

# Creating Web Sites with Design Templates

## Dreamweaver QuickStart Guide

### Introduction

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Before you create a Web site for your project such as a digital portfolio, define a folder as a Dreamweaver site. This folder contains HTML files, images, media files such as QuickTime movies and mp3 sound files (optional), style sheets, and Dreamweaver templates. Although elegantly designed HTML pages are difficult to create, you can copy and repurpose Design templates available on Web sites such <http://www.openwebdesign.org>. This guide uses the specific design template andreas07 for practice purposes.

### Getting Started

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#### Accessing your W drive

- ▶ Type macuser in the Name box, macuser in the Password box. Click OK to sign on to the Macintosh lab computer.
- ▶ Macintosh users: If you U drive is on the desktop, then Control-click on the icon and choose *Eject*.
- ▶ Click on the *W Drive* icon in the *Dock* (W drive icon is to the right of the U drive icon)



- ▶ A dialog box requests your Eaglenet username. Type your username and click **OK**.
- ▶ Another window will appear. Type Eaglenet in the **Workgroup/Domain** box, verify your username, and type your password (lowercase).
- ▶ Click **OK**. Your W drive window will now open and an icon labeled with your username (e.g. mtwain08\$) will appear on the desktop. This is the same drive as your Windows W drive.
- ▶ Open your W drive (e.g. mtwain08\$) and choose *File > New Folder*. Name the folder *portfolio*.

#### Downloading your Web Design Template

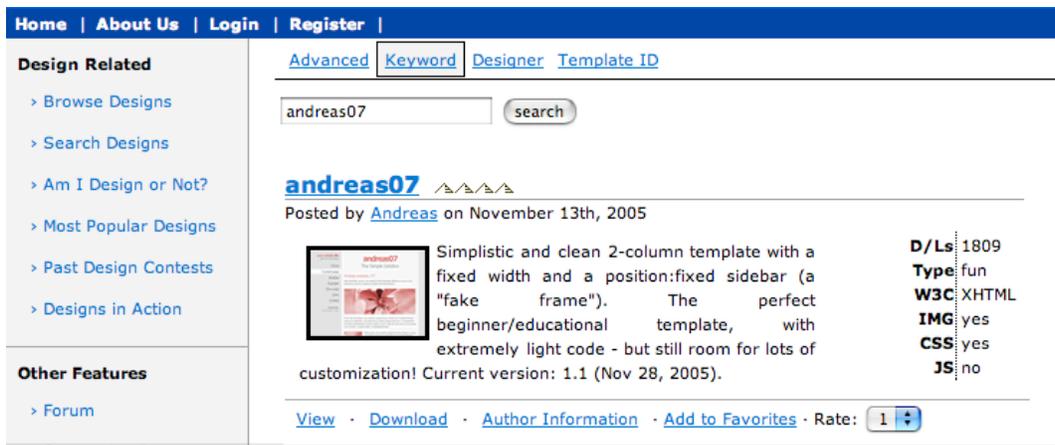
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- ▶ Click the Firefox icon in the Dock or choose *Apple menu > Internet > Firefox*.
- ▶ Type the address <http://www.openwebdesign.org>



- ▶ Choose *Search Designs* in the left sidebar.
- ▶ Choose *Keyword*.
- ▶ Type andreas07 in the search box.

If you prefer choose *Browse Designs* to search for a design other than *andreas07*. However, some designs are complex and may be difficult to modify. Keep the design simple and avoid gaudy Web pages and backgrounds!

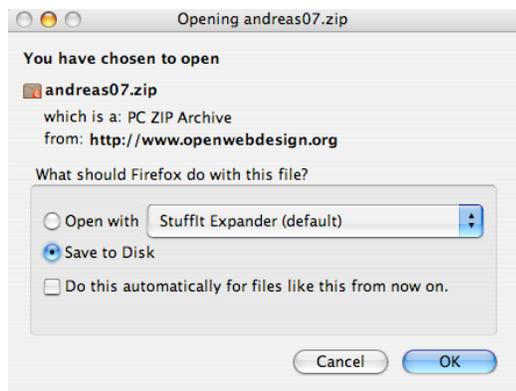


- ▶ Click the *Template* icon.

