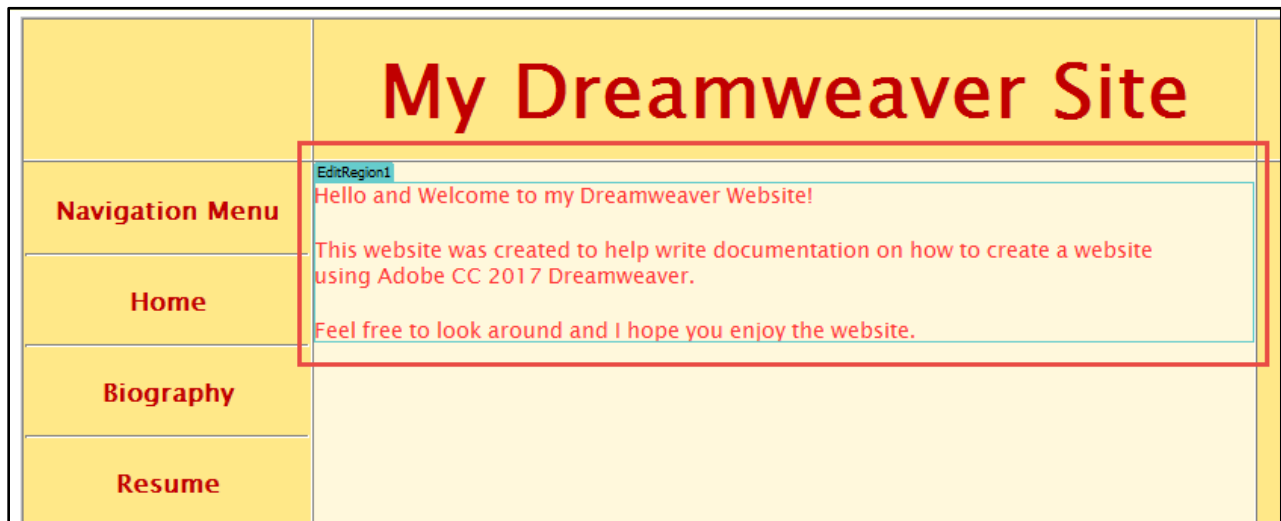10. Begin entering your content to the webpage.

Figure 78 - Text in Editable Region

11. When you are finished adding content, you can now save your page. In the *Menu Bar*, click **File** (See Figure 79).
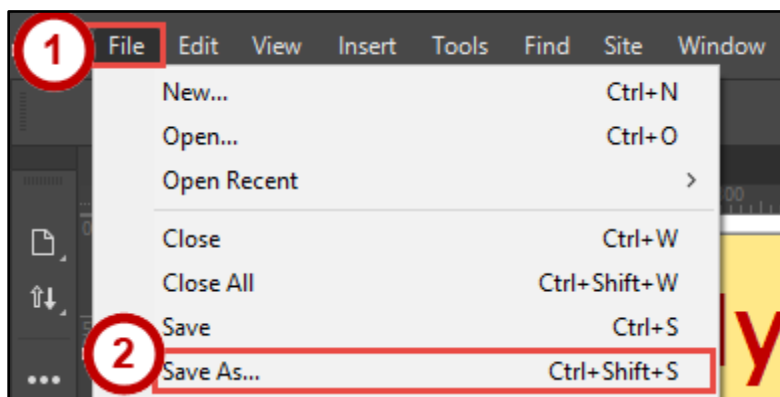12. Click **Save As** (See Figure 79).

Figure 79 - Save As

13. The *File Explorer* will open. The first page (Home) must be saved as **index.html**. All other pages should have a meaningful name that is short, yet descriptive of the page (e.g. biography.html).
14. Click **Save**.

Note: The first page of your website **must** be named *index.html* in order for the web server to display it as the landing/home page. Otherwise, users will not be able to see the first page of your website.
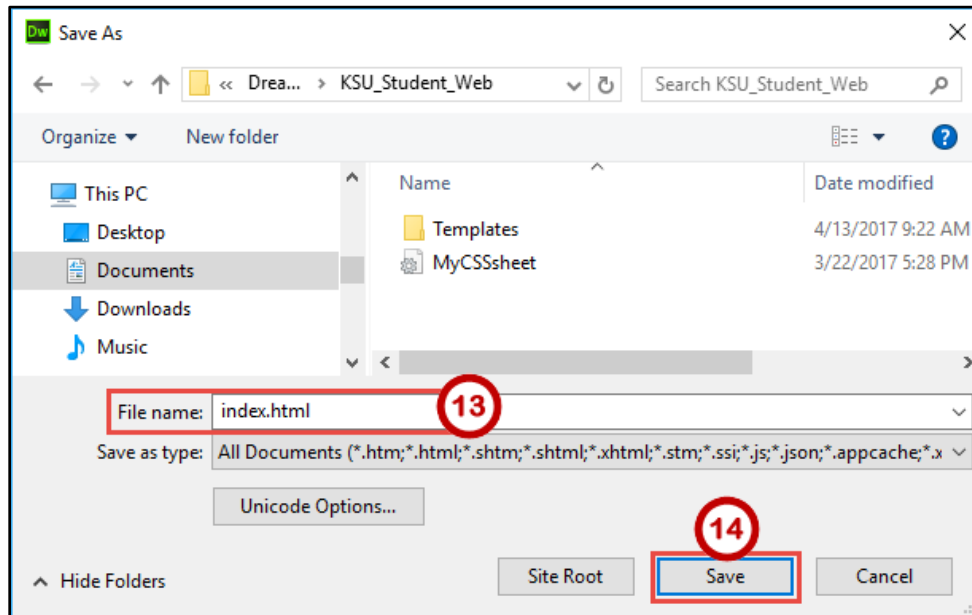

Figure 80 - Saving as Index.html

15. Repeat the steps 1 through 14 to create the pages for your biography and resume page (e.g: biography.html, resume html).

Adding Images to a Web Page

Before you can add an image to a web page or template, you will need to have the image file on your local computer. It is recommended to save any images for your website to a subfolder within your local site folder called **Images**. When the web server looks for the images to display on your site, it will easily be able to find them in your images subfolder.

Many different types of graphic file formats exist, but three graphic file formats are generally used in web pages—GIF, JPEG, and PNG. GIF and JPEG file formats are the best supported and can be viewed in most browsers (*Source*: https://helpx.adobe.com/dreamweaver/using/insert-edit-images.html).

Inserting an Image

To make modifying an image easy, it is suggested to insert a smaller table within your webpage that the image will later be inserted into. This will allow you to center your image within your webpage, if desired.
1. Create a subfolder in your local web folder called **Images**.
2. Copy the **image file** into the *Images* subfolder.
3. In *Dreamweaver,* open the web page in which you wish to insert the image (e.g. index.html).

