

Further Dreamweaver

This document introduces various methods of navigation between web pages, which include navigation bars and jump menus. It also provides examples of different methods of layout using tables and layers and frames and provides more detailed information on Site Management.



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Conventions:

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

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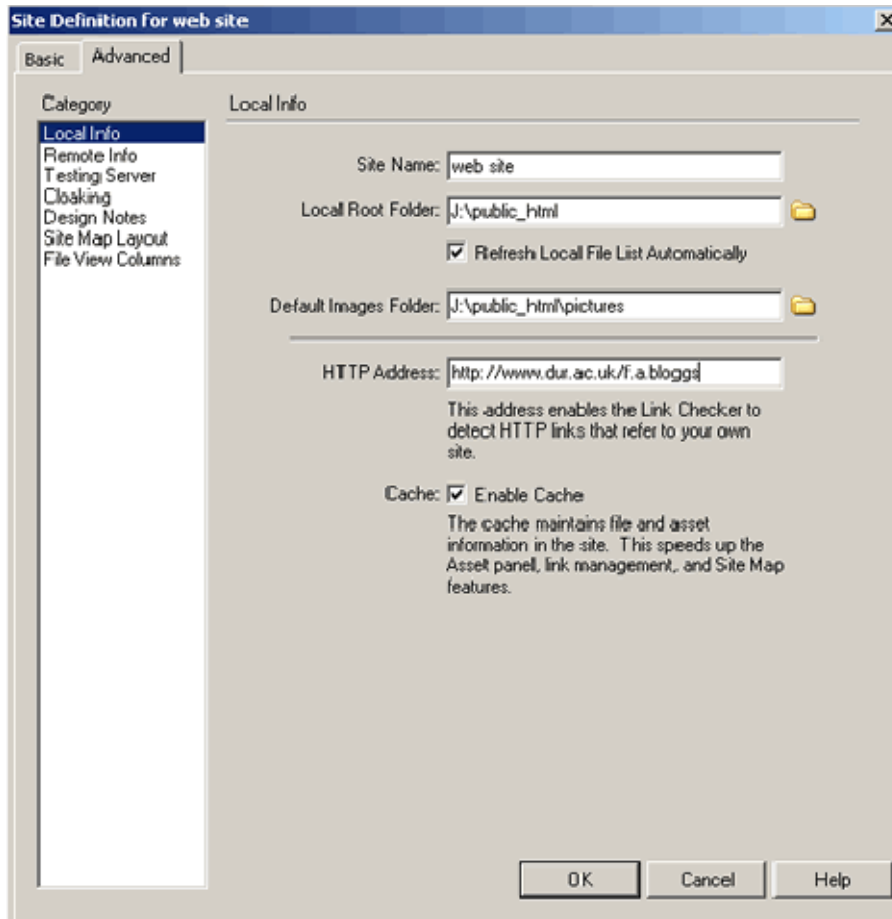
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1 Further Site Management

1.1 Defining a site

To be able to manage the files in your site you need to first define your site. From the **Site** drop-down menu select **New Site**. This will open the **Site Definition Window** as shown below:



- 1 In the **Site Name** field delete *Unnamed Site 1* and type a name for your site
Eg. departmental web site
- 2 In the **Local Root Folder** field type
J:\public_html
- 3 In the **HTTP Address field** type the url of your web page
Eg. http://www.dur.ac.uk/f.a.bloggs
Where **f.a.bloggs** is your mailname
- 4 Click **OK**.

Please note that it is not possible to save defined sites on the Networked PC Service. When you have finished a session in Dreamweaver and you log out from the Network the definition of your site is deleted (the files and

directories associated with the site will not be deleted). To use the site management features you must recreate your defined site each time you use Dreamweaver. If however, Dreamweaver is installed on your own machine you will not need to re-define your site each time. To access your site select **Site | Edit Sites** and click on the name of the site that have defined previously.

1.2 Working with files in the Site panel

The Site panel window should be visible to the right of the main Document Window if not, to view the Site panel select **Window | Site**.

You can use the **Site panel** to view sites as lists of files, to open files, to rename files, to add new folders or files to a site, or to refresh the view of a site after changes have been made.

You can also use the **Site panel** to transfer files between local and remote sites (see later section).

1.2.1 To add a new folder to a site

Make sure a file or folder is selected in the **Site panel**. The new folder is created inside the current selected folder, or in the same folder as the current selected file.

- 1 Click **File | New Folder** in the Site panel.
- 2 Type a name for the new folder, e.g. **pictures**.