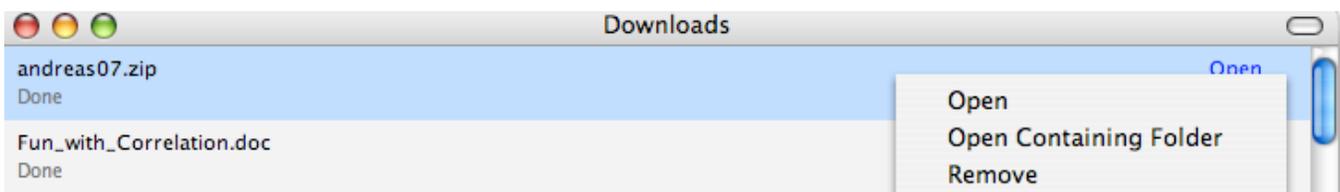
The Andreas design template is a single HTML page linked to a style sheet (officially known as cascading style sheets or CSS) that contains special commands that format elements such as images, paragraphs, and tables in your Web pages. These styles provide precise control over the design of your Web pages.

- ▶ Browse through the template and read the overview.
- ▶ Click the *Downloads* link.
- ▶ Choose *Save to Disk*.

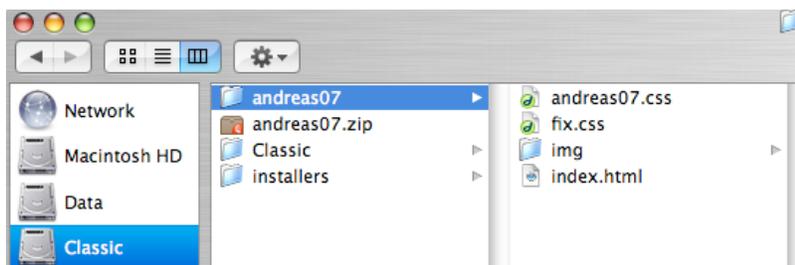
## Creating Web Sites with Design Templates



- ▶ Click the **OK** button.
- ▶ Control-click on the row *andreas07.zip* and choose **Open Containing Folder**.

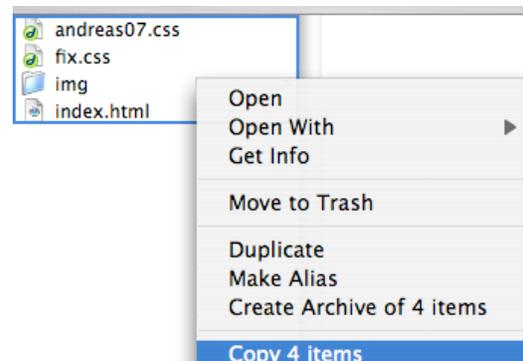


- ▶ Double-click the Zip archive *andreas.zip* to expand it into a folder.

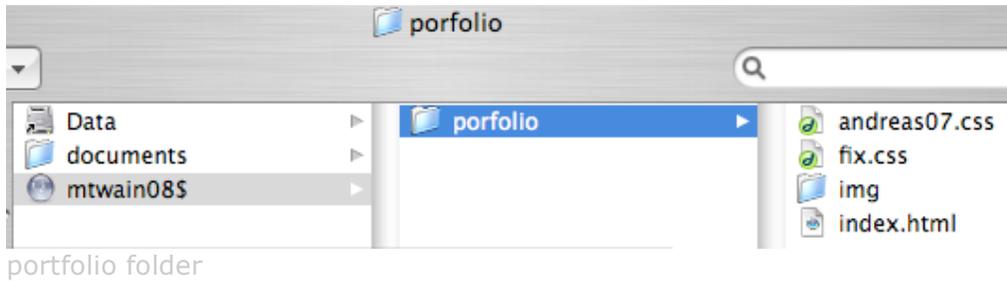


- ▶ Choose **Edit > Select All** to choose all items in the folder.
- ▶ Control-click on the items **inside** the folder and choose **Copy 4 items**.

