

# DoDEA: Introduction to Macromedia's Dreamweaver 4

## DREAMWEAVER COURSE OBJECTIVES

- Familiarity with the Dreamweaver interface
- Familiarity with Macromedia's Extension Manager
- Setup local/remote Web site
- Create Web Site Homepage
- Fireworks Integration
- Create a site-wide template
- Create Web pages using a Template
- Publish to the Web site
- Check a Web page for Accessibility Issues

## DREAMWEAVER 4 COURSE SPECIFICS:

HTTP Address: \_\_\_\_\_

Student Username: \_\_\_\_\_

Student Password: \_\_\_\_\_

Local Root Folder: \_\_\_\_\_

Web Server Student Folder: \_\_\_\_\_

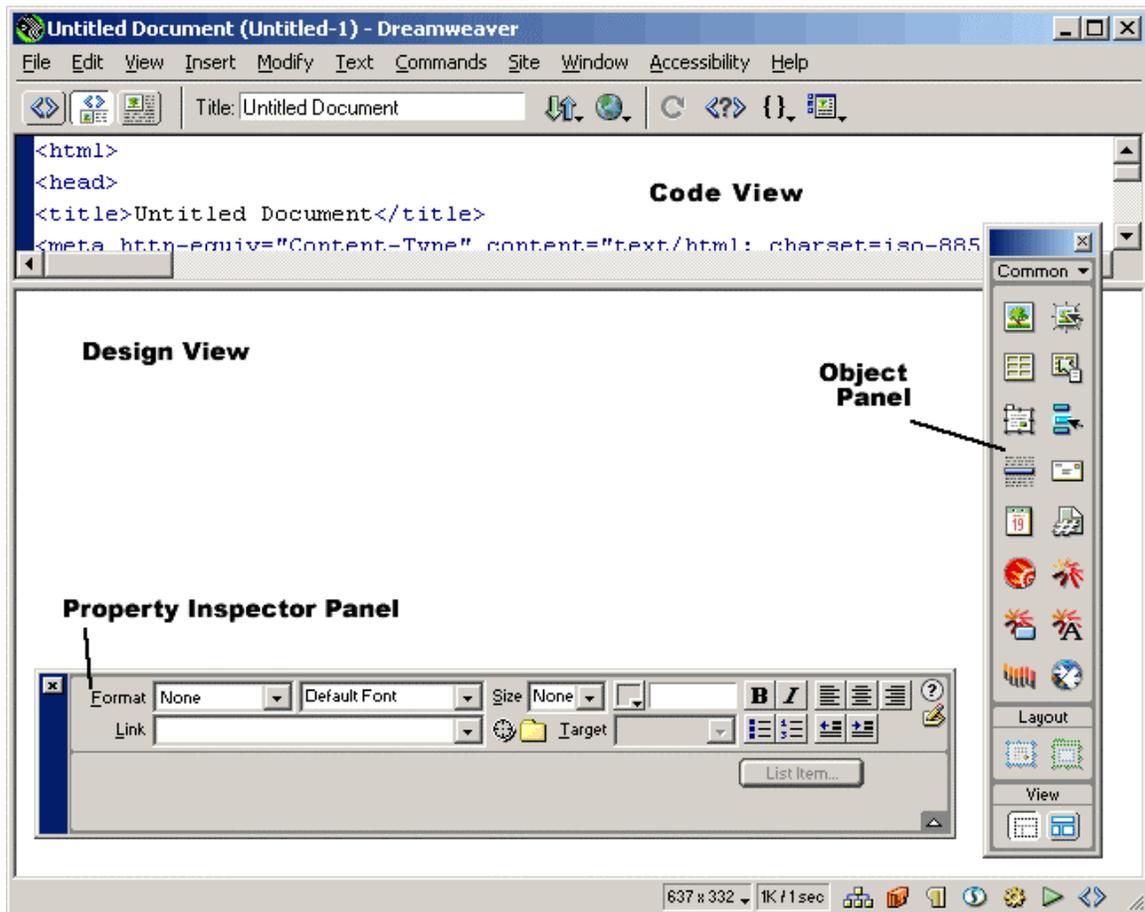
Lynx Installation Path: \_\_\_\_\_

# DoDEA: Dreamweaver 4 Lab Exercises

## Dreamweaver 4, Lab 1 – Web Site Setup

### 1. Start Dreamweaver.

Double-click the Dreamweaver icon or for Windows, click **Start > Programs > Macromedia > Dreamweaver 4**.

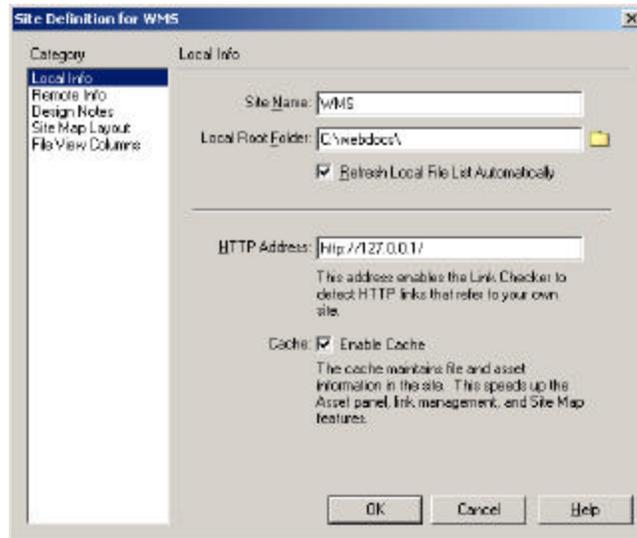


### 2. Define Web Site Parameters.

- a. From the menu bar click **Site > New Site**.
- b. Click **Local Info** in the **Category** text box.
- c. In the **Site Name** text box enter **WMS**.
- d. In the **Local Root Folder** text box, type in the drive letter and folder specified in the **Dreamweaver 4 Course Specifics, Local Root Folder** provided to you earlier (e.g.,

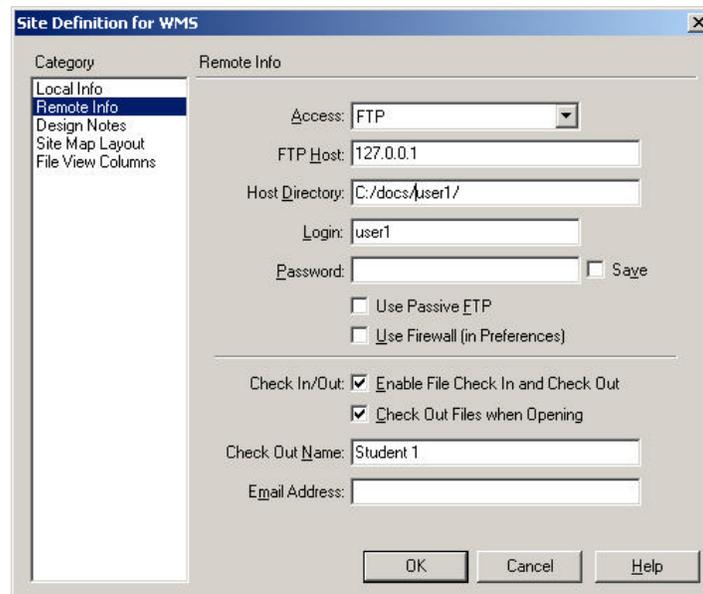
c:\webdocs) or click the folder icon to navigate to the specified folder. Open and select it. (Mac note: Click **Choose**.)

*(Note: When you setup your Web site, the local root folder should already exist on your computer. If not, cancel the Web site setup, create the local root folder on your computer, and start over.)*



e. In the **HTTP Address** text box, add the following additional information to the "http://" as specified in the **Dreamweaver 4 Course Specifics** provided to you earlier. Type in the **HTTP Address**, followed by a **forward slash, "/"**, and then the information in the **Student Username** (e.g., http://192.168.1.1/user1). Accept the defaults, **checked**, for the Refresh Local File List Automatically and Enable Cache.

f. Click **Remote Info** in the **Category** text box.



g. In the **Access Type** pulldown, select **FTP**.

- h. In the **FTP Host** text box, type in the information from the **HTTP Address** (e.g., 192.168.1.1)
- i. In the **Host Directory** text box, type in the **Web Server Student Folder** information.
- j. In the **Login** text box, type in the **Student Username** information. Do not enter the password at this time.
- k. Click the **Check In/Out** checkbox to **check** it. Accept the defaults, **unchecked**, for the Passive FTP and Use Firewall.
- l. In the **Check Out Name** text box, enter your name.
- m. Click **Ok**. Click **Ok** again to the **Create Site Cache** alert box.
- n. If the **Define Sites** window is open, click **Done** or click the **"X"** to close the Site Manager window.