1.2.2 To add a new file to a site

As above make sure a file or folder is selected in the **Site panel**.

- 1 Click **File | New File** in the Site window.
- 2 Type a name for the new file, e.g. **interests.htm**.

1.2.3 To rename a file or folder in a site

- 1 Select a file or folder in the **Site window**.
- 2 Click **File | Rename**.
- 3 Change the name of the file or folder

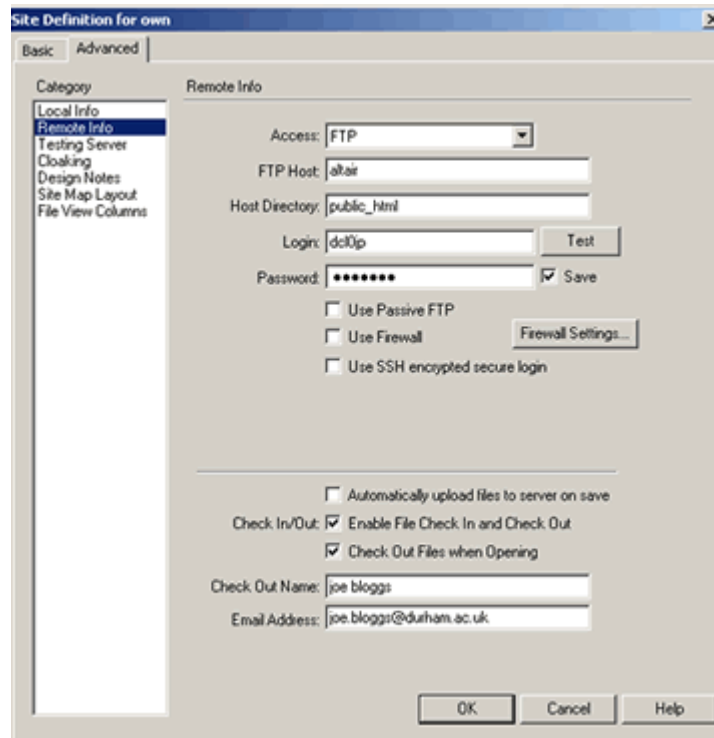
1.3 Transferring files to a remote server

Dreamweaver includes a number of features for structuring a site and transferring files to and from a remote server. You may look after a web site and wish to work on the files on your local machine and then upload the files to the live web site when you have finished working on them. The **local** and **remote** folders enable you to transfer files between your local machine and web server. When you transfer files between local and remote sites, Dreamweaver maintains parallel file and folder structures between them. When transferring files between sites, Dreamweaver automatically creates necessary folders when they do not exist in a site.

1.3.1 Associating a remote server with a local site

- 1 In the **Site panel** choose **Site | Edit sites**.

- 2 Choose a site (e.g. *departmental web site*) and click **Edit**.
The **Site Definition** window will open showing the **Local Info** that you have already set up.



- 3 In the **Category** list on the left click **Remote Info**.
 - 4 In the **Access** field dropdown menu select **FTP**.
 - 5 In the **FTP Host** field type the full Internet name of the computer system, e.g. **altair**.
 - 6 In the **Host Directory** field type **public_html**
 - 7 Enter the **Login** (username) and **Password** for the site with which you wish to make a remote connection.
- n.b. Please ignore the following (8-9) if you are the only person working on the web site and click **OK**.
- 8 If more than one person is working on the web site, click in the tick box to select **Check In/Out** which will **Enable File Check in and Check Out**.
 - 9 You will need to specify a **Check Out Name** and **email address**.
 - 10 Click **OK**.
- If you are working on a web site as part of a team (1 or more people) please read section 4.

- If you are working independently on a web site please skip section 4 and read section 5.

1.4 Using Check In/Check Out

Dreamweaver contains features to make collaborative work on a Web site easier. You can check files in and out of a remote server so that other members of a Web team can see who is working on a file. You can synchronize files and add Design Notes to share information with team members about a file's status and priority. You can also use the Workflow Reports on your site to display information on the check in/check out status.

When working in a collaborative environment with several people maintaining the same site, you can check files in and out from local and remote servers and use Design Notes to add comments and notes for your team.

- Checking out a file is the equivalent of declaring "I'm working on this file now; don't touch it!"
- When a file is checked out, Dreamweaver displays a check mark next to the file's icon in the Site window.
- A green check mark indicates that the file was checked out by you, and a red check mark indicates that the file was checked out by another team member.
- The name of the person who checked out the file is also displayed in the Site panel.