**Do not copy the folder itself but the items inside.**



- ▶ Click the Finder icon in the Dock and navigate to your **W** drive.
- ▶ Control-click on the *portfolio* folder and choose **Paste Items**. The items are placed in your **W** drive's portfolio folder as illustrated in the figure *portfolio folder*.



## File Naming Conventions

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### Use lowercase

Most Web servers are case sensitive to file names. Although Windows Web servers are not case-sensitive, **we strongly recommend that you create all filenames in lowercase**. This good habit ensures maximum portability on all Web servers.

### Extensions are required

All files for the Web require a filename extension (a suffix that contains a period followed by one or more characters). The file extension for Web pages is usually .html, shtml or .htm; GIF images (logos or graphics) are .gif; JPEGs (photographs) are .jpg; Word documents are .doc; Power Points are .ppt.

### Restricting characters

The Web is more restrictive on the use of special characters in file names than what you are used to with your computer. The following characters should **not** be used:

- forward slash (/)
- more than one dot
- hyphen in the first character of the file name
- empty spaces in file names (the underscore is often used instead)
- ampersands (&)

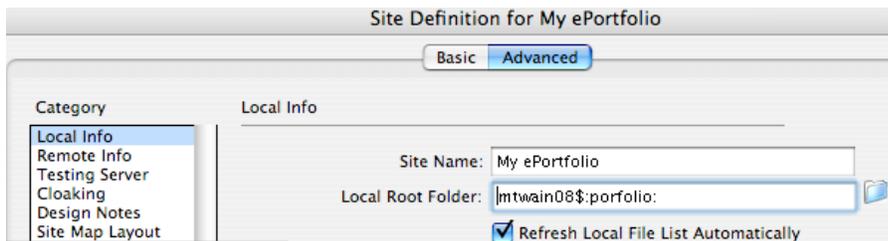
**Basically, just stick to lowercase characters and avoid spaces and special characters!**

## Defining a Dreamweaver Web Site

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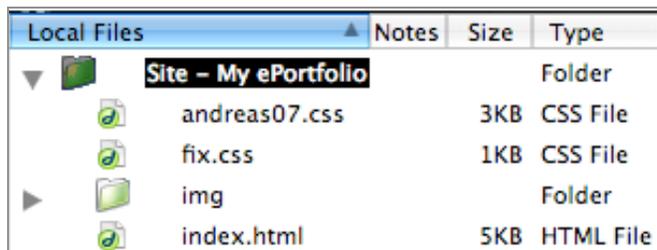
You will define your **portfolio** folder as a Dreamweaver site and edit the site directly on the Elmira College local network using the **Courses** share. Your site is considered a **Local** site. **The Courses share is not available from off campus.**

- ▶ Choose *Apple menu* > *Internet* > *Dreamweaver*.
- ▶ A window titled “Workspace Setup” may appear. Click OK. It may take a few moments for Dreamweaver MX to load.
- ▶ Choose *Site* > *New Site*.
- ▶ Click the *Advanced* tab.
- ▶ Click the *OK* button.
- ▶ Select Local Info under Category and type My ePortfolio in the Site Name box.
- ▶ In the Local Root Folder box type mtwain08\$:myport (Macintosh) or W:\myport(Windows). Remember that *mtwain08* is replaced with your username.
- ▶ Please note the colon (:) character separates the share and folders. **There can be no spaces in the site path.**



Site Definition window

- ▶ Click the *OK* button to open your ePortfolio Web site.



