

## CHAPTER 1

## InFocus

# GETTING TO KNOW DREAMWEAVER

Dreamweaver is a web development application that you can use to build websites. Before you begin building a website it is important that you have a thorough understanding of what a website is and how it can be used.

**In this session you will:**

- ✓ gain an understanding of the **Internet** and the **World Wide Web**
- ✓ gain an understanding of the web pages and websites
- ✓ gain an understanding of **Dreamweaver**
- ✓ gain an understanding of website coding
- ✓ gain an understanding of planning and designing a website
- ✓ learn how to start **Dreamweaver** from the **Desktop**
- ✓ gain an understanding of the **Welcome** screen
- ✓ gain an understanding of the **Dreamweaver CC** workspace
- ✓ learn how to open a file from the **Welcome** screen
- ✓ gain an understanding of the **Document** window
- ✓ gain an understanding of the **Standard** toolbar
- ✓ learn how to work with the document window
- ✓ learn how to close pages and exit **Dreamweaver**.

# UNDERSTANDING THE INTERNET

These days the **internet** seems to be everywhere and even if you have somehow avoided going on-line up until now, it is hard to escape the advertisements in the media. This page explains

what the **internet** and **World Wide Web** are and how you too can use them.

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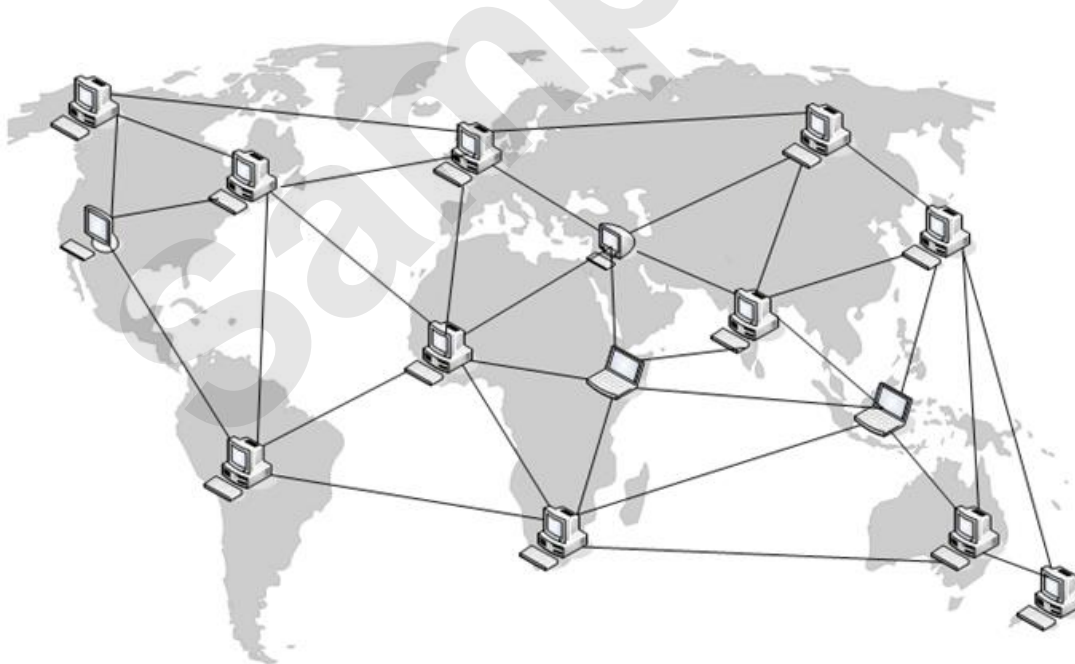
## The Internet

The term **internet** refers to the millions of computers around the world connected together by telephone lines, cables, satellites and other means. The purpose of the Internet is to provide users with access to the information, email, and other services that reside on the computers. You can think of it as an international network.

There is no real single company or organisation responsible for developing or co-ordinating the Internet – from many people's points of view, things just seem to happen. Therefore the Internet is in a constant state of change and evolution. Each person who creates a website is simply a contributor to a very large, very diverse collection of computers that make up the biggest network in the world.

When you search for information on the Internet, you are actually looking for information that has been placed on someone's computer elsewhere in the world.

When you access that information, you are viewing files stored on someone else's computer. The information is transferred to your computer via the Internet network. Likewise, others can access information from your computer if your computer has been correctly set up to let this happen (that is, as a 'server' to serve the pages to users).



## The World Wide Web

The **World Wide Web**, or just **web** as it is more often called, is the collection of pages that are stored on servers connected via the Internet. To access the World Wide Web, you need to use a computer with an Internet connection and a browser program installed.

Many of the files contain documents, graphics, audio and/or video and these may require special plug-in software to view the media correctly. For example, Acrobat Reader is often used to read documents.

The World Wide Web is known as a **hypertext** system because you navigate by clicking on specific hypertext links. The web page you are accessing could reside in a number of different places - could be in the same building or on a server on the other side of the world.

# UNDERSTANDING WEBSITES

The terms **internet** and **World Wide Web** are often used interchangeably, but they are in fact two different yet related entities. Whereas the internet is the technological backbone which

connects computers around the world, the World Wide Web is a method of accessing and sharing information over the medium of the internet.