4. First, we will add a small table into the webpage. Click on your **page** where you want your insertion point to be:
   a. Click the **Insert** panel (See Figure 81).
   b. From the *drop-down*, select **HTML** (See Figure 81).
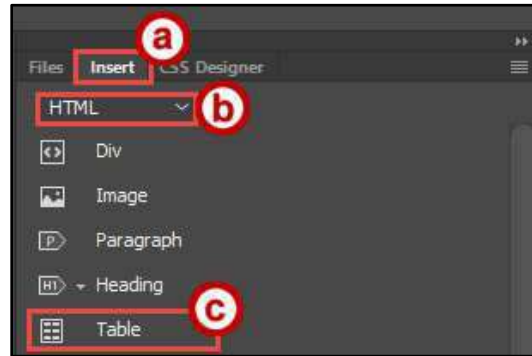   c. Click **Table** (See Figure 81).

Figure 81 - Insert Table

   d. The *Insert Table* window will appear. Create a **1x1 table** that is **100 pixels** wide and **0 border thickness** (See Figure 82).

   e. Click **OK** (See Figure 82).
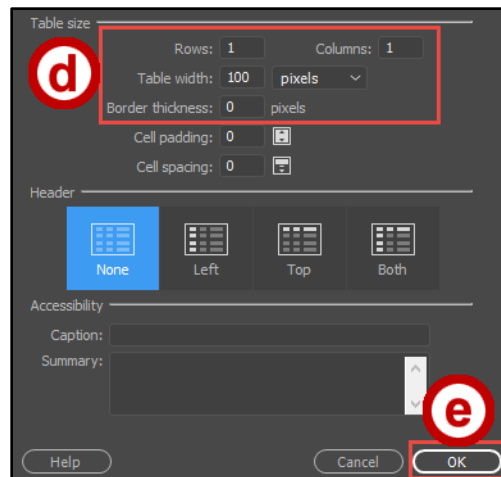

Figure 82 - Table Settings

5. The table will be inserted into your webpage. Click once **inside** the table.
   a. Click the **Insert** panel (See Figure 83).
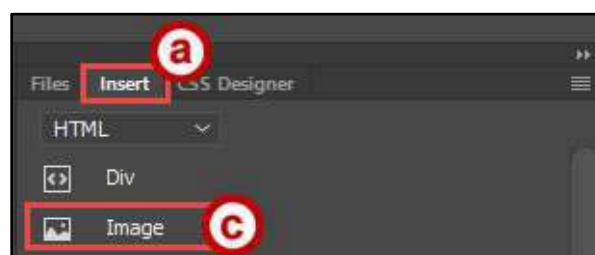   b. Click **Image** (See Figure 83).

Figure 83 - Insert Image

6. The file explorer will open. Navigate to the *Images* subfolder in your local web folder and select the image you wish to insert (See Figure 84).
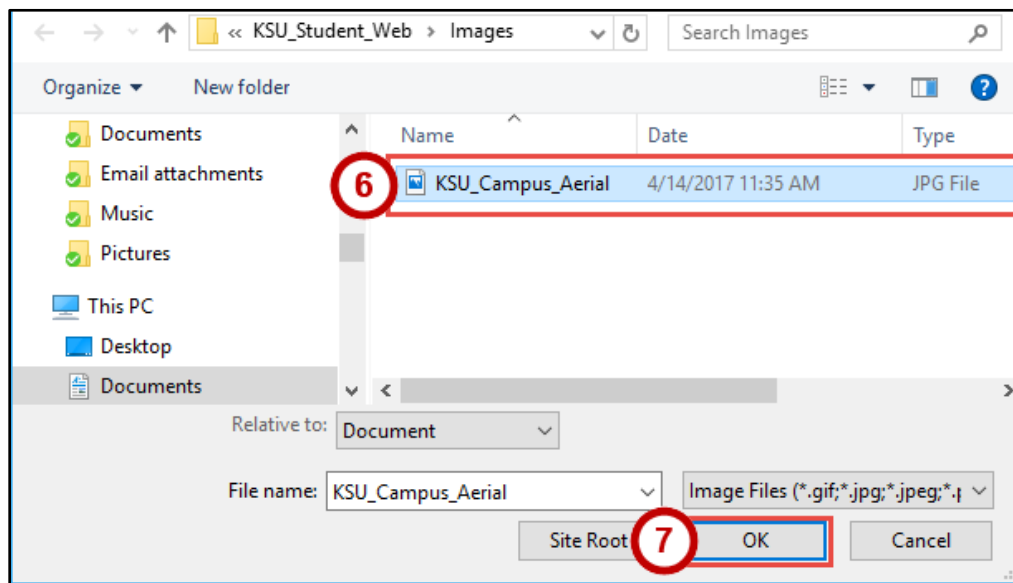
7. Click **OK** (See Figure 84).

Figure 84 - Select Image Source

8. The image will be inserted into your webpage within your table.

Aligning Your Image

In order to center your image, it will need to be inserted into a small table. See *Inserting an Image* for more information. After inserting your image into your smaller table, you can easily adjust the alignment by using the table properties.

1. Click the **border** of the table to select it. The *Table Properties* will be displayed in the *Properties* panel. If you do not see the *Table Properties*, then try clicking the table border again.
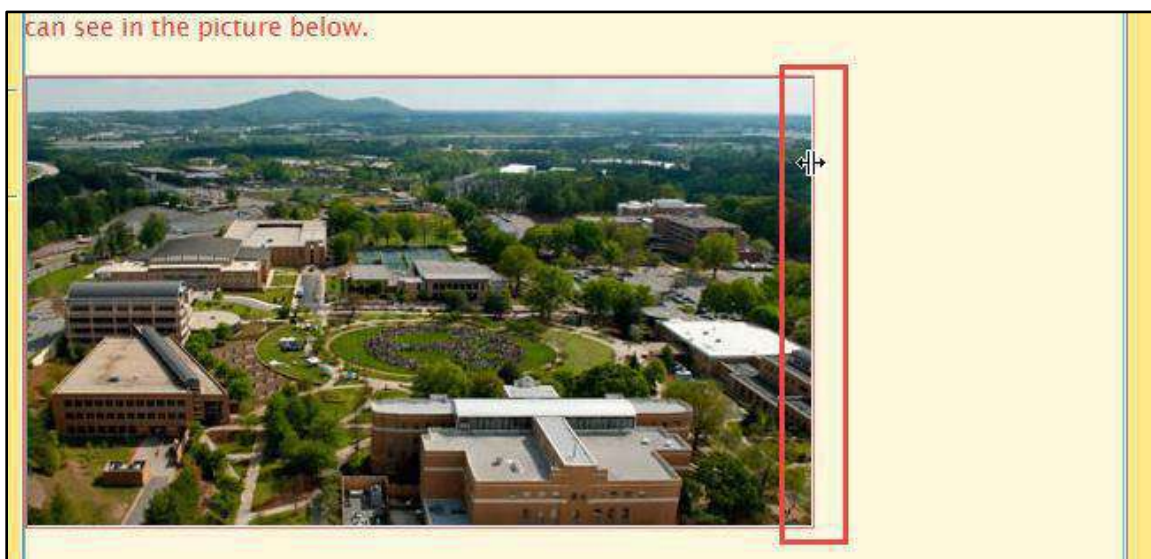