### 3. Exit Dreamweaver.

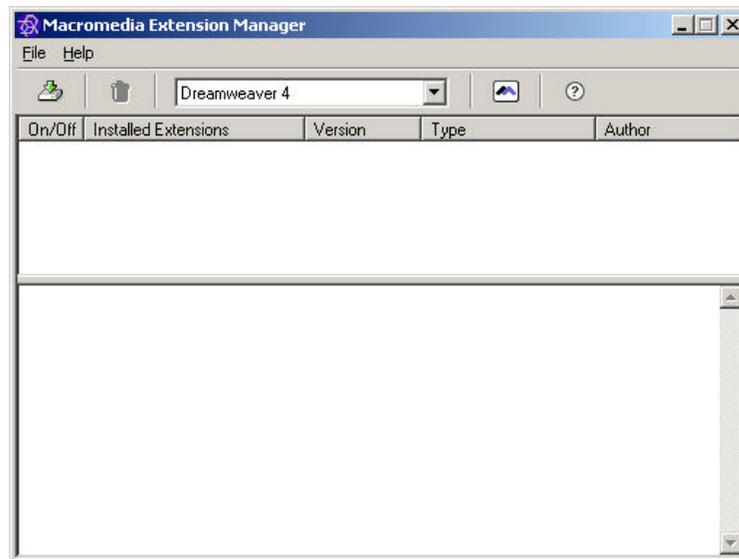
To exit Dreamweaver, from the menu bar, click **File > Exit**.  
(Mac note: **File > Quit**)

## Dreamweaver 4, Lab 2 – Macromedia Extension Manager

### 1. Start Dreamweaver.

### 2. Start Extension Manager.

From the menu bar click **Commands > Manage Extensions**. The Macromedia Extension Manager window will open.



### 3. Install Extensions.

- From the menu bar in the Macromedia Extension Manager window click **File > Install Extension**.
- Navigate to the **/Solution/dw\_ext** folder and click on the first of the three extensions listed.
- Click **Install**.
- Click **Accept** to accept the license agreement.
- Click **Ok** for the successful installation alert box. Usage instructions for the extension will appear in the Extension Manager window.
- Repeat steps **a. – e.** for the remaining two extensions in the folder.
- From the menu bar in the Macromedia Extension Manager window click **File > Exit**.

### 4. Exit Dreamweaver.

The next time you start Dreamweaver your extensions will be available for use. The **508 Accessibility Extension** may display its license agreement in your browser when you restart Dreamweaver. Read the license agreement and close the browser window.

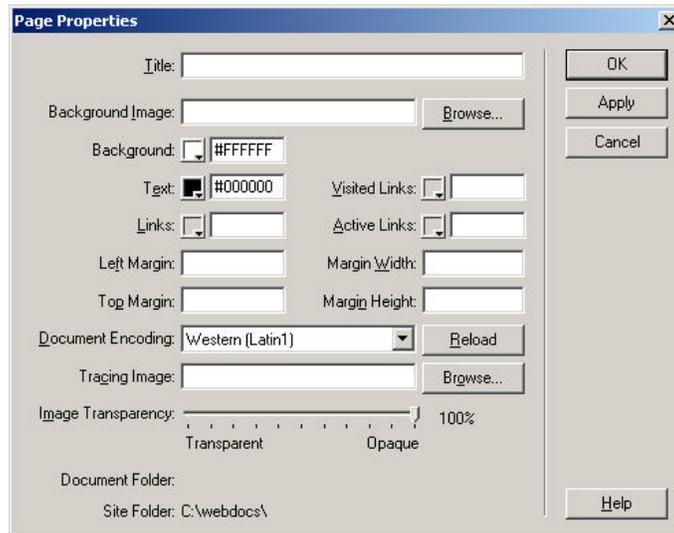
## Dreamweaver 4, Lab 3 – Create the Web Site Index Page

### 1. Start Dreamweaver.

If the Site Manager window does not open when you start Dreamweaver, from the menu bar click **Site > Open Site > WMS**. If the Site Manager window opens with Dreamweaver, simply select the Web site you wish to work with from the **Site** pulldown. For our labs, select **WMS**.

### 2. Page Setup.

- a. In the Untitled Document window, from the menu bar, click **View > Design**.
- b. From the menu bar, click **Modify > Page Properties**.



- c. In the **Title** text box type in **DoDEA: Wuerkruzen Middle School – Homepage**.
- d. In the **Background** text box type in **#FFFFFF** for white or use the color selector box.
- e. In the **Text** text box type in **#000000** (zeroes) for black or use the color selector box.
- f. In the **Links** text box type in **#000099** for dark blue or use the color selector box.
- g. In the **Visited Links** text box type in **#000099** for dark blue or use the color selector box.
- h. Leave all other fields empty with the exception of **Document Encoding**. Leave that pulldown set to **Western**. Click **Apply** and then click **Ok**.
- i. From the menu bar, click **Insert > Head Tags > Meta**.
- j. In the **Value** text box, type in **Author**.
- k. In the large **Content** text box type in your first initial and last name. Click **Ok**.  
(*Hint: If you make a mistake, click **View > Code** and fix the mistake in the HTML source code. Click **View > Design** to switch back to design view.*)
- l. Repeat **i. – k.** for the values of **Designer** and **Approval**.

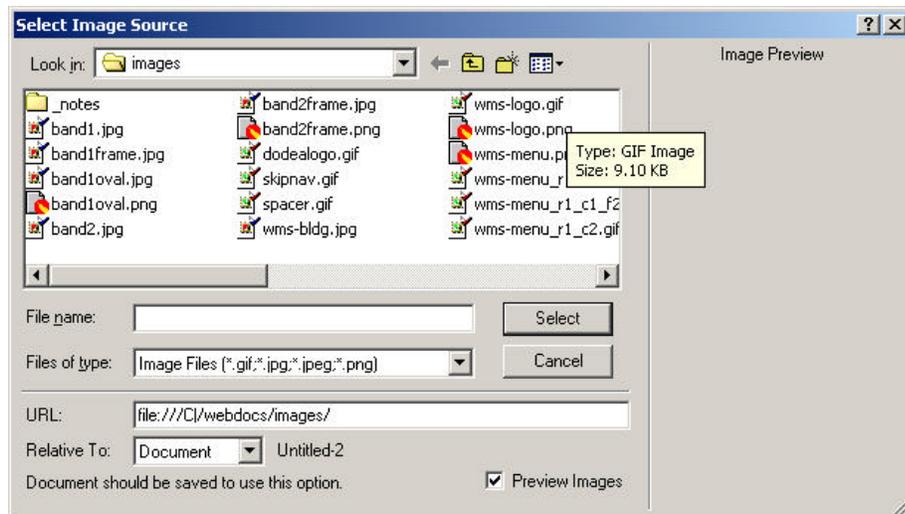
### 3. Insert Image.

a. In the Objects panel, click on the **Insert Image** object tool (1<sup>st</sup> tool, left-hand column) and drag it over onto your empty Web page window.

(**Hint:** If you do not see the Objects panel, click **Window** on the menu bar and click **Objects**.)

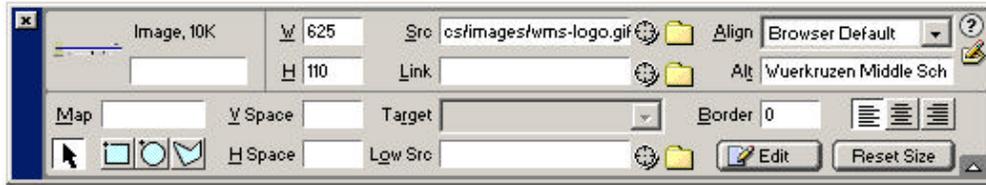


b. Navigate to the **local root folder / images** folder and click on **wms-logo.gif**. Click **Select**. (Mac note: Click **Open**)



c. Click **Ok** to the **Document Relative** alert box.

- d. In the Property Inspector panel, **Alt** text box type in **Wuerkruzen Middle School – Department of Defense Education Activity**.  
(*Hint: If you do not see the Property Inspector panel, click **Window** on the menu bar and click **Properties** .*)



- e. In the **Border** text box type in **0** (zero) and click the **left align** button to the right of the Border text box.  
(*Hint: If you do not see the Border text box, click the small dark gray triangle at the bottom right corner of the Property Inspector panel.*)
- f. Place your cursor below the graphic, click, and press the **<Enter Key>** to "space" down.

#### 4. Save Work in Progress.

Saving the file frequently avoids losing work and allows Dreamweaver to update it link references.

- From the menu bar, click **File > Save As**.
- Navigate to your **local root folder** and type in **index.html**. Click **Save** .