## Websites And Web Pages

A **website** is a collection of linked webpages that share a unique domain name. Each webpage of a given website provides explicit links (most of the time in the form of clickable portion of text) that allow the user to move from one page of the website to another.

To access a website, type its domain name in your browser address bar, and the browser will display the website's main webpage, or **homepage**.

A webpage is a simple document that is displayable by a browser. Such documents are written in the HTML language (we will discuss this in greater detail later on) and can embed various extra resources such as style information, scripts and media. **Style Information** defines the look and feel of a page, **Scripts** add interactivity to the page and **Media** refers to images, sounds, videos.

## Web Server

A web server is a computer hosting one or more websites. **Hosting** means that all of the webpages and their supporting files are available on that computer. The web server will send any webpage from the website it is hosting to any user's browser, per user request. Websites are different to web servers. For example, if you hear someone say, "My website is not responding", it actually means that the web server is not responding and therefore the website is not available. More importantly, since a web server can host multiple websites, the term web server is never used to designate a website, as it could cause great confusion. In our previous example, if we said, "My web server is not responding", it means that no websites on that web server are available.

## The World Wide Web, Web Pages and Websites

Web pages and interfaces for mobile devices are constructed primarily using HTML, CSS and JavaScript code. HTML (**Hypertext Markup Language**) defines the content and structure of a web page, whereas CSS (**Cascading Style Sheets**) customises the format and layout of page elements controlling colour, fonts, layout and the like. As well as text, web pages can also contain graphics, sounds and video.

To access websites and display web pages correctly you require web browser software such as Google Chrome, Firefox or Internet Explorer. Web browsers interpret the HTML code used to create the web pages or mobile interfaces and use this information to display the content. As a result of this, it is important that you have an understanding of HTML and how it works.

HTML supports links to other web documents as well as graphics, audio and video files. This means web assets can be interlinked through the use of **hypertext**, enabling you to navigate information in a non-linear way. By clicking on a link (known as a **hyperlink**) related to information of interest to you, that resource will be loaded into the browser window. A link could take you to a different web page, load a video or download an image or sound. The more links you click, the further removed you potentially become from the original web page or website.

The design of a successful website relies on a logical hierarchy of assets and an uncomplicated design for its web pages. For instance, you wouldn't simply place all of your information on a single page as this would require users to scroll interminably to locate information. Like a reference book with chapters, headings and subheadings, a website also requires a logical break up of topics, using links to access information on other pages.

Adobe Dreamweaver CC is a web development application that you can use to create web pages and websites. It is capable of adding the required HTML code for you, dependent on the options you choose, or you can manually write and edit the code from scratch. Alternatively, and more likely, you will use a combination of automatic and manual coding.

Once you have created your web pages and constructed a website, you are ready to publish (upload) the website to the World Wide Web. This is simply a matter of uploading the site to a web server, which is just a computer on the web, and can be achieved through Dreamweaver. Once published, the website will be accessible to other users on the internet.

# WHAT IS DREAMWEAVER

Adobe Dreamweaver is an application used by web developers and designers to develop, manage and publish websites and mobile content that can be used on a range of devices, such as

smartphones and tablets. Dreamweaver is a visual development tool, where you can lay out and construct webpages.

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## How Does Dreamweaver Work

**Dreamweaver** is a software application that can be used to build websites and applications for use on digital devices such as phones, tablets and computers. Dreamweaver is often used by web designers to create website prototypes using artwork that has been especially created or modified for use on the web. Web developers use Dreamweaver to write source code. **Source** code is a set of instructions written in a special code (or you can think of it as a language) that a computer can read. There are different kinds of code languages that you can use depending on the purpose of the code but these are covered later in the course.

## Using Dreamweaver

You can use Dreamweaver to build web pages and websites and as part of that it gives you the ability to add, create and work with certain elements of web pages and websites such as links, animation, navigation and the like. There are many web development programs available, but there are a few distinct advantages to using Adobe Dreamweaver.

For instance, Dreamweaver allows you to create simple animations and transitions. A large part of the appeal of the web is the user interactivity that can be built in to web pages. You can apply animations and transitions to elements on a web page so, for instance, when you point to an element on a web page it may become highlighted or display a menu. This makes the web experience more intuitive and interactive.

Dreamweaver also allows greater control of a website than some other software applications. As websites consist of multiple web pages, containing images, links, various types of media and information, it is important to be able to quickly and easily create and edit these elements. Website management involves organising and tracking the web pages and their assets to ensure the website works as it should. For example, if a graphic or linked document is misplaced this will result in web page errors, leaving users of your website feeling frustrated and unable to access the content they need to. To enable you to efficiently organise and track your website, Dreamweaver provides a range of site management tools. These tools automate the tasks associated with tracking data, assets and links, fixing broken links, testing site performance, editing or removing sites and exporting and importing sites.

## System Requirements

The minimum system requirements for the latest version of Dreamweaver CC are as follows:

- Intel Pentium 4 or AMD Athlon 64 processor
- Microsoft Windows 7, Windows 8, or Windows 8.1
- 2GB of RAM
- 1.1GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1280x1024 display with 16-bit video card
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Note that the system requirements may be slightly different if using a Mac.