Figure 85 - Select Table Border

2. In the *Table Properties* panel, next to the *Align* field, click the **drop-down** and select an **alignment option**.
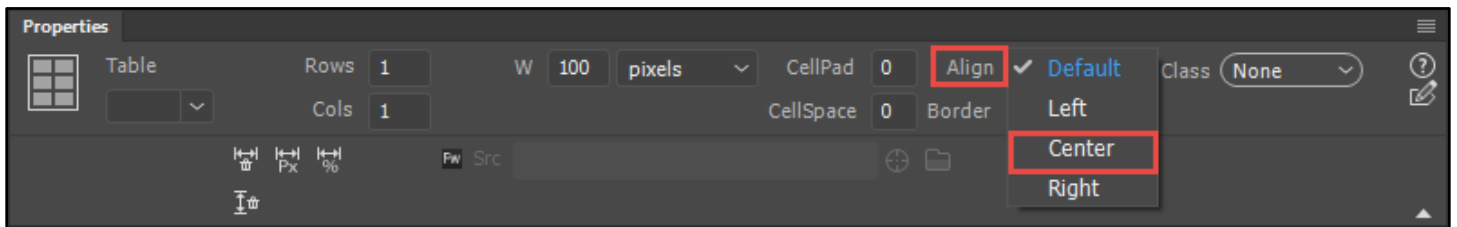

Figure 86 - Table Alignment Properties

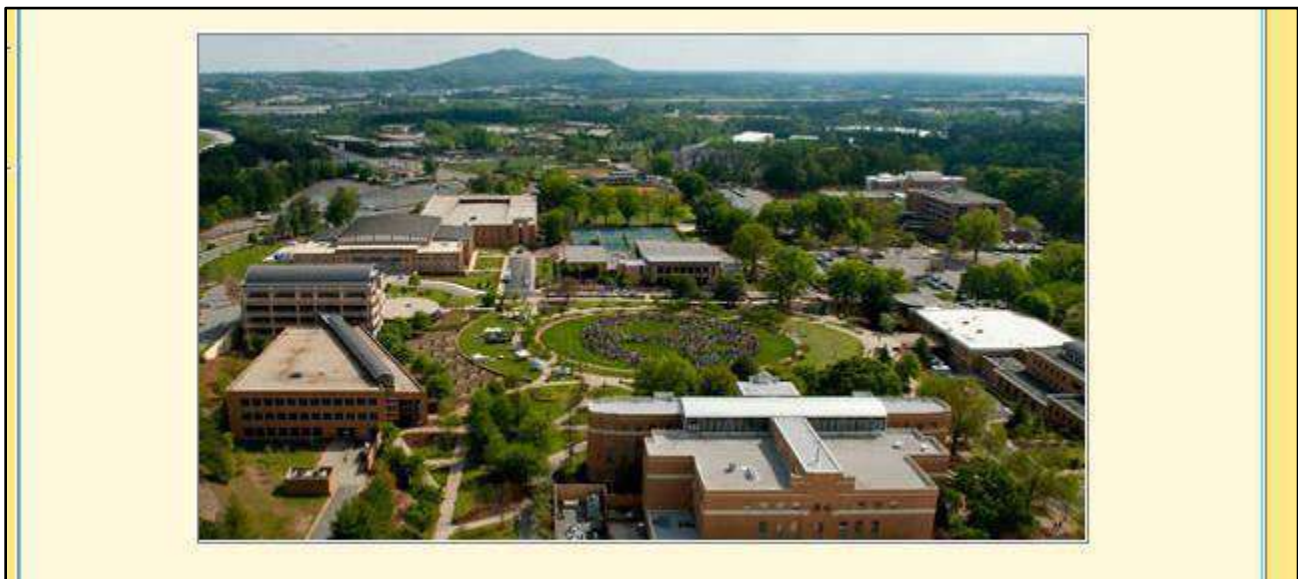3. The alignment will be applied to the table with the picture.

Figure 87 - Picture Aligned (Centered)

Adding Alternative Text to Images

Alternative Text should be added to your images for the benefit of screen readers, search engines, and for anyone with images turned off on their browser. Alternative text should serve the same purpose and convey the same essential information as the image. To add alternative text to an image:

1. Select the image you wish to add alternative text to. The *Image Properties* panel will be displayed.
2. In the *Alt Text* field, enter the **alternative text** you wish to be displayed to screen readers and search engines.

Figure 88 - Adding Alternative Text

Resize the Image

You may need to resize the image once it is placed on the page.

1. Click the **image** to select it.
2. Sizing handles will appear along the border. Drag one of the **sizing handles** to resize the image.

Note: Hold the **Shift** key while dragging one of the corners of the image to preserve the image's aspect ratio.
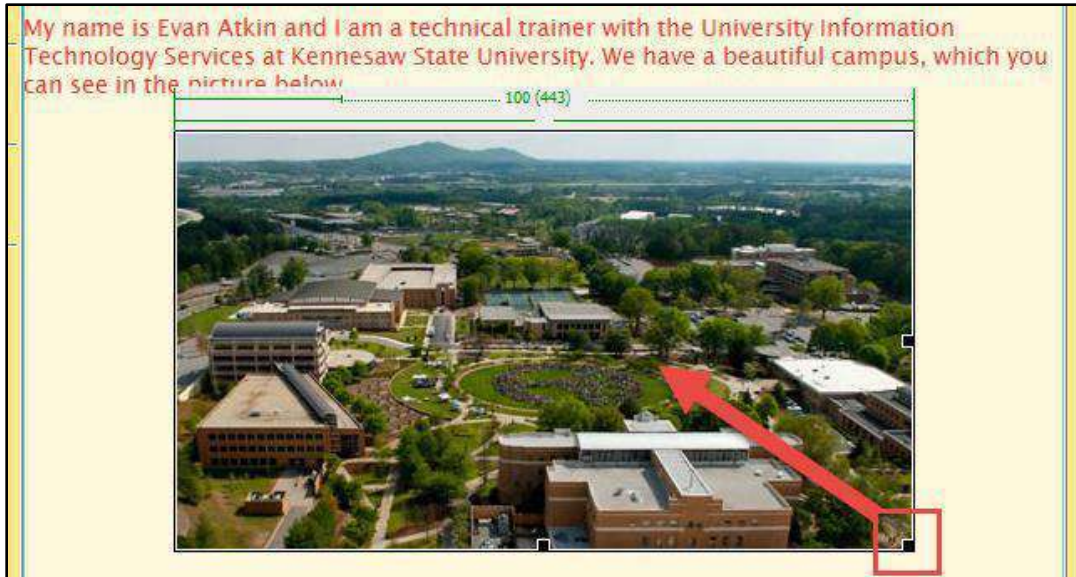