#### 5. Insert Table.

- In the Objects panel, click on the **Insert Table** object tool (2nd down, left-hand column) and drag it over onto your Web page window below the graphic and blank line you just created.
- In the **Insert Table** window enter type in Rows: **3**, Cell Padding: **0** (zero), Columns: **4**, Cell Spacing: **0** (zero), Width: **625**, select **pixels** from the pulldown, and Border: **0** (zero). Click **Ok**.
- Using your cursor, click on the second table cell from the left in the first row and drag the cursor over to the third cell in that row. When the two cells are highlighted, release the mouse button.
- With your cursor in the highlighted cells, **right click**, and click **Table > Merge Cells**.  
(*Hint: If you can not right click, from the menu bar, click **Modify > Table > Merge Cells***)
- Place your cursor in the first cell of the first row and click. In the Property Inspector's **W** (width) text box, type in **20%**. Repeat this step for the last cell in the first row also.  
(*Hint: If you do not see the **W** text box, click the small dark gray triangle at the bottom right corner of the Property Inspector panel.*)

## 6. Insert Graphic.

- a. Using the **Insert Image** tool, click and drag into the area created by the merged cells. Release the mouse button.
- b. Navigate to the *local root folder / images* folder and click on **wms-bldg.jpg**. Click **Select**.
- c. Click **Ok** to the **Document Relative** alert box.
- d. In the Property Inspector panel, **Alt** text box type in **Photograph of School Building**.
- e. In the **Border** text box type in **0** (zero) and click the **center align** button to the right of the Border pulldown.

## 7. Insert Fireworks Code.

- a. In the Objects panel, click on the **Insert Fireworks HTML** tool (6th down, left-hand column) and drag it over into the first cell, first row of the table and release the mouse button.



- b. When the **Insert Fireworks HTML** window opens, click **Browse** to navigate to the *local root folder / images* folder, **wms-menu.htm**, and click **Open** and then **Ok**.

## 8. Adding Links.

- a. In the second cell, second row of the table type in **Barbara Davis, Principal**.
- b. Using your cursor highlight, the words you just entered.
- c. In the Property Inspector, change the font in the pulldown from **Default Font** to **Verdana, Helvetica, Arial**.
- d. Change the size pulldown to **2** and type in the color **#000099** (dark blue). You can also use the color selector to pick a font color.
- e. In the **Vert** pulldown, select **Top**.
- f. Highlight the words **Barbara Davis**. In the Property Inspector, **Link** text box enter **mailto:principal@wms.odedodea.edu** . When you click off the words, you will notice the name is now a hyperlink.
- g. If the third cell in the second row has become very small, place your cursor on the dashed line between the second and third cell. Click and drag to your left until the second and third cells are roughly the same size.
- h. In the third cell, second row of the table type in **Thomas Smith, Asst. Principal**.
- i. Using your cursor highlight, the words you just entered.

- j. In the Property Inspector, change the font in the pulldown from **Default Font** to **Verdana, Helvetica, Arial**.
- k. Change the size pulldown to **2** and type in the color **#000099** (dark blue) and click the **right align** button.
- l. In the **Vert** pulldown, select **Top**.
- m. Highlight the words **Thomas Smith**. In the Property Inspector, **Link** text box enter **mailto:asstprincipal@wms.odedodea.edu** .

## 9. Adding Text.

- a. Using your cursor, click on the second table cell from the left in the last row and drag the cursor over to the third cell in that row. When the two cells are highlighted, release the mouse button.
- b. With your cursor in the highlighted cells, **right click**, and click **Table > Merge Cells**. (*Hint: If you can not right click, from the menu bar, click **Modify > Table > Merge Cells***)
- c. In the cells you just merged, type in the following text:

**On behalf of myself, the Assistant Principal, faculty, and staff, welcome to Wuerkruzen Middle School. We look forward to providing an exemplary educational experience that will inspire and prepare our students for success in a global environment.**
- d. Using your cursor highlight, the block of text you just entered.
- e. In the Property Inspector, change the font in the pulldown from **Default Font** to **Times New Roman**, **Size** pulldown to **3**, type in the color **#000000** (black), click the **I** button for italics, and click the **align center** button.

## 10. Adding Hyperlinks.

- a. Click on the first table cell in the last row.
- b. Type in **Privacy and Security Notice** and press the **<Enter>** key.
- c. Type in **DoDEA Homepage** and press the **<Enter>** key.
- d. In the Objects panel, click on the **Insert Date** tool (5th down, left-hand column) and drag it over into the first cell, last row of the table, below the words DoDEA Homepage, and release the mouse button.
- e. In the Insert Date window, select **[No Day]** for the Day Format, **03/07/1974** for the Date Format, and **[No Time]** for the Time Format.
- f. Click the radio button for **Update Automatically on Save**. Click **Ok**.
- g. Highlight the words **Privacy and Security Notice**, **DoDEA Homepage**, and the **date**.

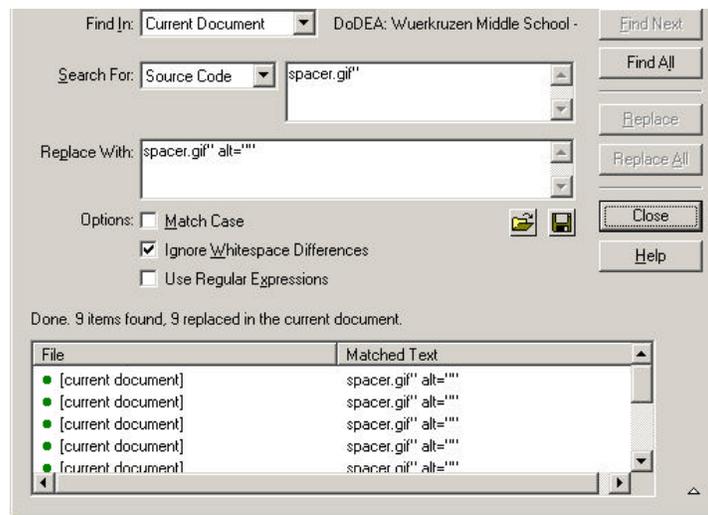
- h. In the Property Inspector, change the font in the pulldown from **Default Font** to **Verdana, Helvetica, Arial**.
- i. Change the **Size** pulldown to **2**, type in the color **#000099** (dark blue), and click the **left align** button.
- j. In the **Vert** pulldown, select **Top**.
- k. Highlight the words **Privacy and Security Notice**. In the Property Inspector, **Link** text box enter **http://www.odedodea.edu/images/disclaim.htm** .  
(Note: This is an absolute hyperlink reference.)
- l. Highlight the words **DoDEA Homepage**. In the Property Inspector, **Link** text box enter **http://www.odedodea.edu**.
- m. Click **File > Save** to save the page. If you did not previously save your Web page, a. From the menu bar, click **File > Save As**. Navigate to your *local root folder* and type in **index.html**. Click **Save**.

## 11. Adjust and Spell Check the Web Page.

- a. Using your cursor, place it on the dashed lines between table cells and rows. Click and drag to adjust cell and row sizes as needed.
- b. From the menu bar, click **Text > Check Spelling**. Using the **Ignore** and **Change** buttons, correct any spelling errors you may have made while you were typing.
- c. Click **Ok** when finished.

## 12. Fix Alt Tags when Using Fireworks HTML.

- a. From the menu bar click **Edit > Find and Replace**.
- b. Set the **Find In:** pulldown to **Current Document**.
- c. Set the **Search For:** pulldown to **Source Code** and in the text box to the right type in **spacer.gif**" (Do not forget the ending double quotation mark).
- d. In the **Replace With:** text box type in **spacer.gif" alt=""** (two double quotation marks with nothing in between).
- e. Click **Replace All**. Click **Ok** to the replacement warning and click **Close** when finished. If a Code Inspector window opens, you can close it too.
- f. From the menu bar click **File > Save**.



### 13. Preview the Web Page.

- a. From the menu bar, click **File > Preview in Browser**.
- b. Select one of the browsers listed. If no browser is listed, click **Edit Browser List** and click the **+** sign. Type in a name and navigate on the hard drive to where a browser is located. Click the program file and click **Open**. Click **Ok**.
- c. When finished viewing the page, close the browser.

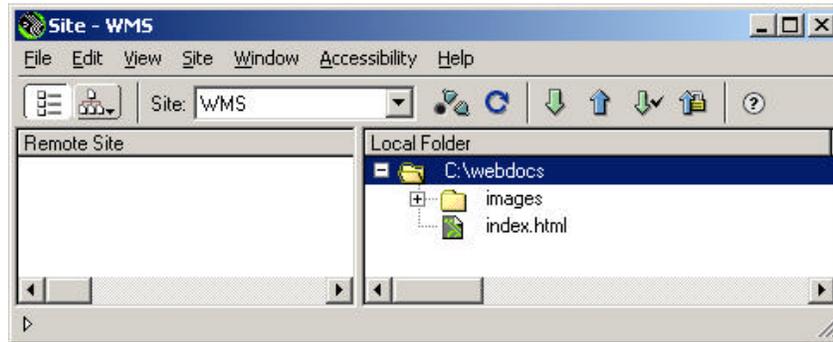
### 14. Exit Dreamweaver.



## Dreamweaver 4, Lab 4 – Publish Web Site Files

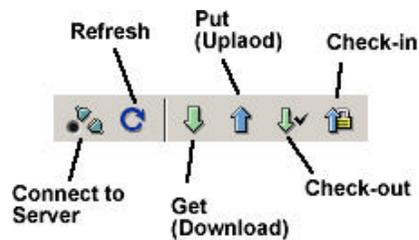
### 1. Start Dreamweaver.