Dreamweaver site window

## Converting to a Dreamweaver Template

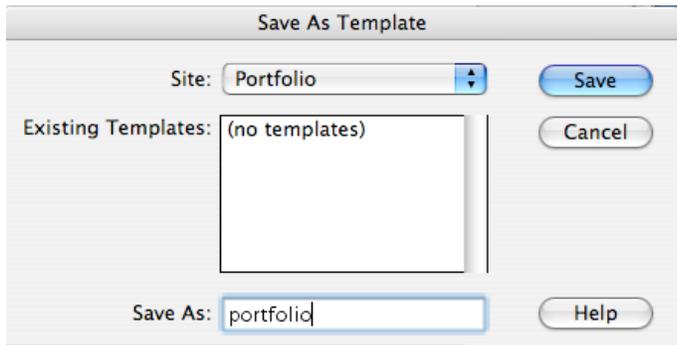
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A Dreamweaver template is a special Web page that includes a predefined layout that is applied to a group of Web pages and, in some cases, an entire site. When you apply a template to a Web page, the resulting page inherits all of the template’s characteristics. In this section you will convert your openwebdesign design template to a Dreamweaver template.

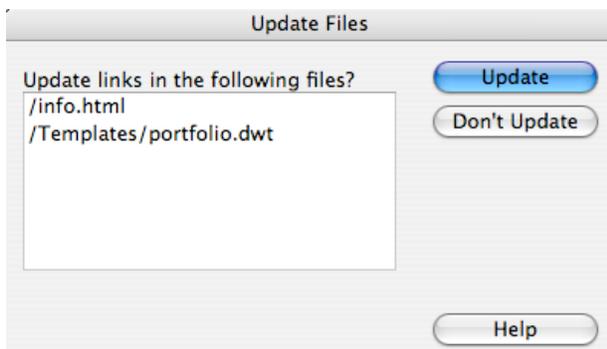
- ▶ Double click to open the page index.html in your site.

### Saving The Page As a Template

- ▶ Choose *File > Save As Template*.
- ▶ In the Save As: box type portfolio.



- ▶ Click save. Dreamweaver converts the page to a template and saves the file as portfolio.dwt to the Templates folder in your Web site.
- ▶ In the site window rename the file index.html to info.html. Choose *Don't Update* because this page will be used for reference only.



Do not update in this case

Your site window after the updates:

Local Files	Notes	Size	Type
Site - My ePortfolio			Folder
andreas07.css		3KB	CSS File
fix.css		1KB	CSS File
img			Folder
info.html		5KB	HTML File
Templates			Folder
portfolio.dwt		5KB	DWT File

## Creating an Editable Region

- ▶ Click in area under the heading *The Simple Solution*.

In the Tag Selector you will see the div tag (known as a section tag, which can enclose just about anything) marked as `<div#content>`. The `#content` denotes that whatever is inside this tag has been formatted as defined in the attached style sheet. We will look at that in a moment.

- ▶ Click to select the tag *div#content*.



- ▶ Click the Show Code view icon 
- ▶ Highlight and press the delete key to remove everything in between `<div id="content">` and `</div>`, then type CONTENT HERE.



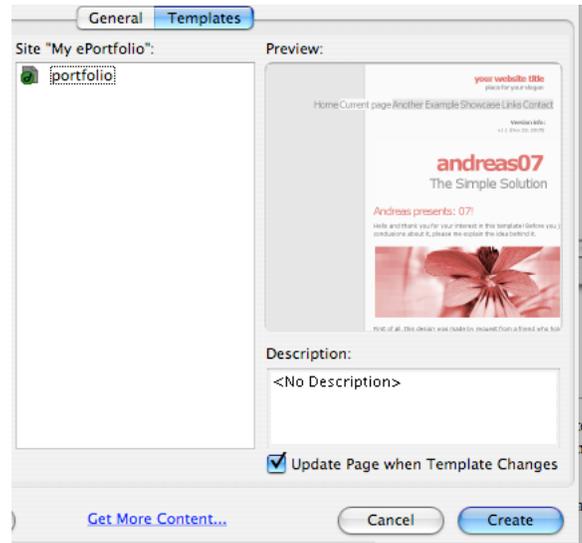
- ▶ Choose Design view and click anywhere in the text INSERT CONTENT HERE.
- ▶ In the Properties Inspector choose **Format > Paragraph** to convert the text into a paragraph.
- ▶ Go to the Tag Selector and click to select the `<p>` tag.
- ▶ Choose **Insert > Template Objects > Editable Region**.
- ▶ Type content in the Name box and click OK.
- ▶ Choose **File > Save**.