Checking in a file makes the file available to other team members to check out and edit. The local version becomes read-only to prevent you from making changes to the file while someone else has it checked out. You can turn this off by right clicking the file and selecting **Turn Off Read Only**.

1.4.1 Checking files out



- 1 Choose the site from the **Site** drop-down menu at the top of the **Site panel**.

- 2 Click the **Connect** icon to open a connection to the remote server.

- 3 Select **Remote View** from the drop-down menu next to the site name.



- 4 Select the file/s that you want to work on and click the **Check Out** icon at the top of the **Site Window**.

- 5 Click **Yes** when prompted, this will download any dependent files along with the selected files.

This will place a copy of the file on your **Local Site**.

- 6 Select **Local View** from the drop-down menu in the **Site panel**. You can now open the file and make any changes to it.

1.4.2 Checking files in

- 1 When you have amended/updated the file save your changes.



- 2 Click on the file in **Local View** and click the **Check In** icon at the top of the Site window.

This will update the file on the **Remote Site**.

1.4.3 Synchronizing files

Once you've created files in your local and remote sites, you can synchronize the files between the two sites.

To transfer the latest versions of your files to and from your remote site

- 1 Click **Site | Synchronize**.
- 2 In the **Synchronize** dialog box that opens either:
 - Choose specific files or folders or
 - Choose an entire site name
- 3 Choose the direction in which you want to copy the files either:
 - Choose **Put Newer Files to Remote** if you want to upload all the local files that have more recent modification dates than in the remote site.
 - Choose **Get Newer Files from Remote** if you want to download all the remote files that have more recent modification dates than in the local site.
 - Choose **Get and Put Newer Files** to place the most recent versions of all the files on both the local and the remote sites.
- 4 Choose whether to delete local files that are not on the remote server.
- 5 In the **Synchronize Files** dialog box, verify which files you want to delete, put and get.

If you don't want Dreamweaver to delete, put or get a particular file, deselect it by clicking the checkbox to the left of the file.

- 6 Click **OK**.

The files are automatically transferred, and Dreamweaver updates the Synchronize Files dialog box with the status.

1.4.4 Design notes

Design Notes are a good way of managing your site by inserting comments in your document's Site window. You can use Design Notes to schedule production work, place follow-ups on files, or for exchanging files or site details with team members.

- 1 In the **Site panel** click **Site | Edit sites**.
- 2 Select a site to which you wish to add notes and click **Edit**.
- 3 In the category list on the left, click **Design Notes**.
- 4 Select **Maintain Design Notes**.
- 5 Select **Upload design notes for sharing**.
- 6 Click **OK**.

1.4.4.1 Adding design notes

- 1 Open up a .htm file in the Document window, choose **File | Design notes**.

In the Basic Information tab you can add notes of various sorts:

- 2 Choose the status of the document from the **Status** drop-down menu.
- 3 Type any comments in the **Notes** text field, relating to the document that you have modified

E.g. recent changes



- 4 Click the **date icon** (located above the Notes text field box) to insert the current date.
- 5 To make the **Design Notes** file appear every time the file is opened, select **Show When File Is Opened**.
- 6 Click **OK** to save the notes.

1.4.5 Using reports

Using the reports command can improve collaboration among members of team managing the same web site. You can run workflow reports that display who has checked out a file and which files have Design Notes associated with them or HTML reports. Under HTML reports you can produce an Accessibility report for your site.

To create a workflow report:

- 1 In the **Files Panel** choose **Site | Reports**.
- 2 Select a choice from the **Report On** drop-down menu. You can choose to report on a document, an entire site, selected files in a site, or a specific folder.
- 3 Under **Workflow**, select **Checked Out By**.
- 4 Click the **Reports Setting Button** (bottom left corner)

The **Checked Out By** dialog box appears.

- 5 Type the name of a team member
E.g. Joe Bloggs
- 6 Click **OK**.
- 7 Click **Run**.



The report appears in the **Site report** panel. Select any line in the report and click the **More Info** button on the left side for a description of the problem.

Please follow the next section if you are working independently with files and not as part of a team.

1.5 Getting and putting files

If you are working independently on the remote site and do not need to work in a collaborative environment, you can use the **Get** and **Put** commands to transfer files between local and remote sites. 'Getting files' copies them

from the remote site to your local site and 'putting files' does the reverse of this.