## Using Dreamweaver With Other Adobe Software

Because Dreamweaver is a website application, it is often used with other Adobe programs that are used to create and edit graphics. For instance you can create digital image in **Photoshop** and then use it in a webpage you have created in Dreamweaver.

# UNDERSTANDING WEBSITE CODING

There are two coding languages that are used in **Dreamweaver** and they are **HTML** (Hypertext Markup Language) and **CSS** (Cascading style sheets). Both of these coding languages

determine how certain elements of your website either appear or function and therefore it is important to understand what each one does.

## Understanding HTML

HTML is a language that was created in order to make websites. It is quite easy to learn how to write HTML language and there is a large range of tasks it can perform. HTML is an acronym for **Hypertext Markup Language**. If you break down the acronym you can have a better understanding of what HTML does. **HyperText** is the method by which you move around the web by clicking on special text called hyperlinks which allow you to navigate between web pages. **Markup** refers to the way HTML tags mark text as a certain type of text (such as italicised). **Language** obviously refers to the fact that HTML is a language that sets out instructions for how the website should operate.

## HTML5

**HTML5** is the latest and final version of HTML coding and is the default file format when creating a new file in Dreamweaver. Whereas previous versions of HTML coding relied heavily on plugins and the like, **HTML5** is much more independent and efficient.

## HTML Tags

HTML tags are what separate normal text from HTML code. When writing HTML code, tags appear inside angle brackets (e.g. <angle bracket>). Tags create images and tables just by telling the browser what to render on the web page. Different tags will perform different functions. The tags themselves don't appear when you view your page through a browser, but their effects do. The simplest tags do nothing more than apply formatting to some text, like. For example:

**<b>**These words will be bold**</b>**, and these will not.

In the example above, the **<b>** tags were wrapped around some text, and their effect will be that the contained text will be bolded when viewed through an ordinary web browser.

## Using HTML In Dreamweaver

HTML consists of a series of short codes typed into a text file by the site author. The text is then saved as a HTML file and viewed through a web browser, which reads the file and translates the text into a visible form, hopefully rendering the page as the author had intended. Writing your own HTML entails using tags correctly to create your vision. You can use anything from a rudimentary text editor to a powerful graphical editor to create HTML pages.

## Understanding CSS

CSS is an abbreviation for Cascading Style Sheets and is a style sheet language that determines the appearance and formatting of a document written on mark up language (for instance HTML language). Styling is fast and easy as the styles can be saved in a central style sheet which can control all of the pages in the website.

Once you have marked-up and identified the structural elements (such as headings, body, footers, images, tables etc) in your web pages using HTML, CSS then enables you to create and apply a style to each element. By storing the style either internally within the coding for the one web page, or externally and linking it back to any number of web pages, that style will be applied to all elements marked up with the appropriate HTML tags.

The advantage of using CSS is that if you decide on a design change, you can make a single change to the style sheet to control the appearance of all the relevant elements in the linked web pages. So, if you decide that you need to adjust the shade of all **h2** text, you simply make the change in the style sheet and it will be applied to all of the second-level headings in linked web pages. In this way, you can completely and consistently change the appearance of a website by simply editing a single style sheet.



# PLANNING FUNDAMENTALS

In order to create a successful website you must carefully plan the content, structure and purpose of the website prior to setting it up. A successful website cannot be achieved through a random

process of collecting ideas and connecting them in an ad hoc manner. You must ensure that users gain a satisfactory outcome from visiting the site depending on its purpose.

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Although there is not a particular method for planning and designing a website, there is a logical series of steps you should take to maximise the success of your efforts.

## Develop A Plan

The planning phase when developing a website is vitally important to its success. In order to plan a website you should consider the following four key requirements – **business**, **technical**, **design** and **user**. The business, technical and user considerations will affect the design of the website. When considering **business** you may need to meet with key stakeholders to enable you to plan the purpose of the website. For example, consult with the sales and marketing teams, conduct research into the product catalogues and the like. Determine the outcomes and decide on the content (video, audio, merchant facilities, media gallery, free content, user forums, social networking tools). **Technical** considerations may include how much the website will cost, who is going to maintain it and what types of media you can add to the site. You need to consider the devices and browsers that the website needs to be viewed on, how the user will search for and locate the page, if the site loads quickly. All of this information needs to be refined and agreed upon to enable you to determine the structure of the website. When considering the **User** you need to have an understanding of their expectations from the website in order to develop content and design the website in a way that meets their needs and serves your purpose. You also need to identify the target audience age, industry, country, gender in order to design the website. The more effort you place into considering these key elements, the clearer the guidelines will be when developing. Also keep in mind that the development of a website will involve a group of people, including developers and clients, so the expectations and outcomes should always be kept clear.

## Determine The Structure

Websites are comprised of web pages. A web page typically contains information dedicated to a single topic. Hyperlinks on one web page are used to direct you to other web pages. In this way, you can develop a series of interlinked pages, separating content in a concise, logical manner. Arranging the pages in a structured manner is imperative for seamless navigation and organisation. There are several frameworks you can use to organise pages on a website, including:

### **Hierarchical**

A hierarchical arrangement has a top level page (the **Home** page), which typically contains limited information and provides navigational links to other key areas of the website. These key areas would comprise the second level of the hierarchy and from here you would have links to additional levels, and so on.