Figure 89 - Resizing the Image

3. Release your **mouse button** once you have resized your image. The image will now be resized.
4. Click the **border** of the *image table* to resize your table to the image's new size.
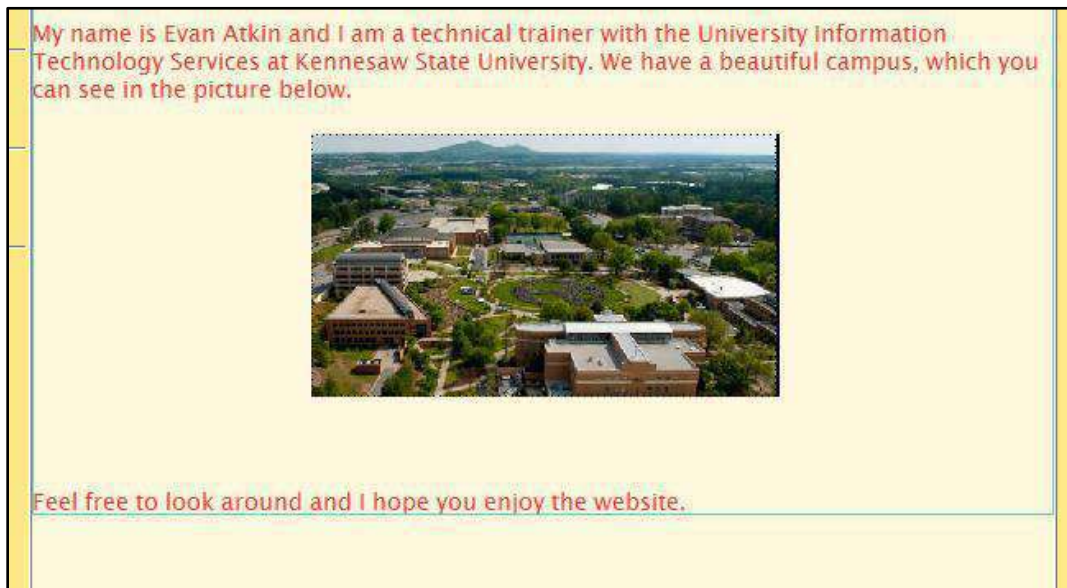

Figure 90 - Image Resized

Note: If you know the exact dimensions you wish to make the image, you can **enter them** into the *Width* and *Height* fields in the *Image Properties* panel.
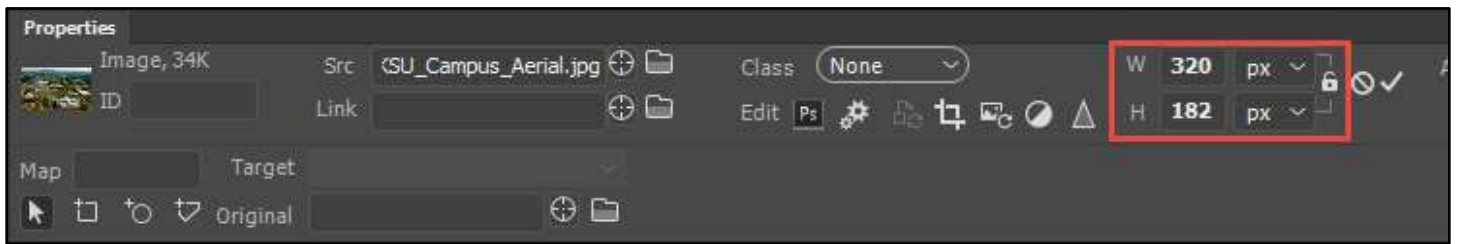

Figure 91 - Width and Height

Adding Hyperlinks to a Web Page

A hyperlink is text that will request that another web page be loaded and displayed in the browser window. A hyperlink starts as simple text and is then converted to a link using the properties panel.

There are two basic types of hyperlinks:
- *Internal* - An internal hyperlink is a link that points to a web page from the same website (e.g. within your own website).
- *External* - An external hyperlink is a link that points to a web page from another website (e.g. a website outside your own website).

Creating Internal Hyperlinks

Following our original design, we want to make the text (*Home*, *Biography*, and *Resume*), point to the other pages in our website:

Note: You must have the pages already created in order to create an internal hyperlink. For more information on creating additional web pages, see the section *Creating a New Web Page from a Template*.
1. Select the **Template page** for your website (or open it if not already opened).
2. On your *Template page,* highlight the text **Home** on your navigation menu.
3. Click the **HTML** button on the *properties* panel (See Figure 92).
4. In the *Properties* panel, click on the **Browse for File** (Folder) icon that is next to the *Link* field (See Figure 92).
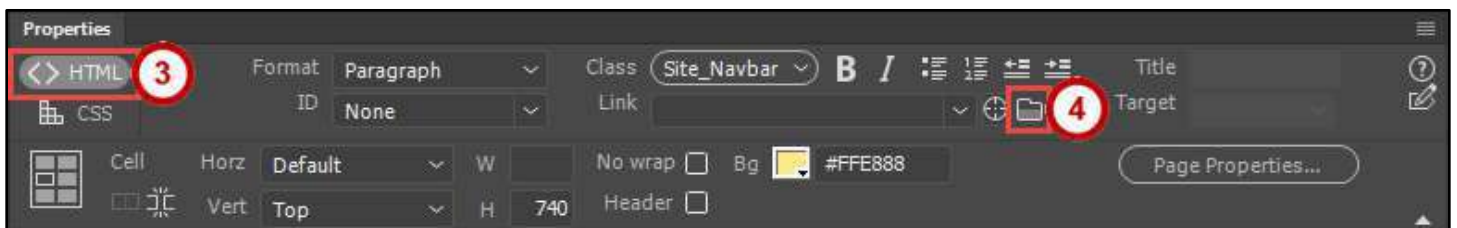

Figure 92 - Hyperlink, Browse for File

5. The *Select File* window appears. Select the **index.html** file (See Figure 93).
6. Click **OK** (See Figure 93).
7. Repeat the steps 2-6 for the **biography** and **resume** navigation menu links.
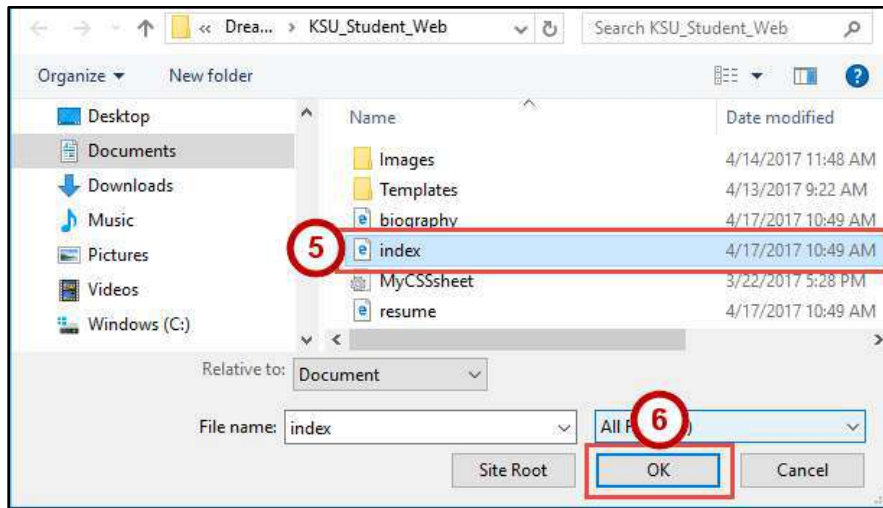