This newly converted Dreamweaver template provides the same layout and design for each page in your site. The **editable** content region is where you can place text, images, and links. The region is outlined in green and labeled with a tab of the same color. The rest of the template is locked to prevent changes to the template design.

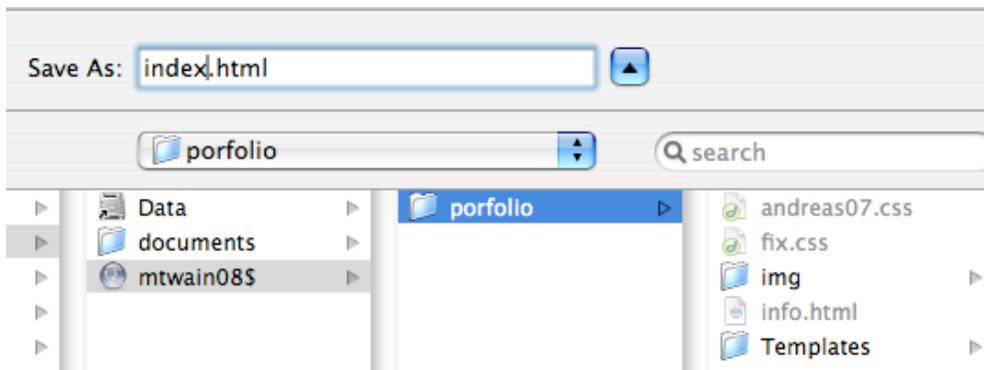
Although you cannot change the template's locked regions when creating or editing a page, you can go back to the template page, modify the non-editable regions and then automatically apply these changes to all pages linked to the template.

## Creating a New Page from a Template

- ▶ Choose **File > New**.
- ▶ In the New Document window click the **Templates** tab.
- ▶ Click to select the site you want under “Templates for.” You currently have only one site, which is *portfolio* (or whatever you named your site).
- ▶ In the right pane click to select the template (make sure that Update page when Template Changes is checked), then click the **Create** button.



- ▶ Navigate to your site’s root folder.



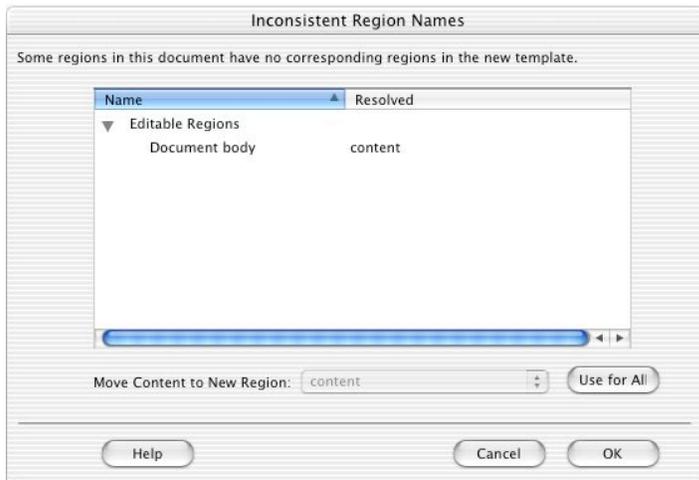
- ▶ Type index.html and click the **Save** button.
- ▶ Type some text in your page and again choose **File > Save**.

## Applying Your Template to Other Web Pages

When you apply a template to a Web page, the resulting page inherits all of the template’s characteristics. Your *portfolio* template allows your content to be inserted into the **content** region.

- ▶ Choose an HTML page that has not been formatted with a template. You can copy an existing page in the portfolio directory or create one of your own.
- ▶ Choose **Modify > Templates > Apply Template To Page**. Choose the template **Portfolio** (or the template that you are defining). Check Update Page When Template Changes and click the Select button.