1.5.1 To get files from a remote server



- 1 In the **Files Panel** click the **Connect** icon to open a connection to the remote server.

Note: if the remote files are visible in **Remote view** from a previous connection clicking Connect isn't required.

- 2 Select **Remote View** from the drop-down menu and click on the file you wish to work on.



- 3 Click on the **Get file** icon.
- 4 Click **Yes** when prompted, this will download any dependent files along with the selected files.

This will place a copy of the file in your Local site.

- 5 Select **Local View** from the drop-down menu in the **Site panel**. You can now open the file and make any changes to it.

1.5.2 To put files on the remote server:

- 1 Once you have made any amendments/updates in **Local View** save any changes.



- 2 Click on file in the **Site panel** and click the **Put file** icon.

This will update the file in the Remote site.

2 Layout

2.1 Layout tables and Cells

Dreamweaver has two visual design views - **Standard view** and **Layout view**. You'll start by working in Layout view, which allows you to draw layout cells or layout tables into which you can add content such as images, text, or other media.

Layout tables enable you to apply a simple structure to your page.

Tables and cells created in **Layout view** differ from those created in **Standard view** in that Layout view has a different appearance. Each layout table is marked with a tab and the column width is identified at the top of each column.

Although you can use the Layout view to modify the structure of existing pages, it is better to design the structure first and add the content once this is in place. The draw cell and table commands enable you to quickly layout the basic structure of your page.



- 1 In the **Insert Bar**, select the **Layout** tab and click **Layout View**.

The Getting Started in Layout View dialog box appears and describes the Layout view options.

- 2 Click **OK** to close the dialog box.

In the **Layout** tab notice the Layout options - a Draw Layout Cell icon and Draw Layout Table icon - are now available; these options aren't available in Standard view.

2.1.1 Drawing layout tables and cells

In **Layout view** you can draw **layout tables** and **layout cells** to define the design areas of your page. It is often easier to create the layout of your page before adding any content.

2.1.2 Layout cells

Although it may seem backwards, it is best to initially use the **Draw Layout Cell** icon rather than **Draw Table**. Dreamweaver automatically creates the HTML table necessary to hold any cells you draw, resulting in less tables and tighter code.



- 1 Click the **Draw Layout Cell** icon.
- 2 In the **Document window** drag the mouse to draw a cell at the top of your page (for your title).

Dreamweaver automatically creates a table around the cell; the cell is drawn in the current background colour with the surrounding table shown in white. When the mouse moves over it, the outline of the layout cell highlights in

red, and turns blue when selected; likewise a Layout table's outline is green. These colours can be changed in your Preferences (select **Edit | Preferences | Layout View**).

- 3 Repeat step 1 to add a further layout cell to your page, this time a vertical cell to contain navigation buttons for your page (see diagram below for an idea about how to layout your cells)

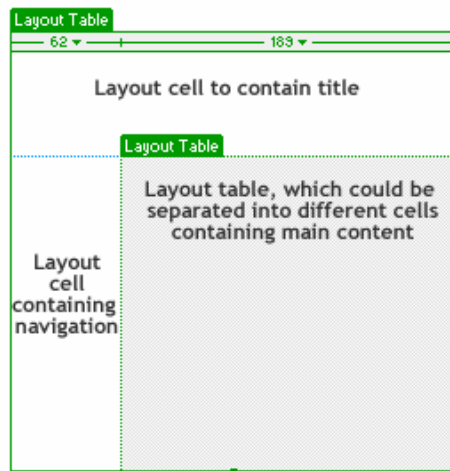
2.1.3 Layout tables

The draw layout table command is best suited for creating nested tables. A table is said to be nested when it is placed within an existing table. Nested tables are useful when a design requires that a number of elements e.g. a picture and related caption remain stationary in relation to one another.

To create a nested table in Layout view, follow these steps:

- 1 Click the **Draw Layout Table**  icon in the **Layout** tab.

When the cursor moves over an area of the table unoccupied by a layout cell, the cursor changes to a + sign and a layout table can be dragged out. However, when moved over an area already occupied by a layout cell, the cursor is shown as a slashed circle, the universal sign for 'not allowed'.



- 1 To draw a table click the **Draw Layout Table** icon in the **Objects Panel**, and fill the remaining space on your page for the content (as above).
- 2 To divide the nested layout table into multiple areas, choose the **Draw Cell** icon to drag out the new cells.

2.1.3.1 Adding background colour to areas of your page

- 1 Click on the top left hand tab of one of the **Layout tables** or click on the border of a cell.