Figure 93 - Select File

8. When finished adding your navigational menu links, in the *Menu bar*, click **File** (See Figure 94).
9. Click **Save All** (See Figure 94).
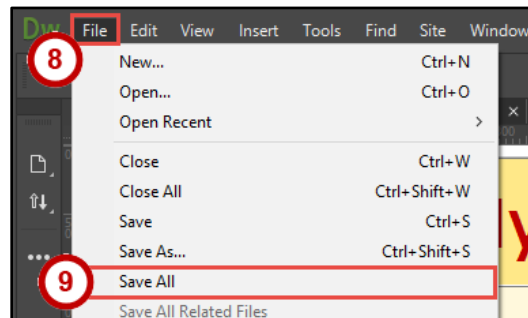
Figure 94 - Save All

10. You will be asked if you want to update all documents in your local site that use the template. Click **Yes** to update all pages that use the existing template.

Note: You will still need to save the additional pages after *Dreamweaver* applies the update to your pages. Use **Save All** from the *File* menu to save all open pages at once.

Figure 95 - Update All Pages that use Template

11. When the *Update Pages* window appears, click **Close**.

Creating External Hyperlinks

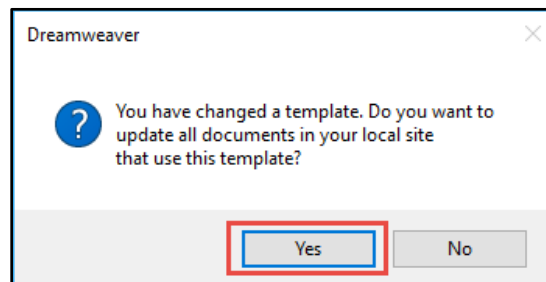1. In an existing page, enter some **descriptive text** that will act as your external hyperlink (e.g. click here to access the UITS home page).
2. Highlight the **descriptive text** which will act as your external hyperlink.
3. Click the **HTML** button on the *properties* panel (See Figure 96).
4. In the *Link* field on the *Properties* panel, enter the **full URL** for the external website (See Figure 96).
5. In the *Target* field, select **new** from the drop-down. This will prompt the web browser to open the external hyperlink in a new browser tab (See Figure 96).

Figure 96 - Entering External Hyperlink

Adding Anchor Links to a Web Page

Named anchors are a link to a specific section of a page. Anchor links are frequently used for table of contents and for frequently asked questions. In our example, we will add a *Return to Top of Page* link to make it convenient to go back all the way up with a single-click.

1. Insert the cursor in a location on the page that you want to link to (See Figure 97). The anchor may be placed before a line of text or on its own line.
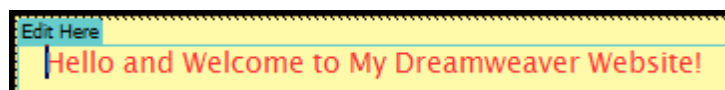

Figure 97 - Cursor Placed Before Text

2. In the *HTML Properties* panel, select the *ID* field and type **TopOfPage** into textbox.
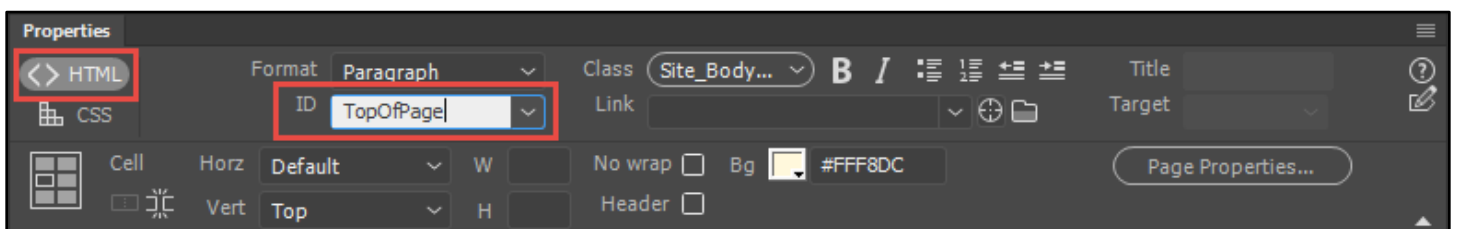

Figure 98 - Named Anchor

3. At the bottom of your webpage, type the text **Return to Top of Page** (See Figure 99).
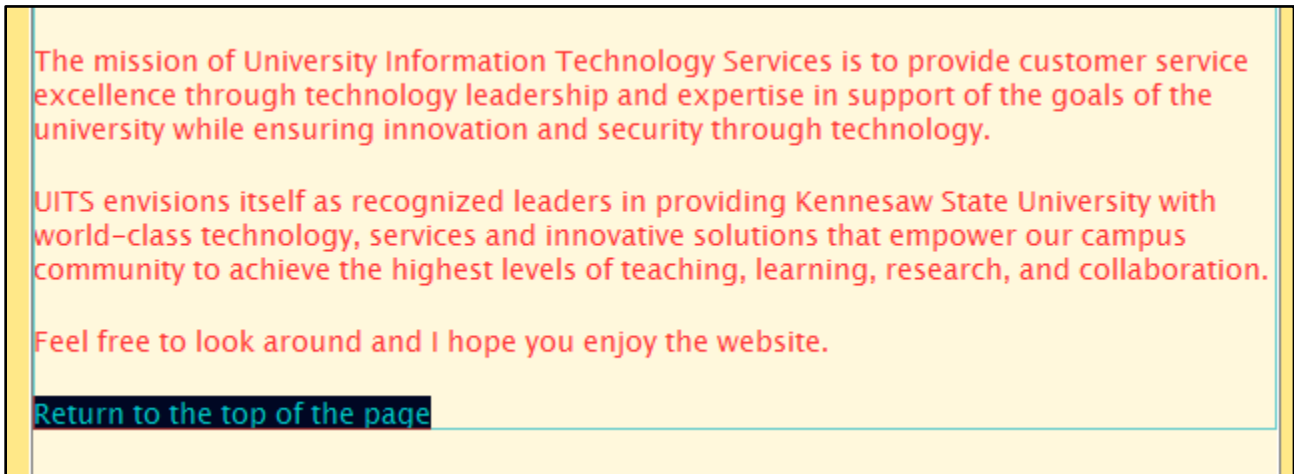4. Highlight the **text** (See Figure 99).

The mission of University Information Technology Services is to provide customer service excellence through technology leadership and expertise in support of the goals of the university while ensuring innovation and security through technology.