### **Linear**

Alternatively, a linear approach opens to the **Home** page, then each additional page is accessed sequentially. You can move backward and forward through the pages in a set order and you might include a link that enables you to jump straight back to the home page from any page.

### **Combination**

You can also design a structure that combines elements of both a hierarchical and linear arrangement. Another structure, sometimes used in web games with 'rooms', uses an arrangement called a **Web** where pages are interconnected but not in a formal structure – you are encouraged to 'browse' or move from page to page (room to room) in several different directions exploring the website.

### **Wireframing And Storyboarding**

Visually mapping the pages and content of a website and illustrating the links is known as **wireframing** or **storyboarding**. These can be drawn by hand or through the use of an application such as Microsoft Visio, Adobe Photoshop or free online apps (e.g. Pencil Project). The benefits include having a visual reference during development and enabling different people to develop different parts of the website accurately.

# STARTING DREAMWEAVER FROM THE DESKTOP

Dreamweaver can be started from either the desktop or from the Windows **Start** screen. If your computer uses Windows **8** either the desktop or the Windows **Start** screen will be

displayed by default when the computer is started. If the default is the desktop and you have not previously created a shortcut icon, you will need to switch to the **Start** screen to launch Dreamweaver.

## Try This Yourself:

*Before you begin, ensure that your computer is switched on and the desktop is displayed...*

- 1 If a **Dreamweaver** icon is not displayed on the desktop or in the taskbar at the bottom of the desktop, press the **Windows** key to display the **Start** screen

- 2 Move the mouse pointer to display the white **down arrow** icon in the bottom left corner of the **Start** screen

- 3 Click on the white arrow to display the **Apps** view

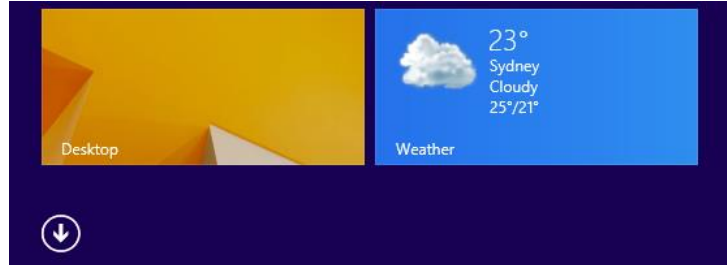
*Here you can view all of your apps, including Dreamweaver...*

- 4 Locate the **Adobe** apps, then click on **Adobe Dreamweaver CC 2015** to launch the application

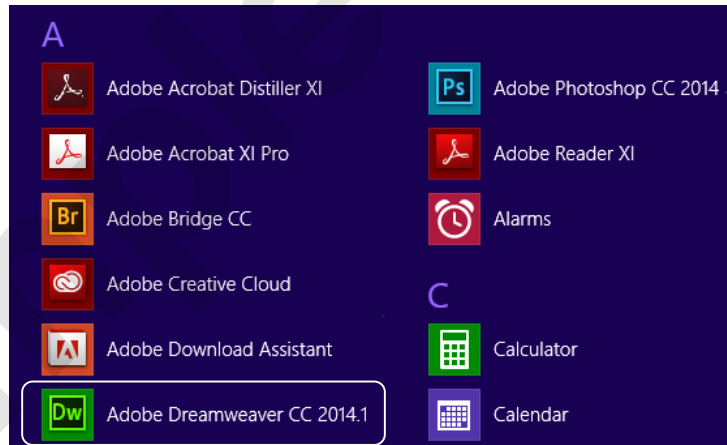
*If you are not signed in to your Adobe Account, you may be prompted to do this first...*

- 5 Sign in if necessary to launch Dreamweaver, then right-click on the **Dreamweaver** icon in the taskbar to display a menu and select **Pin this program to taskbar**

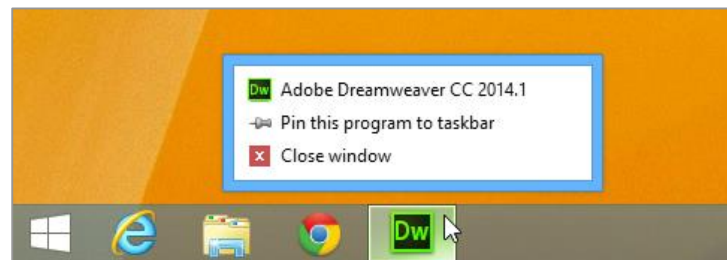
*The Dreamweaver icon will now remain in the taskbar (unless you remove it) so that you can launch Dreamweaver in future by simply clicking on the icon*



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## For Your Reference...