- 2 Choose a colour by clicking the Background colour icon in the **Property Inspector**.

2.1.4 Resizing layout cells and tables

2.1.4.1 *Resizing cells*

You can resize and reposition layout cells by dragging the edges of the cell, however, cells cannot overlap.

- 1 Click the border of a **Layout Cell**, handles appear around the cell.

Once a cell is selected, the **Property Inspector** displays the available attributes.

To reshape or resize a layout cell, drag any one of the sizing handles on the cell's border into the unused area of a table. Alternatively you can alter the size of it by specifying values in the **Property inspector**.

2.1.4.2 *Resizing tables*

You can resize and reposition layout tables by clicking the tab in the top left corner of the table. This will show the handles to the table, which you can drag and resize or specify values in the **Property inspector**. Also you can reposition tables to a new area in your document by clicking the tab in the top left hand corner and dragging to a new position. Non-nested tables however, cannot be dragged to a new location on the page.

2.2 Layers

The layout of your web page can also be controlled through layers. They are a useful tool for laying out data and images on your web page. Layers can be positioned anywhere on a page. By putting page elements in layers, you can control which objects appear in front of each other and which ones are displaced or hidden. Layers are supported by **Microsoft Internet Explorer 4.0**, and **Netscape Navigator 4.0**, or later, versions.

2.2.1 Creating layers

Layers are used to position elements at exact locations in the browser window. They can contain text, images, plugins, and even other layers - anything you can put in the body of an HTML document you can also put in a layer. Layers are especially useful for making parts of your page overlap.

You can show and hide layers with 'behaviors' and you can make layers move or change over time with the Timeline.

Dreamweaver enables you to create layers creatively and precisely. There are two main ways to create a layer:

- You can drag out a layer, after selecting the **Draw Layer** icon from the **Insert bar** under the **Common** tab.
- You can put a layer in a predetermined size by choosing **Insert | Layer**.

The two best options about layers seem to be directly opposed: overlapping and nesting layers. You can design layers to appear one on top of another, and you can design them so that they are within one another. If you are

working primarily with nested layers ensure you select **Edit | Preferences** and under the **Layers** heading check the **Nest when Created Within a Layer** option. If your design entails a number of overlapping but independent layers, make sure this option is turned off.

To draw a layer:



- 1 Select **Standard View** from the **Layout** tab on the **Insert bar**
- 2 Click the **Draw Layer** icon to left of the **Standard View** text

The pointer turns to a cross.

- 3 Click anywhere in your document to position the layer and drag out a rectangle. Release the mouse button when you have an approximate size and shape with which you are satisfied.



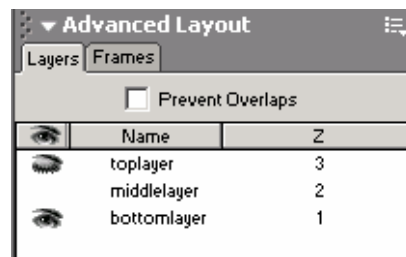
After you have dragged out the layer, notice several features about it. The layer has a small box on the upper left corner. This is a **selection handle** which you can click on to drag the layer to any part of your page. When you click the selection handle, eight sizing handles appear around the perimeter of the layer, you can resize your layer as you wish.

2.2.1.1 Adding elements to layers

Once you have created and initially positioned your layers, you can begin to fill them with content. Inserting objects in a layer is just like inserting objects in a web page.

- 1 To insert an image in the layer position the cursor inside a layer, click the **Insert Image** button from the **Insert bar**, select an image.

2.2.1.2 The layers panel



The **Layers panel** lists the visibility, name, and z-index settings for each layer. All of these properties can be modified directly through the Layers panel.

- 1 Click **Window | Others | Layers**

The **Layers panel** will appear under the **Advanced Layout** tab on the right of your screen.

The visibility of a particular layer is noted by the eye symbol in column one of the Layers panel. When the eye is closed this indicates that the layer is hidden, when it is open this indicates that the layer is visible, if there is no eye this indicates that the visibility attribute is set to the default (which means inherit).

To change a layers name double click on the layer in the **Layers panel** and type the new name.

The z-index in the third column refers to the stacking order of the layers. You can easily change the value of this by clicking on it and typing a new value.

3 Navigation

There are many different ways to navigate between your web pages. In this section you will look at creating a Navigation Bar and a Jump Menu.