UITS envisions itself as recognized leaders in providing Kennesaw State University with world-class technology, services and innovative solutions that empower our campus community to achieve the highest levels of teaching, learning, research, and collaboration.

Feel free to look around and I hope you enjoy the website.

Return to the top of the page

Figure 99 - Return to Top of Page Text

5. Click the **HTML** button on the *properties* panel (See Figure 100).
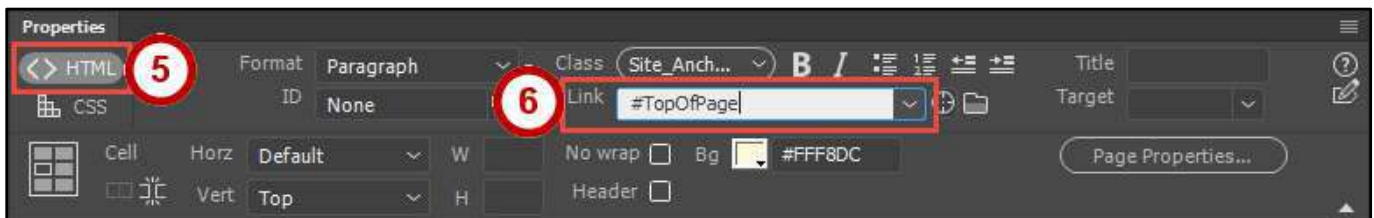6. In the *Properties* panel, next to the *Link* field, type **#TopOfPage** (See Figure 100).

Figure 100 - Anchor Hyperlink to Top of Page

7. The anchor link will be created, redirecting visitors to the top of the page.

Publishing Your Website

You can now upload your files from your local folder to the remote server to make your pages publicly accessible on the web.

Note: You must define your site as detailed in the *Defining a Site* section before you can publish.

1. In the *Files* panel, select your **site folder** from the drop-down (See Figure 101).
2. Click the **Connect to Remote Server** icon (See Figure 101).
3. Select the topmost folder of your site in the **Files** panel (See Figure 101).
4. Click the **Put** button on the *Files* panel (See Figure 101).
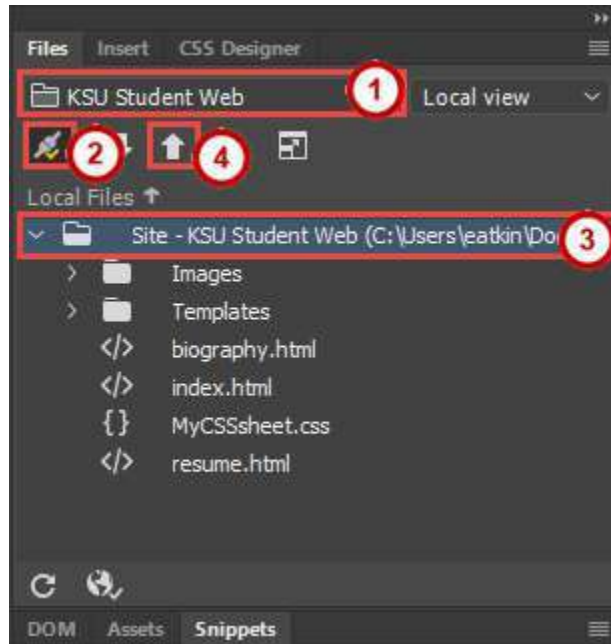

Figure 101 - Publishing your Website

5. A prompt will appear asking if you wish to upload the entire site. Click **OK**.

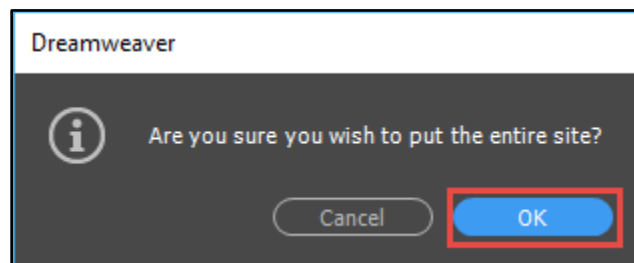**Note**: If you have any unsaved files, Dreamweaver will prompt you to save. Choose **Yes** to save your work.

Figure 102 - Put Confirmation

6. If prompted "*Should dependent files be included in the transfer?*" click **Yes**. This insures that any external files such as images that are referred to in your pages, are included.

7. Your site has now been uploaded to your web space. The files within your local site folder will remain on your computer with copies having been uploaded to the web server.

Compare the Content

You can compare the content of both locations in a side-by-side view to ensure that all files have transferred.

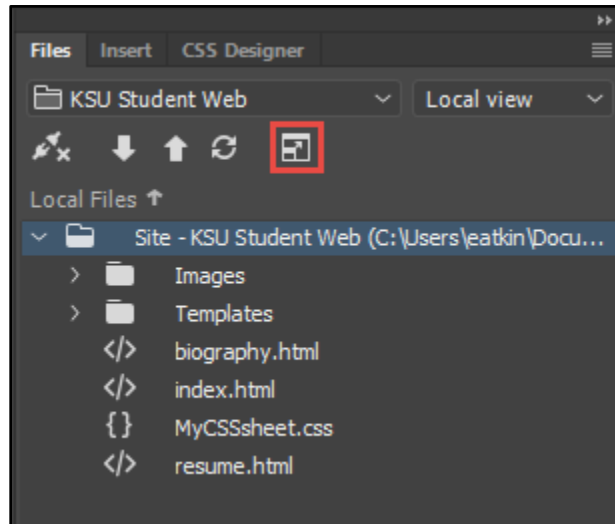1. Click the **Expand/Collapse** button in the *Files* panel.

Figure 103 - Expand/Collapse Button

2. The side-by-side *Remote Server* and *Local Files* views window appears (See Figure 104).
3. To collapse the side-by-side views window, click on the **Expand/Collapse** button on the top bar (See Figure 104).

Note: If there is any difference between the two sites, it could be because you have made changes to your local files but have not used the *Put* command to upload them yet.
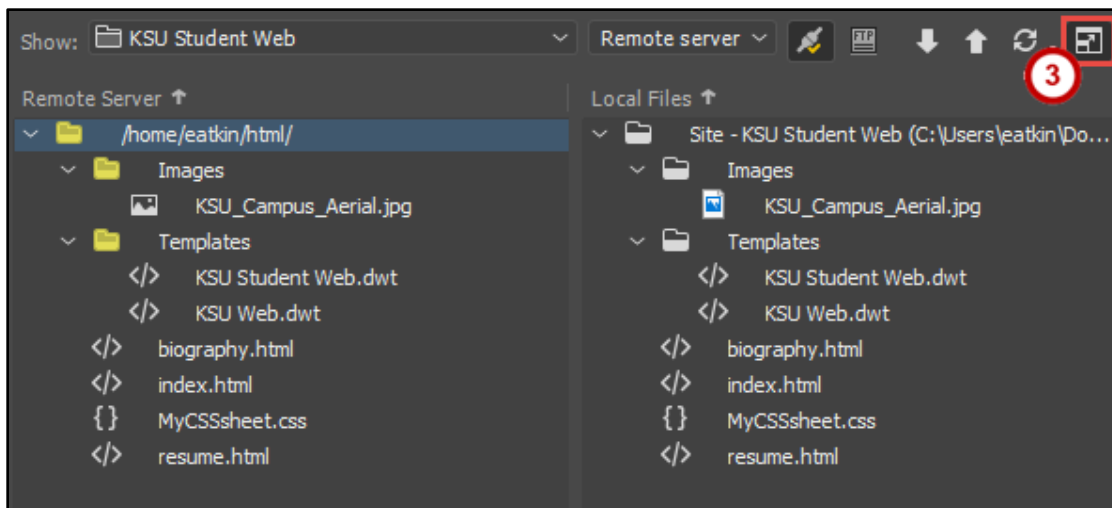