Go to the Site Manager window and select the Web site you wish to work with from the **Site** pulldown. If WMS is not already selected, select **WMS**. (Mac note: If the Site Definition window opens, click **Ok** to continue.)



### 2. Upload files.

a. Click the **index.html** file in the Local Folder side of the Window and click the **Check-In** icon. Anytime you are prompted to enter your password, type in your **Student Password** and click **Ok**. This is required to complete the connection to the Web Server



b. Since this is the first time these files are being sent to the web server, when prompted to include **Dependent Files**, click **Yes**. The files including all the required graphic files you built earlier will be transferred to the Web server.

c. Click the Netscape Navigator or MS Internet Explorer icon on the desktop or for Windows, click **Start > Programs > Netscape Communicator** or **Internet Explorer**.

d. In the browser window, **Netsite** or **Address** text box type in **http://** followed by the **HTTP Address**, a forward slash "/", and your **Student username**. You should see your WMS Homepage displayed.

### 3. Make a Change to a Web Page.

a. Return to the Site Manager Window. Click on the **index.html** page in either the local or remote site folder window. Click on the **Check-out** icon.

b. When prompted to **Include Dependent Files**, click **No**. You will see a checkmark appear next to the file's name.

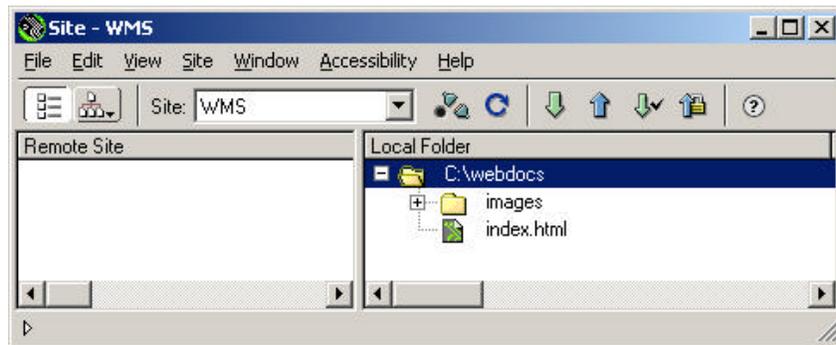
- c. Click on the scroll bar at the bottom of the Site Manager window and **scroll right**. You should see you have the index.html file "checked-out" by you.
- d. Double click the **index.html** file to open it up in Dreamweaver.
- e. Highlight the name of the Assistant Principal and change it to whatever name you choose (e.g., James Dean).
- f. From the menu bar click, **File > Save**.
- g. Go to the **Site Manager** window and in the **Local Folder** window, click the **index.html** file, and click the **Check-in** icon. Your updated Web page will be transferred to the Web Server. When prompted to **Include Dependent Files**, click **No** since we made no additions or changes to the Web page graphics or scripts.
- h. Open your browser window and click **Reload** or **Refresh**. If you closed your browser complete steps c. – d. again to restart it.
- i. Close the browser window. Click the **"X"** at the top corner of the window or, from the menu bar, click **File > Exit, Close**, or **Quit**.

#### **4. Exit Dreamweaver.**

## Dreamweaver 4, Lab 5 – Building a Web Site Template

### 1. Start Dreamweaver.

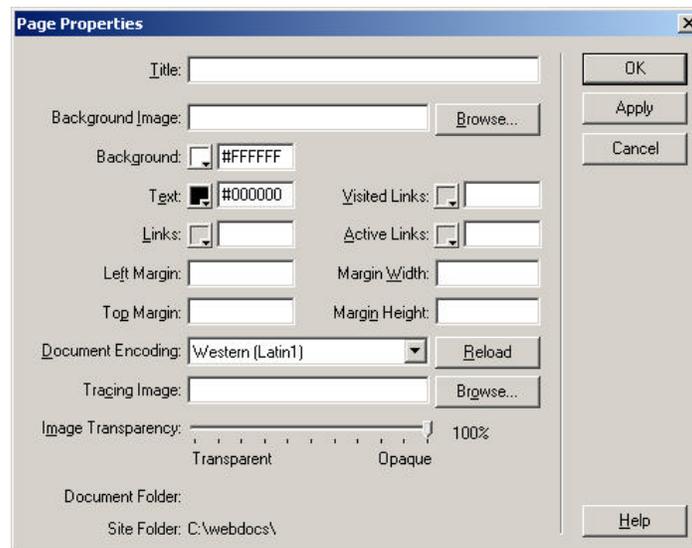
Go to the Site Manager window and select the Web site you wish to work with from the **Site** pulldown. If not selected, select **WMS**.



### 2. Page Setup.

a. In the Untitled Document window, from the menu bar, click **View > Design**.  
(*Hint: If there is no Untitled Document window available, from the Site Manager menu bar, click **File > New**.*)

b. From the menu bar, click **Modify > Page Properties**.



c. In the **Title** text box type in **DoDEA: Wuerkruzen Middle School**.

d. In the **Background** text box type in **#FFFFFF** for white or use the color selector box.

e. In the **Text** text box type in **#000000** (zeroes) for black or use the color selector box.

f. In the **Links** text box type in **#000099** for dark blue or use the color selector box.

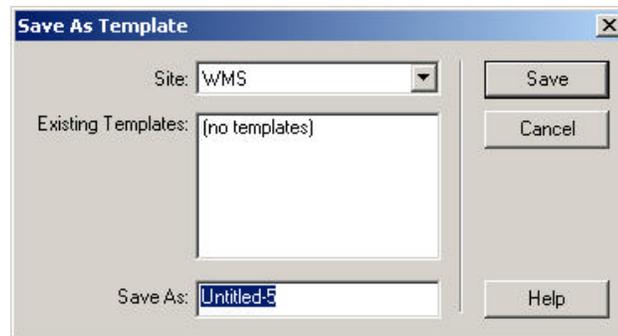
- g. In the **Visited Links** text box type in **#000099** for dark blue or use the color selector box.
- h. Leave all other fields empty with the exception of **Document Encoding**. Leave that pulldown set to **Western**. Click **Apply** and then click **Ok**.
- i. From the menu bar, click **Insert > Head Tags > Meta**.
- j. In the **Value** text box, type in **Author**.
- k. In the large **Content** text box type in your first initial and last name. Click **Ok**.
- l. Repeat **i. – k.** for the values of **Designer** and **Approval**.

### 3. Insert Fireworks Code.

- a. In the Objects panel, click on the **Insert Fireworks HTML** tool (6th down, left-hand column), drag it onto the blank Web page, and release the mouse button.
- b. When the **Insert Fireworks HTML** window opens, click **Browse** and navigate to the **local root folder / images** folder, select **wms-top.htm**, and click **Open** and then **Ok**.
- c. Press the **<Right>** arrow key to deselect the Fireworks object and press the **<Enter>** key to space down.
- d. Click on the graphic just placed. In the Property Inspector panel, **Alt** text box type in **Wuerkruzen Middle School – Department of Defense Education Activity**.

### 4. Save File as a Site Template.

- a. Click **File > Save As Template**.



- b. If not selected, select **WMS** from the **Site:** pulldown.
- c. In the **Save As:** text box, type in **basic** and click **Save**.

## 5. Making an Editable Region.

- a. From the menu bar, click **Modify > Templates > New Editable Region**.
- b. In the New Editable Region window, **Name** text box, type in **Page Title** and click **Ok**.
- c. With the words **{Page Title}** highlighted, use the Property Inspector panel to change the text attributes as follows:

Font pulldown: **Verdana, Arial, Helvetica**

Size pulldown: **3**

Color selector: **Black #000000**

Bold button: **Pressed In**

- d. Press the **<Right>** arrow key to deselect the editable region and press the **<Enter>** key to space down.

## 6. Insert Table.

- a. In the Objects panel, click on the **Insert Table** object tool (2nd down, left-hand column) and drag it over onto your Web page window below the graphic and blank link you just created.
- b. In the **Insert Table** window enter type in Rows: **1**, Cell Padding: **5**, Columns: **2**, Cell Spacing: **0** (zero), Width: **625**, select **pixels** from the pulldown, and Border: **0** (zero). Click **Ok**.
- e. Place your cursor in the first cell of the first row and click. In the Property Inspector's **W** (width) text box, type in **20%**.  
*(Hint: If you do not see the **W** text box, click the small dark gray triangle at the bottom right corner of the Property Inspector panel.)*

## 7. Insert Fireworks Code.

- a. In the Objects panel, click on the **Insert Fireworks HTML** tool (6th down, left-hand column) and drag it over into the first cell of the table and release the mouse button.
- b. When the **Insert Fireworks HTML** window opens, click **Browse**, navigate to the **local root folder / images** folder, select **wms-menu.htm**, and click **Open** and then **Ok**.