3.1 Adding a Navigation Bar

Dreamweaver allows you to create a standard navigation bar to be used on all your pages. Usually you create the different buttons you want to use in a graphics package, such as Fireworks.

The Navigation Bar object incorporates rollovers. A Navigation Bar element can use up to four different images, each reflecting a different user action:

- Up – the user's pointer is away from the image
- Over – the pointer is over the image
- Down – the user has clicked the image
- Over while down – the user's pointer is over the image after it has been clicked.

You don't have to use all four states, it's up to you whether you use just the first two, like a standard rollover, or add the third and possibly the fourth. The main difference between a navigation bar and a group of unrelated rollover buttons is when the Down state is available, if the user clicks one of the buttons, any other Down button is changed to the Up state. The effect is like a series of mutually exclusive radio buttons.

3.1.1 Inserting a navigation bar

- 1 Select **Insert | Interactive Images | Navigation Bar**.
- 2 Enter a unique name for the first button in the **Element Name field** and press the tab key.
- 3 In the **Up image field**, browse to a graphic file (that you have already created) for the up state of your button.
- 4 Select files for each of the remaining states you wish to use: **Over, Down and Over While Down**.
- 5 Enter a URL or browse to a file in the **When Clicked, Go To URL field**.
- 6 Enable the **Preload images** option so that the images are preloaded into the browser's cache.
- 7 To set the orientation of the navigation bar, select either **Horizontally** or **Vertically** from the **Insert** drop-down list.
- 8 Select the **Add (+)** button at the top of the window and repeat steps 2 – 8 to add the next button.
- 9 To remove an element, select it and click the **delete (minus)** button.
- 10 Click **OK** once you have finished.
- 11 Once you have added a navigation bar to a page, to access it again to modify it click on it and select **Modify | Navigation Bar**.

Each page can have only one Dreamweaver-built navigation bar. If you try to insert a second, you'll be prompted to modify the existing one.

If you wanted to apply the navigation bar to more web pages, then you would select and copy it, or use the **Assets panel** (see Section 8).

3.2 Jump menu

It is not always practical to use a series of buttons as the primary navigation tool on a Web site. For sites that want to offer access to a great number of pages a Jump menu can be a better option.

A jump menu uses the menu form element to list the various options; when one of these options is chosen, the browser loads, or jumps to a new page. The first item in the Jump menu provides instructions to the web user.

3.2.1 To create a jump menu

- 1 Select **Insert | Forms Object | Jump Menu** from the **Objects panel**. The **Insert Jump menu** dialogue box opens

- 2 In the **Text** field of the **Insert Jump Menu** dialog box, type some text that will provide instruction:

E.g. Select one of the following:

- 3 Under **Options** (at the bottom of the Window), tick the **Select First Item After URL Change** checkbox, then click the plus (+) button (at the top of the Window) to add a menu item. (this first line is an instruction, therefore it requires no other elements)
- 4 In the **Text** field of the **Insert Jump Menu** dialog box, type the first label for where you are navigating (e.g. Durham homepage).
- 5 In the **When Selected, Go To URL** field, type the relevant URL (e.g. <http://www.dur.ac.uk>) alternatively you can select the **Browse** button to select your file.

- 6 Click the **+** button and repeat steps 4 and 5 to add further elements

Once you've inserted your **Jump Menu** object, you can modify it by clicking on it and selecting the **List Value** button in the **Property inspector**. In the List Values dialogue box, you see the jump menu labels on the left and the URLs on the right. You can add, move or delete items as you would with any other list.

4 Templates

4.1 Introduction to templates

Templates are useful in creating web pages that have a common structure and appearance. When you create a template, you decide which parts of a page should remain constant (non editable) and which parts can be changed. For example, the name of your department would remain the same, but the content of the page would be different for each academic.

Templates allow you to set the properties for every new page and make changes to several pages at once. When you update documents that use the template, the non editable sections of those documents will be updated to match the changes to the template.

Dreamweaver saves templates with file extension **.dwt** in a folder named **Templates** in your site's local root folder (J:\public_html). If the Templates folder does not already exist, Dreamweaver creates it when you save a new template.

4.2 Creating and editing templates

You can either create a template from an existing web page or start from a blank page.

To save an existing page as a template:

- 1 Select **File | Open** and select the existing document
- 2 Choose **File | Save as Template**.
- 3 Select a site and enter a name for the template.
- 4 Click **Save**.

The file is automatically saved to your **Templates** folder in your **public_html** directory.