To **start Dreamweaver from the desktop**:

1. If a Dreamweaver icon is not displayed on the desktop, press the **Windows** key
2. Click on the white down arrow icon
3. Click on **Adobe Dreamweaver CC 2014**
4. Right-click on **Dreamweaver** in the taskbar and select **Pin this program to taskbar**

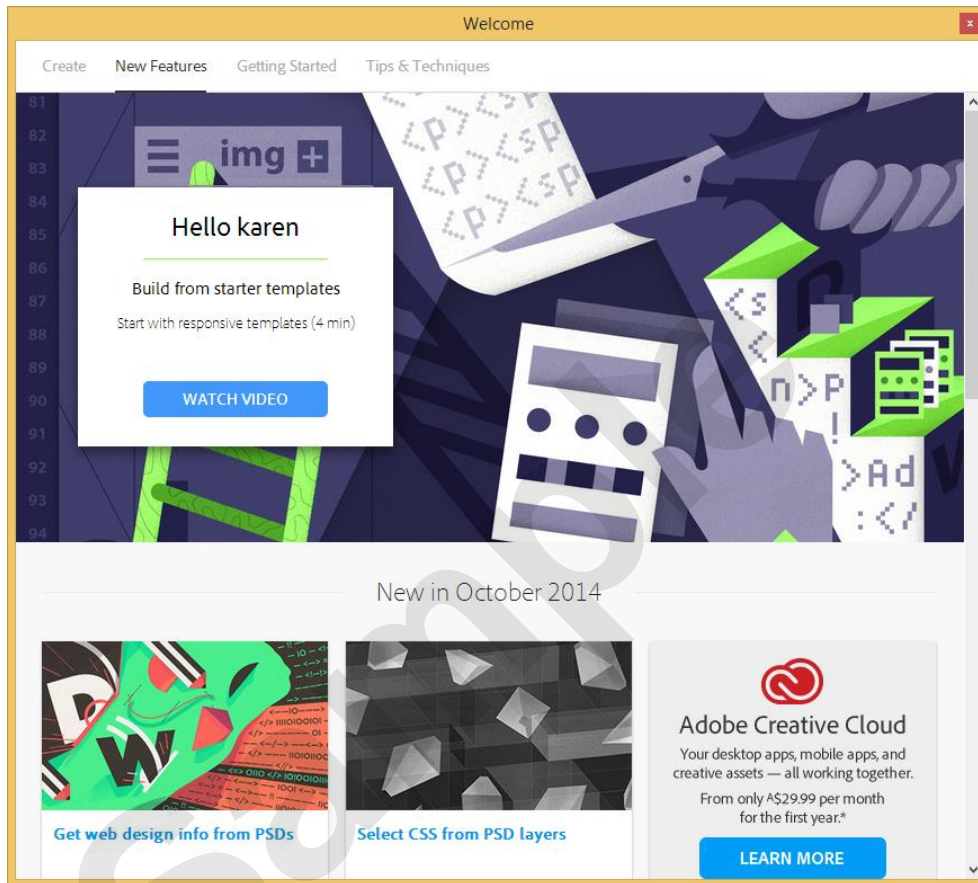
## Handy to Know...

- If your computer displays the **Start** screen by default rather than the desktop, you can begin to type the name of the application you wish to open (e.g. **Dre**) directly into the **Start** screen to display the results in the **Search** pane. Click on the application's name in the **Search** results, to open it.

# THE WELCOME EXPERIENCE

Once you have launched Dreamweaver, you will be greeted with the **Welcome** window. The function of this window is to help you discover and learn about the features available in

Dreamweaver. The interface is divided into four tabbed windows: **Create**, **New Features**, **Getting Started** and **Tips & Techniques**. The **Welcome** experience is tailored for each person.



The **Welcome** window provides a quick and easy way to get started with Dreamweaver. The tabbed options at the top of the screen enable you to access Dreamweaver files or information and videos related to using application to create web pages.

The content displayed when you click on the **Create** tab will depend on whether you have ever opened a file in Dreamweaver before. If you have not, a message will appear with a link to create a **New document** or to open an existing file. However, if you have opened a file in Dreamweaver previously, it displays recently opened files, enables you to create a new web page or select a starter template. Simply click on the option that you require

The **New Features** tab displays links to videos and information about features that are new to Dreamweaver. As features are enhanced or added to Dreamweaver, they are automatically listed here in chronological order for you to view.

For more general information on using Dreamweaver, you can use the options in **Getting Started**. The fourth tab, **Tips & Techniques**, offers a selection of useful features that is designed to be personalised to your experience of Dreamweaver. The options displayed will adjust to your usage of the application.