Figure 104 - Remote and Local Views

Viewing Your Website

Anyone anywhere can now view your website if they have an Internet connection, a web browser, and know your web address. Your web address will be one of the following:

- For Students: http://studentweb.kennesaw.edu/~<NetID>
- For Faculty/Staff: http://ksuweb.kennesaw.edu/~<NetID>

Note: <NetID> is your KSU NetID (e.g. http://studentweb.kennesaw.edu/~scrappy.

Reconnecting From Another Location

If you want to make changes to your website, but do not have your local files with you (e.g. working in a computer lab, working off-campus, etc), you can connect Dreamweaver to your existing site and then download the files so you can edit them.

1. Create a **folder** on the local computer, and follow the instructions in the *Defining a Site* section to create your site definition.
2. In the *Files* panel, select your **site folder** from the drop-down (See Figure 105).
3. Click the **Connect to Remote Server** icon (See Figure 105).
4. Select **Remote server** from the drop-down (See Figure 105).
5. Select the **html/** folder which contains all your site contents (See Figure 105).
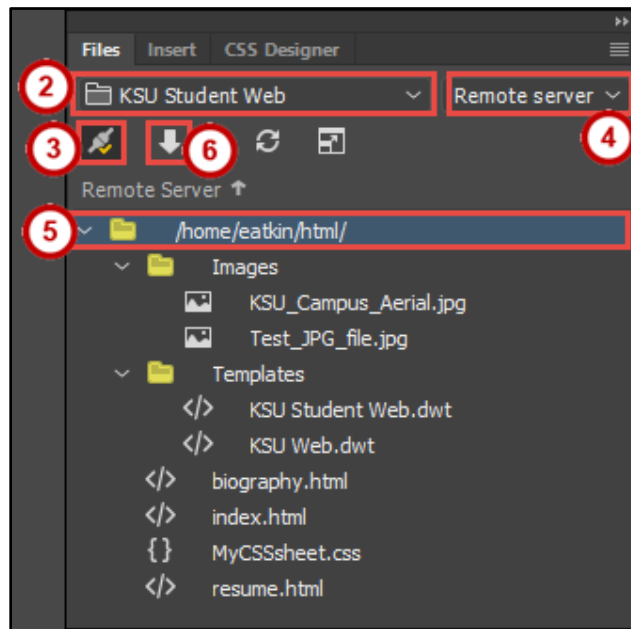6. Click **Get** to download all files to your local site folder (See Figure 105).

Figure 105 - Get Files from Remote Server

7. Once your files have been downloaded from the remote server, you can make changes and additions to your website in Dreamweaver.

8. When you are ready to upload your changes, follow the steps in the *Publishing Your Website* section.

Backing Up Your Site Definition

You may use the export/import functions of the site definition tool to back up your site definition in case you need to transfer it to a different computer.

Backing Up the Site Definitions

1. In the *Menu Bar,* click on the **Site** tab (See Figure 106).
2. From the drop-down, click **New Site** (See Figure 106).

Figure 106 - Manage Site

3. The *Manage Sites* window will open. Select your **site** definition, and then click the **export**.
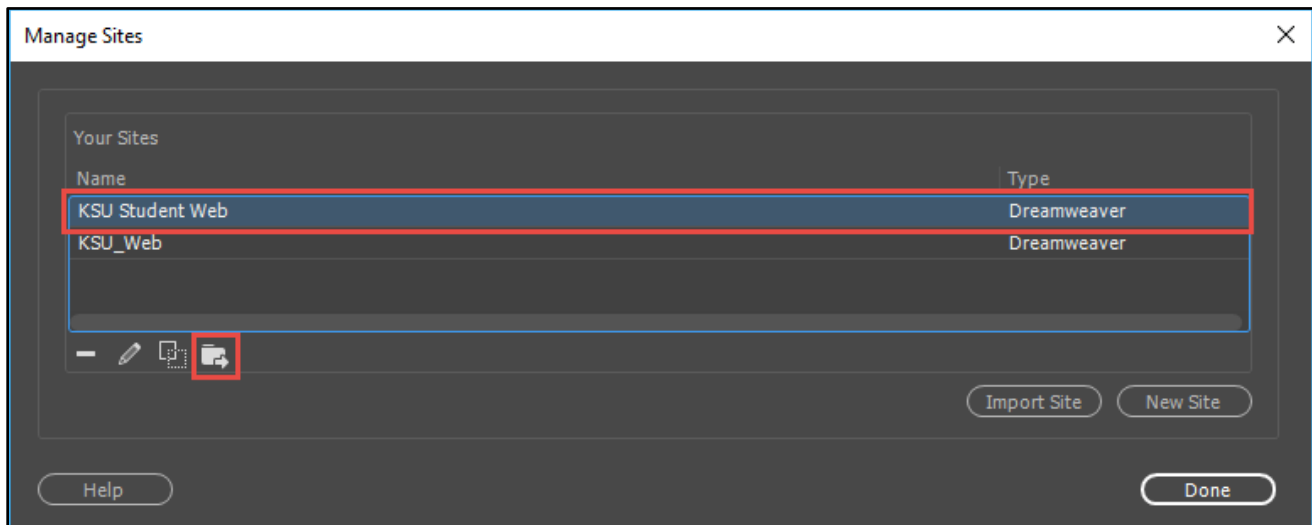

Figure 107 - Manage Sites: Export

4. The *Exporting Site* window will open. Make the appropriate **selection**, and then click **OK**.
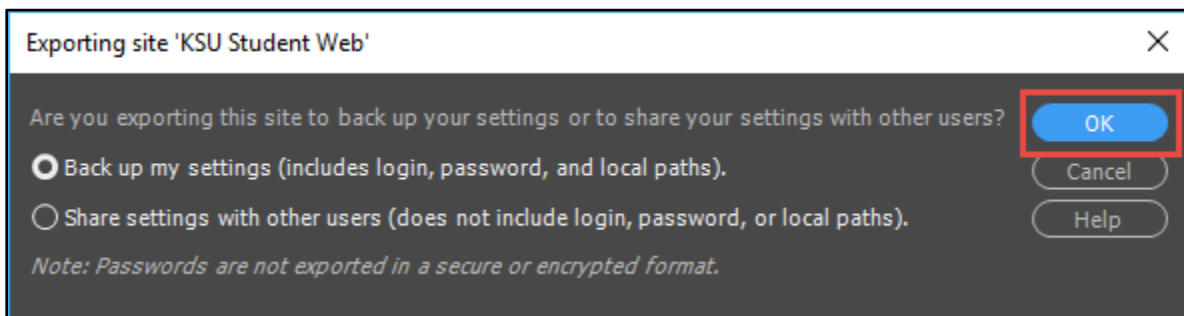