To create a new, blank template:

- 5 Click **File | New** and from the **Category** list select **Template Page**
- 6 Select **HTML Template** and click **Create**

4.3 Defining editable regions in a template

There are two types of regions on a template:

- Editable
- Locked (noneditable)

All regions in a new template are locked when you create the template, so to make the template useful, you must make some regions editable.

Editable regions are the parts of a template that have different content on different pages. Locked regions have static content that is the same on several pages, such as navigation tools.

In templates, editable regions are enclosed in a highlighted rectangular outline. A tab at the upper left corner of the region shows the name of the region. However, you can make changes to both editable and locked content.

If you move the mouse pointer to a noneditable region of the template, the mouse pointer changes to indicate that you can't access the locked region. You can only make changes in the highlighted rectangular areas.

4.3.1 Making new editable regions

Put the cursor where you want to insert an editable region.

- 1 Select **Insert | Template Objects | Editable Region**.
- 2 Enter a name for the region in the **New Editable Region** dialog box.

The region name appears within curly brackets. This can be replaced with text, images or other content when the template is applied to a document.

The following characters are not valid for region names: apostrophes ('), quotation marks ("), angle brackets (< >), and ampersands (&).

4.3.2 Changing an editable region to a locked region

If you have made a region editable and then want to make it locked:

- 1 Select **Modify | Templates | Remove Template Markup**
- 2 Select the region name from the list and click **OK**.

4.4 Creating documents based on templates

You can use a template when you begin a new document, or apply it to an existing document. **Beware:** if the template and the existing document are not very similar, you risk losing material!

4.4.1 To create a new document based on a template

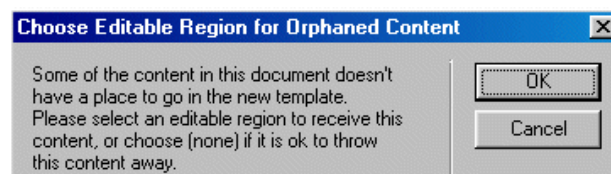
- 1 Select **File | New**
- 2 Select the Templates tab, choose a template in the dialog box that appears and click **Create** (you can click on any template listed and see a preview).

4.4.2 To apply a template to an existing document

When you apply a template to an existing document, the content in the template is added to the document.

- 1 Select **Modify | Templates | Apply Template to Page**.
- 2 Choose a template from the list and click **Select**.

Important: If the material in the existing document does not fit into the editable regions of the template, then clicking **OK** in the dialog box will delete that material.



4.5 Updating the site

One of the advantages of using templates is that they enable you to make changes to several pages at once.

If you make a change to a template that you are using in the current site, then you are prompted to update the pages that use the template. You can also use the Update commands.

- 1 Select **Modify | Templates | Update Pages**.
- 2 From the **Look in** drop-down menu, do one of the following:
 - Select **Entire Site**, and then select the site name. This updates all pages in the selected site to their corresponding templates.
 - Select **Files That Use**, and then select the template name. This updates all pages in the current site that use the selected template.
- 3 Next to the **Update** option, make sure **Templates** is checked.
- 4 Click **Start**.

5 Frames

5.1 What are frames?

Frames allow several different pages to be displayed in one window at the same time. They are often used to keep a standard navigation area available as you move around a website.

A web page with four frames actually consists of five files:

- The frameset file, and
- four files containing the content that appears in the frames

The frameset file defines a web page with frames. It contains information about the size and location of the page's frames, along with the names of the files that should be loaded as the content for each of the frames.

You can change the properties of frames and framesets, resize frames, and use links to control their contents.

The disadvantages of frames are that they can be more difficult to bookmark and print.

5.2 When do I use frames?

The most common use of frames is for navigation. A set of frames often includes one frame containing a navigation bar and another frame to display the main content pages.

However, designing with frames can be confusing, and in many cases you can create a web page without frames that accomplishes many of the same goals as a set of frames. For example, if you want a navigation bar to appear on the left side of your page, you can either replace your page with a set of frames, or just include the navigation bar on every page in your site by using a template.

Not all browsers provide good frame support, and frames may be difficult for visitors with disabilities to navigate, so if you do use frames, always provide a `noframes` section in your frameset, for visitors who can't view them. You may also want to provide an explicit link to a frameless version of the site, for visitors whose browsers support frames but who don't like using frames.

5.3 Inserting a predefined frameset

5 Select **Window | Others | Frames**

The **Frames** panel will appear on the right hand side of the window under the tab **Advanced Layout**.