## 8. Insert Skip Navigation Accessibility.

- a. Place your cursor in the second cell of the table and click.
- b. From the menu bar, click **Insert > Invisible Tags > Named Anchor**.  
*(Hint: You can also click the Object Tools Panel pulldown and select **Invisibles**. Click the Insert Named Anchor object (top, left-hand column).)*
- c. When the Insert Named Anchor window opens, type in **skipnav** in the **Anchor Name:** text box. Click **Ok**.

- d. Click in the cell, but off of the named anchor icon. Using the Property Inspector panel set the **Vert** pulldown to **Top**.
- e. From the menu bar, click **View > Code** to see the HTML code for the template Web page.

```

25 if (!(x=d[n]) && d.all) x=d.all[n]; for (i=0; !x&&i<d.forms.length;i++) x=d.forms[i][n];
26 for (i=0; !x&&i<d.layers.length;i++) x=MN_findObj(n,d.layers[i].document);
27 if (!x && d.getElementById) x=d.getElementById(n); return x;
28 )
29
30 function MN_swapImage() { //v3.0
31 var i,j=0,x,a=MN_swapImage.arguments; document.MN_ar=new Array; for (i=0;i<(a.length-2)
32 if (|x=MN_findObj(a[i])| !=null) (document.MN_ar[j++]|=x; if (!x.oSrc) x.oSrc=x.src; x.sr
33 )
34 //-->
35 </script>
36 </head>
37
38 <body bgcolor="#FFFFFF" text="#000000" vlink="#000099" alink="#000099" onLoad="MN_preloa
39 <p>
42 <p><!-- #BeginEditable "Page120Title" --><font face="Verdana, Arial, Helvetica, sans-ser
43 Title</b></font></font><!-- #EndEditable --></p>
44 <table width="625" border="0" cellspacing="0" cellpadding="5">
45 <tr>
46 <td width="20">
47 <table border="0" cellpadding="0" cellspacing="0" width="121">
48 <!-- fvttable fsrc="vms-menu.png" fbase="vms-menu.gif" fstyle="Dreamweaver" fo
49 <tr>
50 <td></td>
51 <td></td>
52 <td></td>

```

- f. Place your cursor on the beginning of the line (#39) just below the **<body bgcolor="#...** line, click, and press the **<Enter>** key to space down.
- g. On the blank line you just created by pressing the **<Enter>** key, type in the following, all on one line.

**<A HREF="#skipnav"></A>**

- h. From the menu bar, click **View > Design** to switch back to the design view.

## 9. Making another Editable Region.

- a. Place your cursor in the second cell and click.
- b. From the menu bar, click **Modify > Templates > New Editable Region**.
- c. In the New Editable Region window, **Name:** text box, type in **content** and Click **Ok**.

d. With the word **{content}** highlighted, use the Property Inspector panel, change the text attributes as follows:

Font pulldown: **Verdana, Arial, Helvetica**  
Size pulldown: **2**  
Color selector: **Black #000000**  
Bold button: **Unpressed**

## 10. Adding Web Page Date.

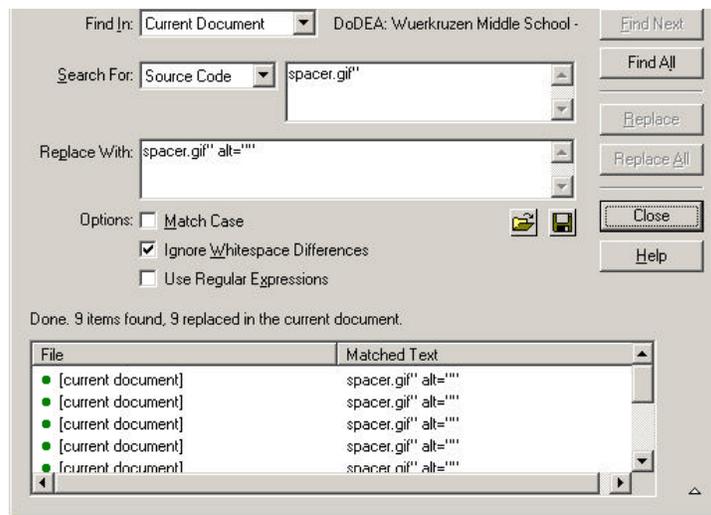
- a. Using your cursor, click below the table.
- b. In the Objects panel, click on the **Insert Date** tool (5th down, left-hand column) and drag it over **below** the first cell of the table and release the mouse button.



- e. In the Insert Date window, select **[No Day]** for the Day Format, **03/07/1974** for the Date Format, and **[No Time]** for the Time Format.
- f. Click the radio button for **Update Automatically on Save**. Click **Ok**.
- g. If needed, highlight the block of date text with your cursor.
- h. From the menu bar, click **Text > Font > Verdana, Arial, ...**.
- i. From the menu bar, click **Text > Font > Size > 1**.

## 11. Fix Alt Tags when Using Fireworks HTML.

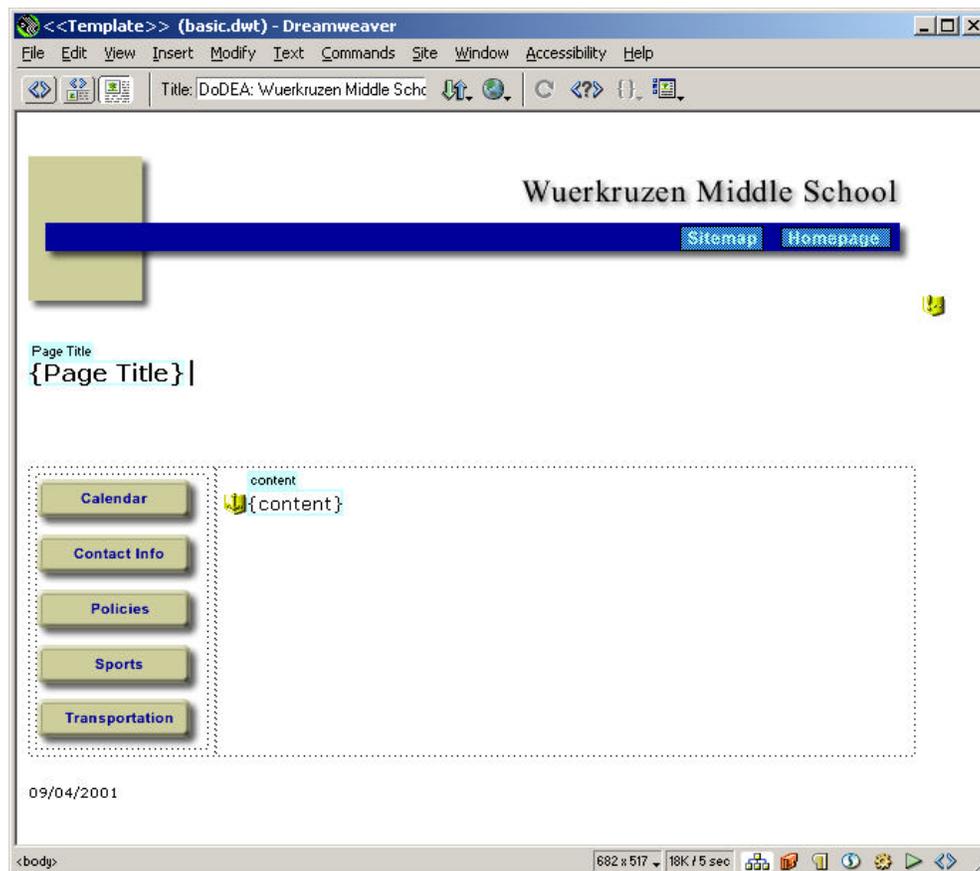
- a. From the menu bar click **Edit > Find and Replace**.
- b. Set the **Find In:** pulldown to **Current Document**.
- c. Set the **Search For:** pulldown to **Source Code** and in the text box to the right type in **spacer.gif"** (Do not forget the ending double quotation mark).
- d. In the **Replace With:** text box type in **spacer.gif" alt=""** (two double quotation marks with nothing in between).
- e. Click **Replace All**. Click **Ok** to the replacement warning and click **Close** when finished. If a Code Inspector window opens, you can close it too.
- f. From the menu bar click **File > Save**.



## 12. Preview the Web Page.

- a. From the menu bar, click **File > Preview in Browser**.
- b. Select one of the browsers listed.
- c. When finished viewing the page, close the browser.

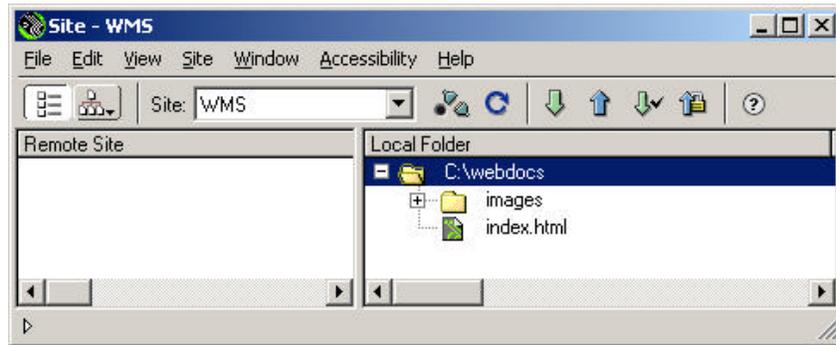
## 13. Exit Dreamweaver.