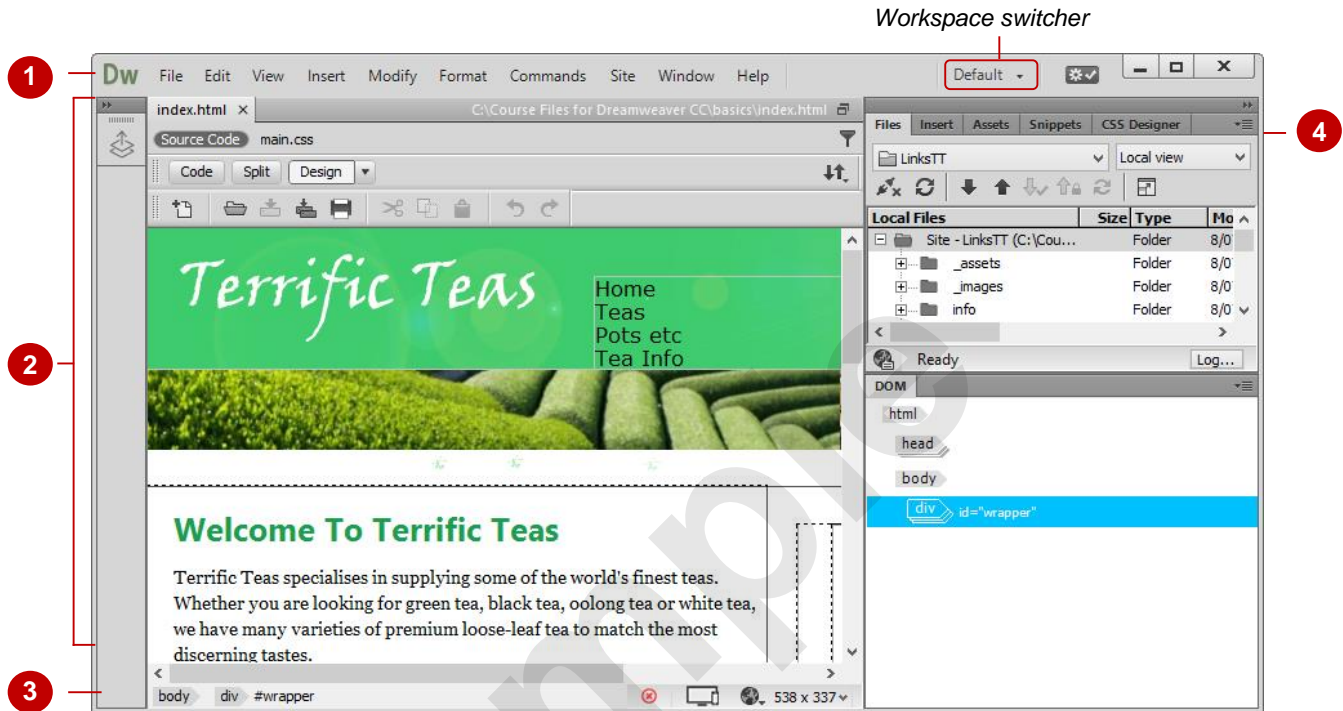
The **Welcome** window is displayed automatically when you open Dreamweaver. Once you close it the window will be closed until the next time you start Dreamweaver. However if you want to display the **Welcome** window at any time while using Dreamweaver, you can select **Help > Welcome**. You can prevent the **Welcome** window from displaying automatically when you start Dreamweaver, by selecting **Edit > Preferences**, then in the **General** category, select **Show Welcome Screen** in **Document options** so it appears without a tick.



# UNDERSTANDING THE DREAMWEAVER CC WORKSPACE

The Dreamweaver workspace contains any open documents as well as many of the panels and settings required to work on your document(s). There are several different workspaces available,

all containing slightly different options based on the kind of document you are working on. By default the **Default** workspace is selected as shown below.



- 1 The **Menu bar** provides access to the working commands. The **Workspace Switcher** is displayed at the right side of the menu bar – the default workspace is **Extract** (as shown above). The **Sync Settings** tool is displayed to the right of the Workspace switcher.
- 2 The **Document window** displays the active document. The document name is displayed in the document tab at the top of the window. By default, the **Document window** displays in a horizontal **Split view** in the **Extract** workspace (with **Code view** displayed below **Live view**). In this view, the Document window includes the simplified **Document toolbar** along the top and the **Coding toolbar** to the left of the **Code** pane. Different toolbars are visible in the various views and workspaces and they can be shown and hidden by right-clicking on a toolbar.
- 3 The **Tag Selector** allows you to select specific elements within the webpage. As each element is created by code, when you select a tag you are selecting the code associated with that element. This allows you to edit and format the element using the various tools available.
- 4 Dreamweaver includes a range of **panels** to help you monitor and modify your document. For example, the **CSS Designer** panel lists all CSS style sheets and individual styles in your site, the **Files** panel lists the file structure of your website, the **Assets** panel lists all assets such as images in your site, and the **Insert** panel contains tools that let you insert objects such as images and hyperlinks. All available panels are listed in the **Window** menu.

# OPENING A FILE FROM THE WELCOME WINDOW

When you launch Dreamweaver, the **Welcome** window is displayed by default. You can open a Dreamweaver file directly from this window, or if the **Welcome** window is not visible, you can use

the Dreamweaver **File** menu option or the **Files** panel to open a file.