- ▶ To match your content to the template's editable region Select *Document body* and choose *Content* from Move Content to New Region.
- ▶ If Document Title appears under Editable Regions, then select it and choose *Nowhere* from Move Content to New Region.
- ▶ Click the OK button.



“Magically” the page has been converted to your new template design.

- ▶ Add a page title in the Title box.

## Updating the Template Page

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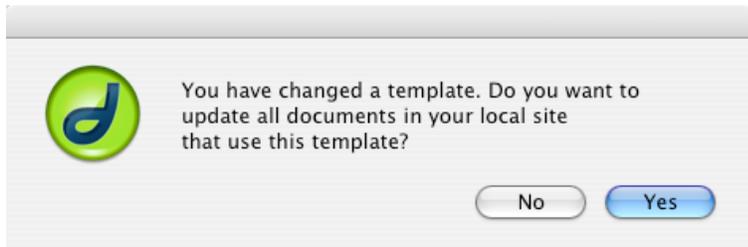
- ▶ Switch to Site view (choose Site > Site Files to show and hide Site view) and open the page *portfolio.dwt* in the Templates folder.



- ▶ Highlight the menu item Current Page and press the delete key.

*Saved changes to Portfolio.dwt will automatically make the same changes to all Web pages in your site linked to the template.*

- ▶ Choose *File > Save*.
- ▶ You are prompted with “Do you want to update all documents?” Before you click the mouse button reflect on what you are doing.



- ▶ In this case we want to update all pages, so click the **Yes** button!
- ▶ Click the **Close** button in the Update Pages dialog box.
- ▶ Close the Template window.

## Customizing your Template

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Your Dreamweaver template's design is primarily defined by the linked style sheet. In the workshop template the style sheet is `andreas07.css`. Make changes as necessary to the menu links by changing the names and link addresses.

Although not documented in this handout, you can learn more about style sheets by referring to the section *Training and Assistance*.

## Viewing your Site Through a Web Server

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Web pages **previewed in a browser** are viewed locally. Follow these instructions to process your pages through the College's Web server, making them available from any networked computer on campus.

*Considering using Firefox as your Web browser instead of Internet Explorer. Firefox will provide a more enjoyable browsing experience, using features such as built-in blocking against pop-ups, tabbed browsing, and enhanced search functions. Firefox also gives you enhanced protection from spyware.*

- ▶ Activate Firefox and type <http://ecweb/class2008/mtwain08/portfolio> in the address bar, replacing 2008 with your actual class year and mtwain08 with your username. This is the Web address of your site, which can be opened from any networked computer on campus.

*Keep in mind that the andreas07 template is used for practice purposes and is only one of 1,500 design layouts! To start over delete the unnecessary files from your portfolio folder and download another template.*

## Strategies for Building Your Web Site

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### Training and assistance

- ▶ To reinforce your skills complete the *Dreamweaver MX Basics* (includes a quick look at editing in HTML) and *Dreamweaver MX Intermediate* tutorials, available for checkout from the Information Technology Help Desk.
- ▶ To learn how to edit Cascading Style Sheets (e.g. ask for the workshop guide *Introduction to Style Sheets*. The Web site <http://www.w3schools.com/css> provides interactive tutorials, examples, and a complete reference guide.
- ▶ Contact the IT Help Desk to set up a time for individual assistance by calling 735-1915 or e-mailing [helpdesk@elmira.edu](mailto:helpdesk@elmira.edu).

### Media Creation and Organization

Information Technology staff is ready to assist you with creating and converting electronic media documents. Images, mp3 sound recordings, and QuickTime movies must be optimized and renamed for Web publishing. Avoid rushing to scan documents that often are stored at the wrong resolution. We have the expertise and experience to help you. Take advantage of the computers in the Multimedia Resource Lab that provide software, special purpose hardware, and quickstart guides to create and convert images, sounds, animation, and movies. If you need any assistance go to the IT Help Desk.

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