## Dreamweaver 4, Lab 6 – Building a Web Page from a Site Template

### 1. Start Dreamweaver.

Go to the Site Manager window and select the Web site you wish to work with from the **Site** pulldown. For our lab, select **WMS**.



### 2. Open a New Web Page.

- From the Site Manager window menu bar, click **File > New from Template**.
- In the Select Template window, **Templates:** text box, click **basic**. Make sure the checkbox for **Update Page when Template Changes** is **checked**.
- Click **Select**.

### 3. Update the Web Page.

- Highlight the words **{Page Title}** in the Page Title editable region.
- Type in **Contact Info**.
- Highlight the word **{content}** in the Content editable region and press the **<Delete>** Key.
- Click on the Insert Table object (2<sup>nd</sup> down, left-hand column) and drag it into the Content editable region.
- In the **Insert Table** window enter type in Rows: **1**, Cell Padding: **5**, Columns: **2**, Cell Spacing: **0** (zero), Width: **500**, select **pixels** from the pulldown, and Border: **0** (zero). Click **Ok**.

#### 4. Add text.

- a. In the first cell of the table you just added type in the following text:  
*(Hint: Use <Enter> key to double space <P> tag and <Shift-Enter> key combination to single space <BR> tag.)*

##### **Mailing Address**

**Wuerkruzen Middle School  
PSC 485 BOX 99  
FPO AP 96321-0099**

- b. In the second cell of the table type in:

##### **Telephone Numbers**

**Main Office:  
Local DSN: 712-5434  
Commercial: 011-82-55-540-5434  
Fax: Local DSN: 712-5435**

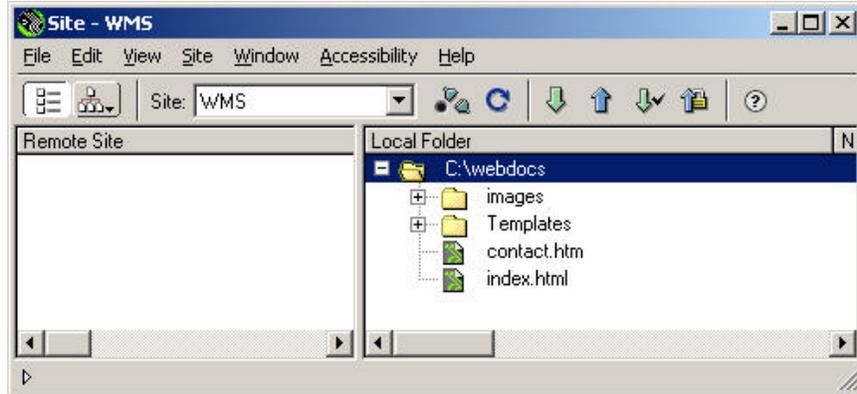
**Athletic Director:  
Local DSN: 712-5422  
Commercial: 011-82-55-540-5422**

**Music Director:  
Local DSN: 712-5445  
Commercial: 011-82-55-540-5445**

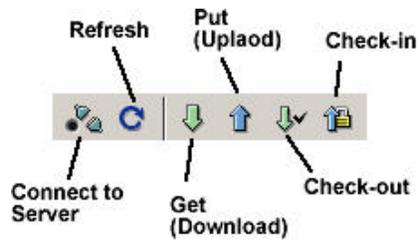
- c. Change the font, size, color and formatting as you want using the Property Inspector panel.
- d. Select both cells and change the **Vert** pulldown to **Top**.

#### 5. Save Web Page and Publish.

- a. From the menu bar, click **File > Save As**.
- b. Navigate to your **local root folder** and type in **contact.htm**. Click **Save**.
- c. Go to the Site Manager window.



d. Click the **contact.htm** file in the Local Folder side of the Window and click the **Check-In** icon. Anytime you are prompted to enter your password, type in your **Student Password** and click **Ok**. This is required to complete the connection to the Web Server



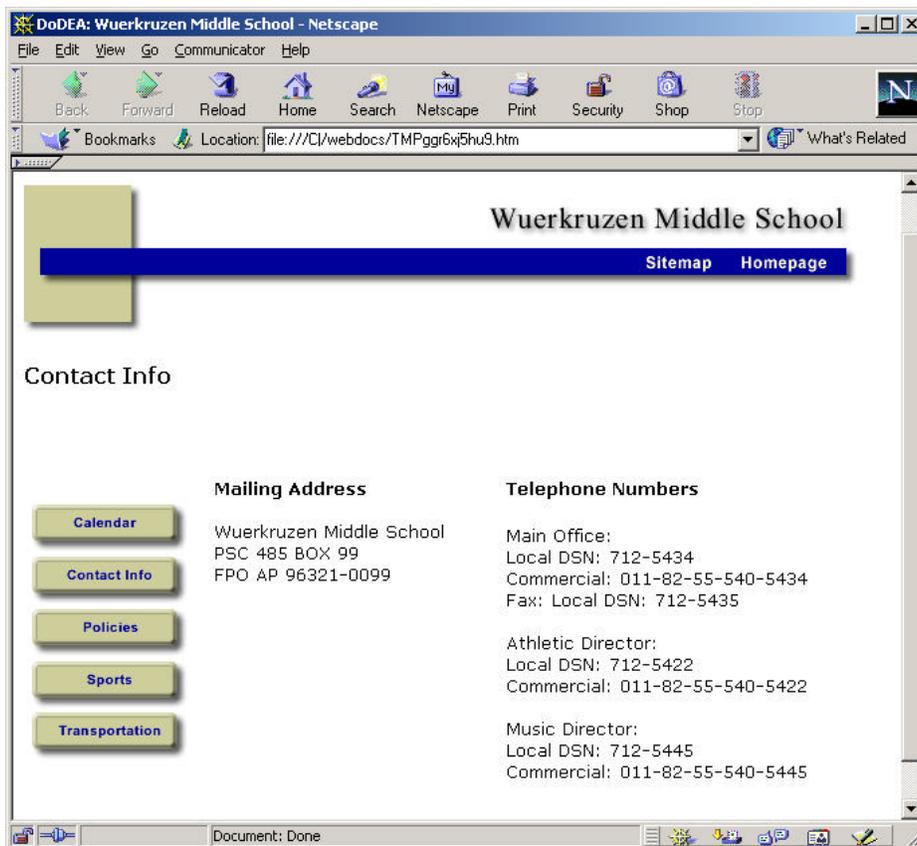
e. Since this is the first time these files are being sent to the web server, when prompted to include **Dependent Files**, click **Yes**. The files including all the required graphic files you built earlier will be transferred to the Web server.

f. Click the Netscape Navigator or MS Internet Explorer icon on the desktop or for Windows, click **Start > Programs > Netscape Communicator** or **Internet Explorer**.

g. In the browser window, **Netsite** or **Address** text box type in **http://** followed by the **HTTP Address**, a forward slash "/", and your **Student username**. You should see your WMS Homepage displayed. Click the **Contact Info** button.

h. When finished viewing the page, close the browser.

## 6. Exit Dreamweaver.



## Dreamweaver 4, Lab 7 – Building a Web Page from a Site Template (2)

### 1. Start Dreamweaver.

Go to the Site Manager window and select the Web site you wish to work with from the **Site** pulldown. If WMS is not selected, select **WMS**.

### 2. Open a New Web Page.

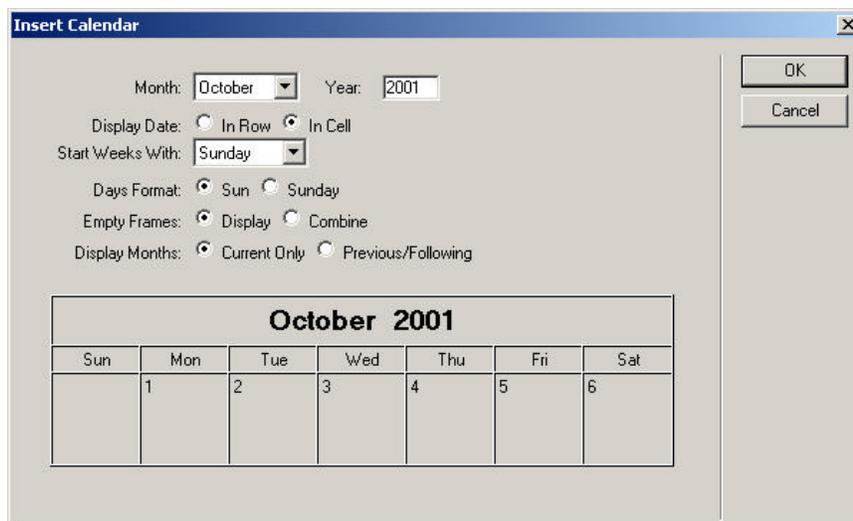
- From the Site Manager window menu bar, click **File > New from Template**.
- In the Select Template window, **Templates:** text box, click **basic**. Make sure the checkbox for **Update Page when Template Changes** is **checked**.
- Click **Select**.