Figure 108 - Exporting Site

5. The *File Explorer* will open. Browse to the location where you wish to save the site definition, and then click **Save**.
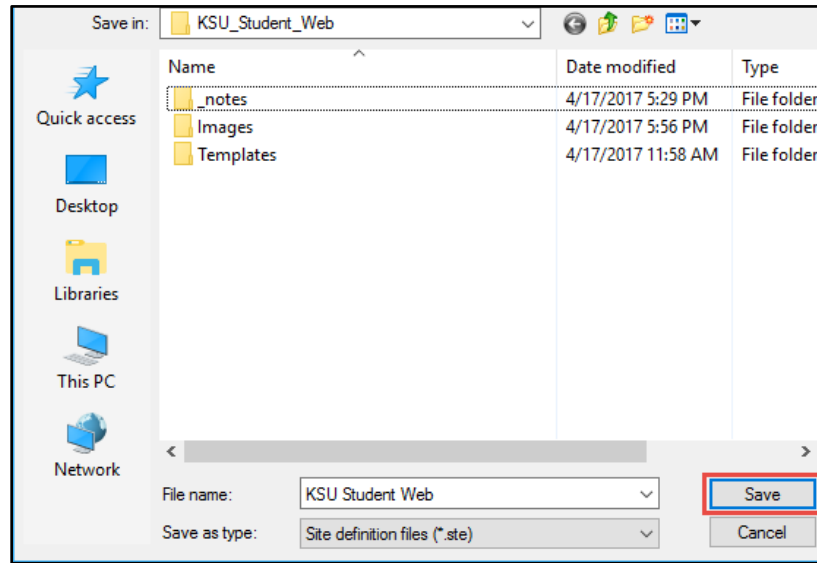

Figure 109 - Export Site Window

6. Click **Done** to close the *Manage sites* window.

To Restore The Site Definition

1. In the *Menu Bar,* click on the **Site** tab (See Figure 110).
2. From the drop-down, click **New Site** (See Figure 110).

Figure 110 - Manage Site

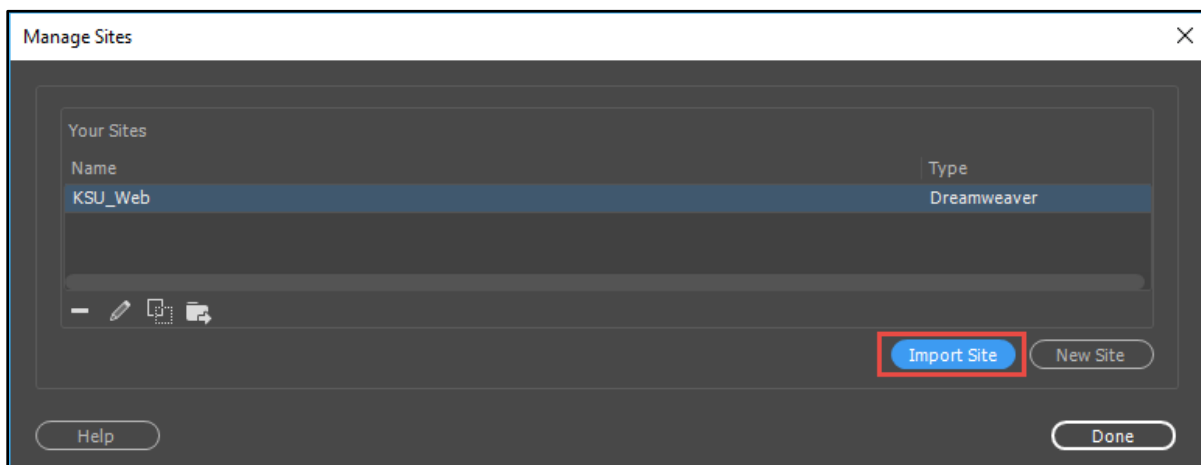3. The *Manage Sites* window will open. Click **import site**.

Figure 111 - Manage Sites Import

4. The *file explorer* will open. Select your **site definition** from your computer (See Figure 112).
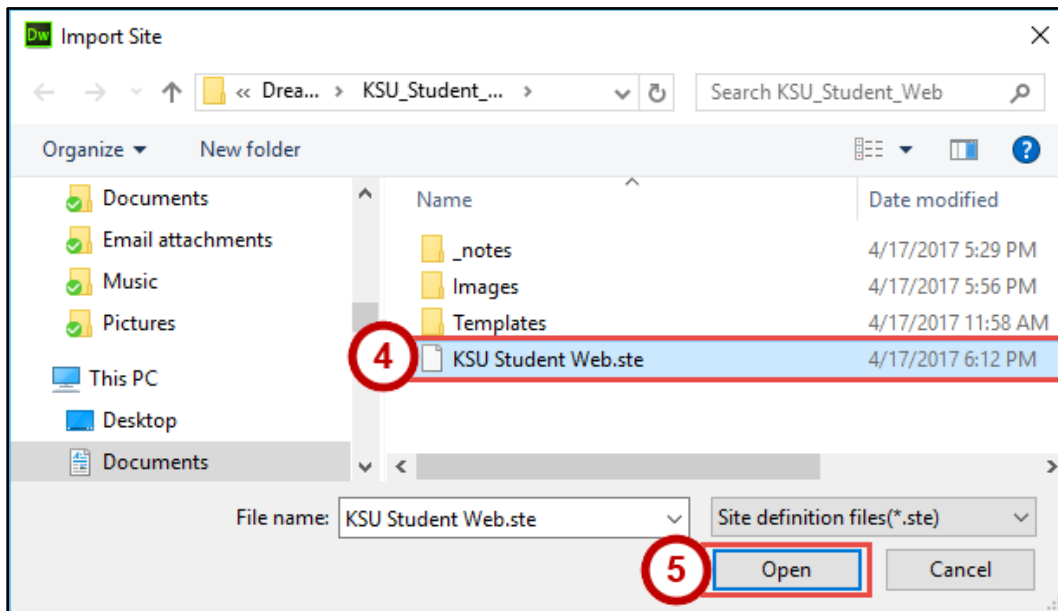5. Click **Open** (See Figure 112).

Figure 112 - Import Site Window

6. Your selected site definition will be imported into Dreamweaver. Click **Done** to close the *Manage sites* window.

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu/faculty-staff/

KSU Student Help Desk
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu/students/

Additional Resources

OwlTrain has many Dreamweaver resources available to you on their website:
- OwlTrain: http://owltrain.kennesaw.edu/