## Try This Yourself:

*Before starting this exercise you MUST ensure that Dreamweaver has started and the Welcome screen is displayed...*

- 1 Click on the **Create** tab at the top of the **Welcome** window to display the options

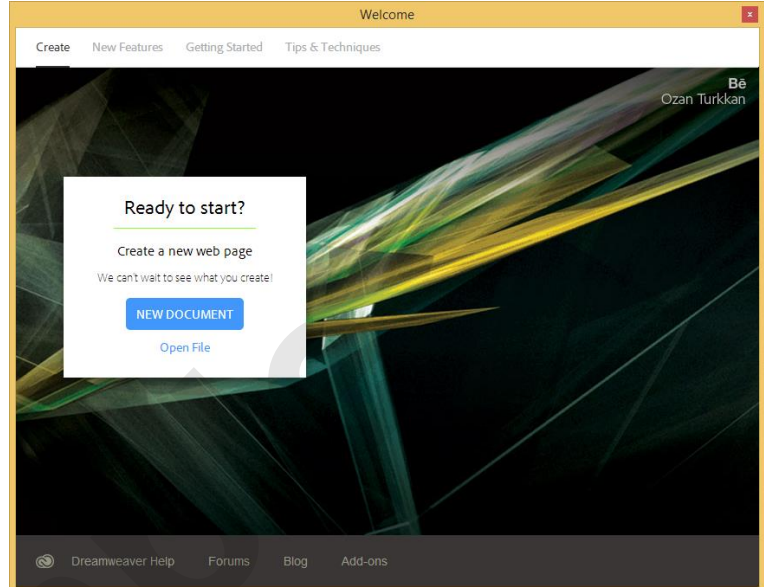
- 2 Click on **Open File** to display the **Open** dialog box

*Dreamweaver automatically navigates to your OneDrive file location, but we want to open a file stored on the computer, not in the Cloud...*

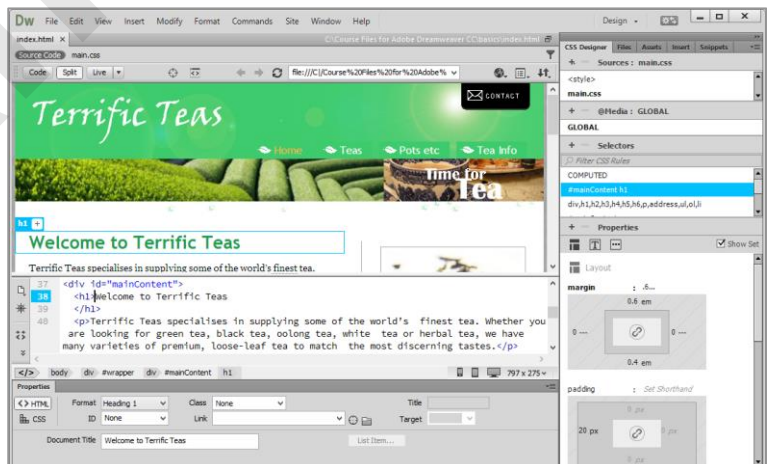
- 3 In the folders pane on the left, locate and click on the **Course Files for Adobe Dreamweaver CC** folder

- 4 In the right pane, double-click on the **basics** folder to open it

- 5 Click on **index.html**, then click on **[Open]** to open the page in a new **Document window** – its tab will be added to the top of the document window



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## For Your Reference...

To **open a file from the Welcome screen**:

1. Click on the **Create** tab at the top of the **Welcome** screen
2. Click on **Open File**
3. Locate and click on the relevant folder
4. Click on the file and click on **[Open]**

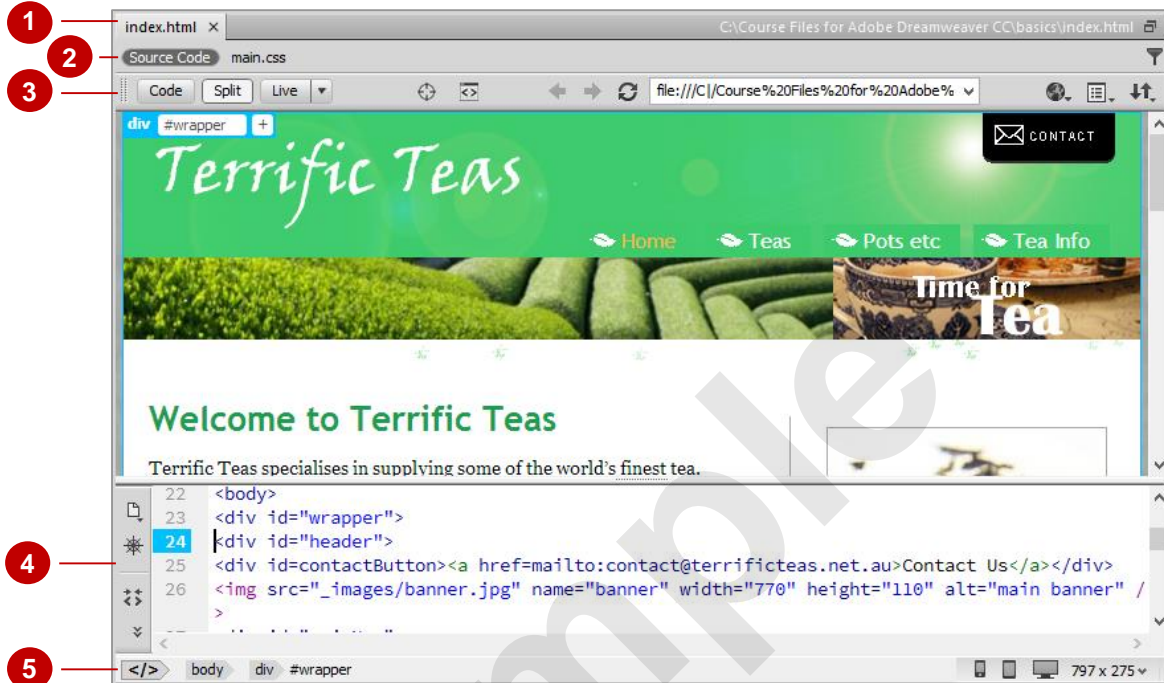
## Handy to Know...