### 3. Update the Web Page.

- Highlight the words **{Page Title}** in the Page Title editable region.
- Type in **Calendar**.
- Highlight the word **{content}** in the Content editable region and press the **<Delete>** Key.

### 4. Using the Calendar Extension.

- From the menu bar, click **Insert > Calendar**.
- In the Insert Calendar window set the **Month:** pulldown to **October**, **Year:** pulldown to **2001**, **Display Dates:** radio button to **In Cell**. Leave the other options set to the defaults: Start Weeks With: **Sunday**, Days Format: **Sun**, Empty Frames: **Display**, and Display Months: **Current Only**.
- Click **Ok**.



d. Using your cursor, highlight all the cells in the calendar table and using the Property Inspector panel, change the text's attributes as follows:

Font pulldown: **Verdana, Arial, Helvetica**  
Size pulldown: **2**  
Color selector: **Black #000000**  
Bold button: **Unpressed**

e. Highlight the month and year text and change it's font properties to:

Font pulldown: **Verdana, Arial, Helvetica**  
Size pulldown: **3**  
Color selector: **Dark Blue #000099**  
Bold button: **Pressed in**

f. Place your cursor in the first row (month and year) and click. Click the color selector box next to the **Bg** field. Using the eye dropper cursor, place it over the clay color in the menu button background and click.

g. Click in the cell for October 5<sup>th</sup> and type in – **Band Concert 1930 hrs** next to the 5.

h. Highlight the text entered in the previous step and set the font properties in the Property Inspector panel as follows:

Font pulldown: **Verdana, Arial, Helvetica**  
Size pulldown: **1**  
Color selector: **Black #000000**  
Bold button: **Unpressed**  
Link pulldown type in: **band2001.htm**

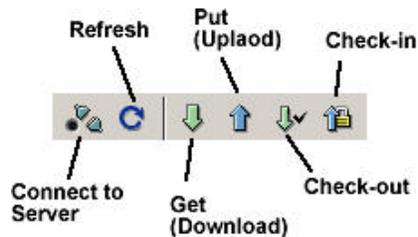
## 5. Save Web Page and Publish.

a. From the menu bar, click **File > Save As**.

b. Navigate to your *local root folder* and type in **calendar.htm**. Click **Save**.

c. Go to the Site Manager window.

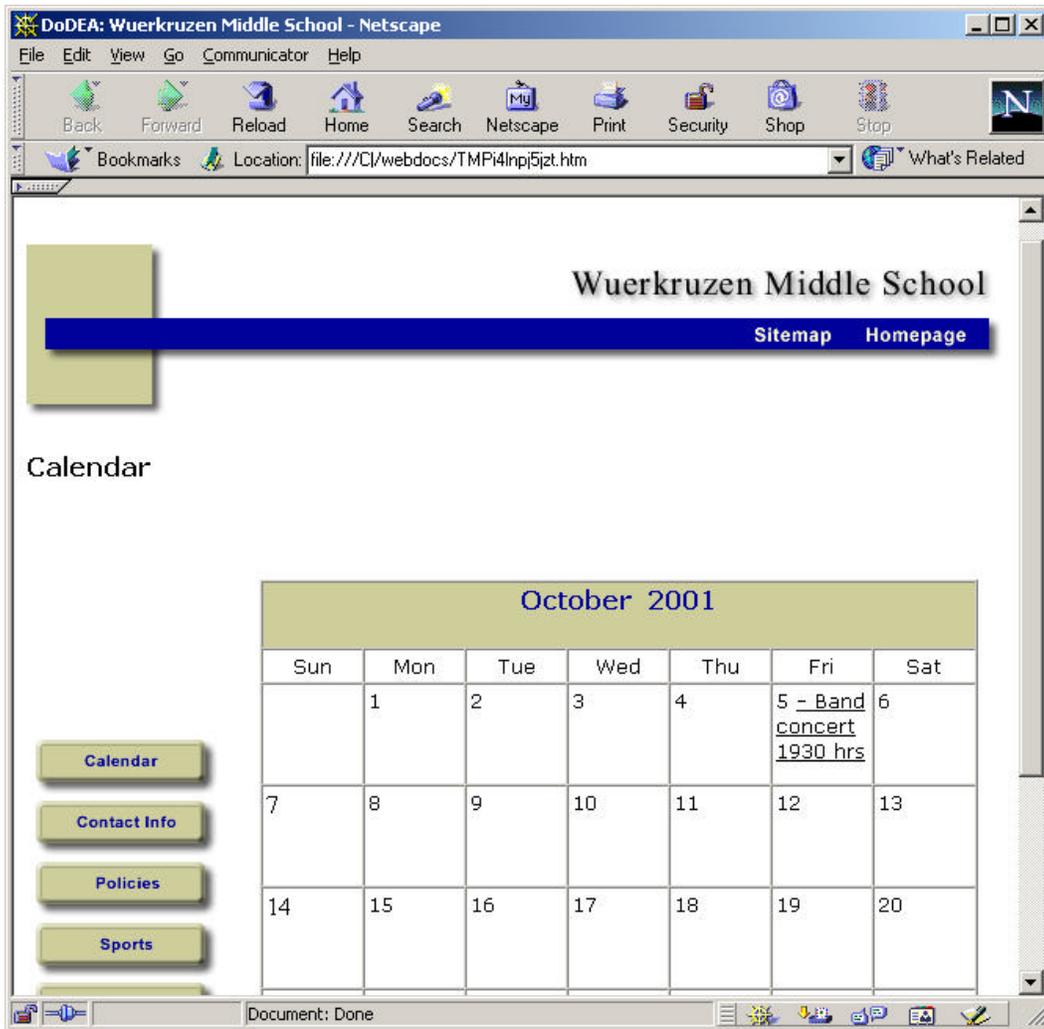
d. Click the **calendar.htm** file in the Local Folder side of the Window and click the **Check-In** icon. Anytime you are prompted to enter you password, type in your **Student Password** and click **Ok**. This is required to complete the connection to the Web Server



e. Since this is the first time these files are being sent to the web server, when prompted to include **Dependent Files**, click **Yes**. The files including all the required graphic files you built earlier will be transferred to the Web server.

- f. Click the Netscape Navigator or MS Internet Explorer icon on the desktop or for Windows, click **Start > Programs > Netscape Communicator** or **Internet Explorer**.
- g. In the browser window, **Netsite** or **Address** text box type in **http://** followed by the **HTTP Address**, a forward slash "/", and your **Student username**. You should see your WMS Homepage displayed. Click the **Calendar** button.
- h. When finished viewing the page, close the browser.

## 6. Exit Dreamweaver.



## Dreamweaver 4, Lab 8 – Building a Web Page from a Site Template (3)

### 1. Start Dreamweaver.

Go to the Site Manager window and select the Web site you wish to work with from the **Site** pulldown. For our lab, select **WMS**.

### 2. Open a New Web Page.

- a. From the Site Manager window menu bar, click **File > New from Template**.
- b. In the Select Template window, **Templates:** text box, click **basic**. Make sure the checkbox for **Update Page when Template Changes** is **checked**.
- c. Click **Select**.

### 3. Update the Web Page.

- a. Highlight the words **{Page Title}** in the Page Title editable region.
- b. Type in **Band Concert**.
- c. Highlight the word **{content}** in the Content editable region and press the **<Delete>** Key.

### 4. Inserting a Graphic.

- a. Using the **Insert Image** tool (top, left-hand column), click and drag into the Content editable area. Release the mouse button.
- b. Navigate to the **local root folder / images** folder and click on either **band1oval.jpg** or **band2frame.jpg**. Click **Select**. (Mac note: Click **Open**.)
- c. Click **Ok** to the **Document Relative** alert box.
- d. In the Property Inspector panel, **Alt** text box type in **Photograph of Concert Band Playing**.
- e. In the **Border** text box type in **0** (zero) and click the **left align** button to the right of the Border textbox.

## 5. Inserting Text.

- a. Next to the photograph you just placed, type in:

**On October 5, 2001, the Wuerkruzen Middle School Concert Band will perform at 1930 hours in the school auditorium. The group will perform several new arrangements of old scores. Even though they've only practiced together for a short time, the group is guaranteed to provide an evening of eclectic entertainment.**

- b. Highlight the text you just entered and change the font properties to:  
Font pulldown: **Verdana, Arial, Helvetica**  
Size pulldown: **2**  
Color selector: **Black #000000**  
Bold button: **Unpressed**
- c. Click on the photograph. In the Property Inspector panel, change the **Align:** pulldown to **Left**.