- When the **Welcome** screen is not visible, you can display the **Open** dialog box by selecting **File > Open** or pressing **Ctrl + O**.
- You can open a file by double-clicking on the filename in the **Files** panel.
- Previously opened files will appear in **Open Recent** in the **Welcome** screen.

# UNDERSTANDING THE DOCUMENT WINDOW

The document window represents one portion of the Dreamweaver CC workspace and it is in this window that the contents of open documents are displayed. By default, it typically occupies the

largest portion of the workspace, enabling you to view, build and edit your pages clearly. You can customise the arrangement of elements in the document window to suit your needs.



- 1 The file name of each open document appears in an individual tab at the top of the **Document window**. The path to the active file is shown to the right of the tabs.
- 2 All files related to the open document, such as the CSS file (**main.css**), appear in the related files area between the file name tabs and the **Document** toolbar. The document with the HTML code is labelled **Source Code**.
- 3 The **Document** toolbar provides tools for displaying the document window in various views – **Code** view shows the underlying HTML code; **Split** view (as shown above) divides the window into two horizontal panes with **Code** view displaying below **Live/Design** view, and; **Live** view which acts like a browser letting you test both internal and external links. You can switch **Live** view to **Design** view, which displays the content without the active links. With **Live** view, you can choose to display it in **Split** view (**Code** and **Live**) or turn on **Inspect** mode which lets you see the size, margins and padding of elements as you point to them. The **Document** toolbar also provides tools to preview your page in a browser.  
Toolbars can be hidden and displayed by selecting **View > Toolbars**. The **Standard** toolbar provides tools for editing, printing and saving your work.  
The **Document** and **Standard** toolbars can be floated elsewhere in the workspace by clicking and dragging the toolbar into the workspace and releasing. Double-click on the title bar of the toolbar to dock it again.
- 4 The **Coding** toolbar appears on the left side of the **Code** window. These tools enable you to write and edit the code associated with the page. Click on **Show More** at the bottom of the toolbar to display any hidden tools.
- 5 The document window **status bar** contains a range of tools and options. From left to right, the **Tag selector** displays the hierarchy of the HTML tags surrounding the current selection in the active document. When you click on a tag you will select that tag and its contents. You can set the class or ID attributes for a tag in the tag selector by right-clicking on the tag and selecting class or ID from the menu. **Mobile size**, **Tablet size** and **Desktop size** enable you to quickly select the size of the device that you are designing for. The **Window size** tool offers more predetermined or custom size options for the **Document** window. This feature is not visible in **Code** view.

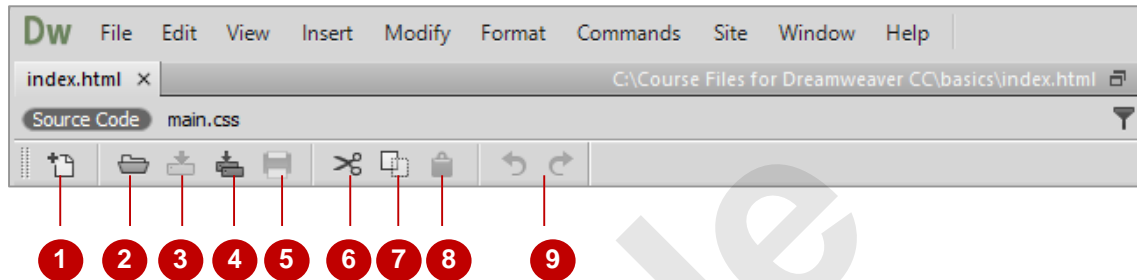
# UNDERSTANDING THE STANDARD TOOLBAR

The **Standard** toolbar appears in the document window but it does not always display by default. It contains a number of tools that allow you to perform basic operations to an open file such as

saving, cutting, pasting and much more. To display the **Standard** toolbar you must have a document window already open.

## The Standard Toolbar

You can display the **Standard** toolbar by selecting **View > Toolbars** then clicking on **Standard** so it appears ticked.



- 1 Click on **New** to display the **New Document** dialog box. In this dialog box you can create all kinds of new documents such as **HTML**, **CSS** and **JavaScript** files. You can also access templates such as **Starter** templates for webpages or **Site** templates for whole websites.
- 2 Click on **Open** to display the **Open** dialog box. Using this dialog box you can navigate to the appropriate folder and select the file or files you wish to open in Dreamweaver.
- 3 Click on **Save** to save any changes you have made to the open file.
- 4 Click on **Save All** to save all open documents.
- 5 Click on **Print Code** to print the code in the open document.
- 6 Click on **Cut** to remove the selected element within the file.
- 7 Click on **Copy** to copy the selected element within the file.
- 8 Click on **Paste** to insert the content that you have either cut or copied from either within the same file or another file.
- 9 Click on **Undo** to undo the last action and click on **Redo** to redo an undone action.