## 6. Save Web Page and Publish.

- a. From the menu bar, click **File > Save As**.
- b. Navigate to your *local root folder* and type in **band2001.htm**. Click **Save**.
- c. Go to the Site Manager window.
- d. Click the **band 2001.htm** file in the Local Folder side of the Window and click the **Check-In** icon. Anytime you are prompted to enter your password, type in your **Student Password** and click **Ok**. This is required to complete the connection to the Web Server
- e. Since this is the first time these files are being sent to the web server, when prompted to include **Dependent Files**, click **Yes**. The files including all the required graphic files you built earlier will be transferred to the Web server.
- f. Click the Netscape Navigator or MS Internet Explorer icon on the desktop or for Windows, click **Start > Programs > Netscape Communicator** or **Internet Explorer**.
- g. In the browser window, **Netsite** or **Address** text box type in **http://** followed by the **HTTP Address**, a forward slash "/", and your **Student username**. You should see your WMS Homepage displayed. Click the **Calendar** button and click the **Band Concert** hyperlink.
- h. When finished viewing the page, close the browser.

## 7. Exit Dreamweaver.

DoDEA: Wuerkruzen Middle School - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: file:///C:/webdocs/TMPintzqj5knf.htm What's Related

# Wuerkruzen Middle School

[Sitemap](#) [Homepage](#)

## Band Concert

On October 5, 2001, the Wuerkruzen Middle School Concert Band will perform at 1930 hours in the school auditorium. The group will perform several new arrangements of old scores. Even though they've only practiced together for a short time, the group is guaranteed to provide an evening of eclectic entertainment.



- [Calendar](#)
- [Contact Info](#)
- [Policies](#)
- [Sports](#)
- [Transportation](#)

Document: Done

## Dreamweaver 4, Lab 9 – Synchronizing Template Hyperlinks

### 1. Start Dreamweaver.

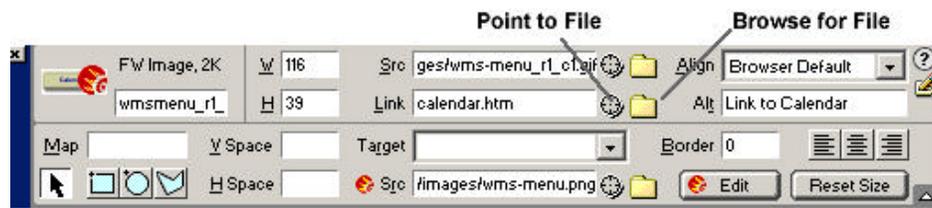
Go to the Site Manager window and select the Web site you wish to work with from the **Site** pulldown. If not selected, select **WMS**.

### 2. Open the Template.

- a. Click **File > Open**.
- b. Navigate to the **local root folder / Templates** and select **basic.dwt**.
- c. Click **Open**. If prompted to **Check Out** the file, click **Check Out** and type in your username password if requested.

### 3. Synchronize Fireworks HTML Links.

- a. Click on the **Calendar** menu button in the Template window.



- b. In the Property Inspector Panel, click on the **Browse for File** icon next to the **Link** text box. Navigate to the **local root folder** and click on the file, **calendar.htm**. In the **Relative To:** pulldown, select **Document**. Click **Select**. (Mac note: Click **Open**).

**OR**

Arrange the Site Manager window and Template window so you can see both. In the Property Inspector Panel, click on the **Point to File** icon next to the **Link** text box and drag the arrow cursor over the **calendar.htm** file name in the Site Manager, Local Folder window. Release the mouse button.

- c. Click on the **Contact Info** menu button.
- d. In the Property Inspector Panel, click on the **Browse for File** icon next to the **Link** text box. Navigate to the **local root folder** and click on the file, **contact.htm**. In the **Relative To:** pulldown, select **Document**. Click **Select**.
- e. Click on the **Homepage** Hotspot area.
- f. In the Property Inspector Panel, click on the **Browse for File** icon next to the **Link** text box. Navigate to the **local root folder** and click on the file, **index.html**. In the **Relative To:** pulldown, select **Document**. Click **Select**.

#### 4. Save Template and Update.

- a. From the menu bar click **File > Save**.
- b. When prompted to **Update all Documents that use this Template**, click **Yes**. (Mac note: When prompted to Update Template Files, click **Update**.)
- c. When the file update has finished, click **Close**.
- d. Open the Site Manager Window and **Check in** all the files that were updated. If prompted to Check Out file click, **Yes to All**.  
(*Hint: You can use **click** and **shift-click** to select a range of files or **click** and **ctrl-click** to select a specific set of files.*)

#### 5. Test the Web Site.

- a. Click the Netscape Navigator or MS Internet Explorer icon on the desktop or for Windows, click **Start > Programs > Netscape Communicator** or **Internet Explorer**.
- b. In the browser window, **Netsite** or **Address** text box type in **http://** followed by the **HTTP Address**, a forward slash "/", and your **Student username**. You should see your WMS Homepage displayed. Click the **Calendar**, **Contact**, **Homepage**, and **Band Concert** hyperlinks.
- c. When finished viewing the Web site, close the browser.

#### 6. Exit Dreamweaver.

## Dreamweaver 4, Lab 10 – Section 508 Accessibility Check

### 1. Start Dreamweaver.

Open the **Site Manager** window and select **WMS**.

### 2. Check Out a Web Page.

a. Click on one of the four Web pages you built. If it is not already checked out, click the **Check Out** button.

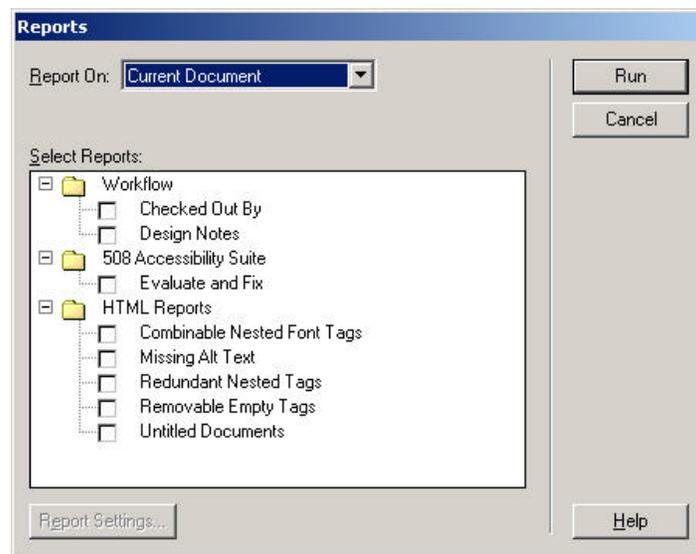
b. **Double click** the file name of the Web page you previously checked out to open it.

### 3. Check for Accessibility Issues.

a. To run one of the Accessibility Extensions we installed earlier, from the menu bar, click **Commands > Check page for Accessibility**. Click **Ok**. A report will be run and displayed in your browser with the results. Look for **Priority One** problems.

b. To run the 508 Accessibility Extension we installed earlier, from the menu bar, click **Accessibility > Evaluate and Fix**.

c. In the **Reports** window, select **Current Document** from the **Report On:** pulldown.



d. Click the **checkbox** for **508 Accessibility Suite – Evaluate and Fix**. Click **Run**. Look for red X's.

e. To get a more explanation about your Web page's 508 compliance, click **Accessibility > Evaluate and Fix**. Click **Load Page Problems**. A report will be displayed with the results. Look for **Failed** problems. Click **Edit** to go to the line of source code with the problem. Click **View > Code View Options > Line Numbers** to see the line numbers where the problem occurred and you can manually fix the web page there. Click **Close** to exit the 508 Accessibility window.

f. If you have made changes to the Web page, click **File > Save**.

#### 4. Check-In Your Web Page.

#### 5. Exit Dreamweaver.

#### 6. Verify Web Page with Lynx (Windows only).

a. **Windows NT/2000:** From the **Windows** menu bar click **Start > Run** and type in **cmd** and click **Ok**.

**Windows 95/98:** From the **Windows** menu bar click **Start > Run** and type in **command** and click **Ok**.

b. Navigate to the directory where Lynx has been installed. See Dreamweaver course specifics. (Example DOS Command: **cd \lynx32** and press **<Enter>**)

c. Type in **lynx** and press **<Enter>**.

d. Press **g** and then type in **http://**, followed by the HTTP address provided earlier, a forward slash **/**, and your User name (e.g., **http://192.168.1.10/user2**). Press **<Enter>**.

e. Use the **up** and **down** arrow keys to go between links and the **right** arrow to follow that link. The **left** arrow key goes back one page and the **space bar** scrolls down one screen.

f. When finished, press **q** to quit and **y** to confirm.

```
file://localhost/c:/webdocs/calendar.htm
DoDEA: Wuerkruzen Middle School - Homepage <p1 of 2>
Wuerkruzen Middle School - Department of Defense Education Activity
Link to Calendar
Link to Contact Information
Link to Policies
Link to Sports
Link to Transportation

Photograph of School Building

Barbara Davis, Principal

Thomas Smith, Asst. Principal

Privacy and Security Notice
DoDEA Homepage
08/28/2001
-- press space for next page --
Arrow keys: Up and Down to move. Right to follow a link; Left to go back.
H>elp O>ptions P>rint G>o M>ain screen Q>uit /=search [delete]=history list
```