6 In the **Insert bar** click on **frames** tab



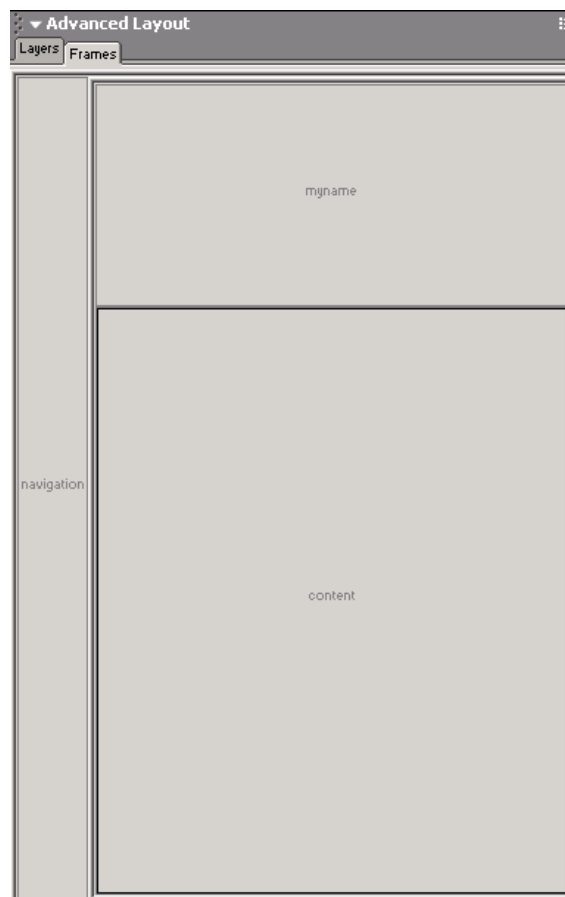
7 Click on the 10th frameset along.

5.4 Frames and Accessibility Attributes

If you have selected to show Accessibility attributes when inserting various objects such as frames into your page (**Edit | Preferences | Accessibility**) or are working on NPCCS, at this point a **Frame Tag Accessibility Attributes window** will open. Provide a title for each of your frames from the drop-down menu. If someone is accessing your page using a screen reader the name of the frame that is specified here is what will be read.

5.5 Naming frames

You are going to name the frames you have created using the **Frames Panel**. Naming each of your frames is necessary for your page links to work properly. The **Frames Panel** provides a visual representation of the frames within a document.



- 1 Click on the left, vertical frame in the **Frame inspector**, then click in the **Frame Name** field in the **Property inspector**, delete **leftFrame** and type
navigation
- 2 Click on the top, horizontal frame in the **Frame inspector**, in the **Frame Name** field in the **Property inspector** delete **topFrame** and type
title

- 3 Click on the bottom, horizontal frame in the **Frame inspector**, in the **Frame Name** field in the Property inspector delete **mainFrame** and type
content

5.6 Selecting and saving the frameset

You need to save the frameset file as well as the files in the frames.

- 1 To select the frameset click on the border enclosing the frames in the **Frames Panel**, a black border will be visible.
- 2 From the Menu bar, select **File | Save Frameset**.
- 3 Give the frameset a name
e.g. default.htm
- 4 **Save** the frameset to your **public_html** folder.

5.7 Adding content to frames

You are going to select a frame, change its properties and add some content. You will then save the document within the frame.

- 1 Select the top frame, called **title**, by clicking in it in the Document window and type
Your Name's Homepage
and press **Enter**.
- 2 Type
Your Department
and press **Enter**.
- 3 Select both lines of text and then select **Heading 1** from the **Format** drop down menu in the **Property Inspector**.
- 4 To centre the text click the **Align Centre** button in the **Property Inspector**.
- 5 To change the colour of the text click the **Text Colour** box in the **Property Inspector** (to the right of the **Size** field) and drag the dropper to the colour you want and click.
- 6 To save the file select **File | Save Frame** from the Menu bar and name the file **title.htm**.

5.8 Adding existing material to a frame

You are going to load an image into a frame and save it.

- 1 Select the left, vertical frame, called **navigation**, by clicking in it in the Document window.
- 2 Click the **Insert Image** button under **Common** on the **Object panel**
- 3 Open your **images** folder in your **J:\public_html**.

- 4 In the URL field type
<http://www.dur.ac.uk/images/colourednoname.gif>
 and click **Select**.
- 5 In the **Property Inspector**, change the width of the image by typing **100** in the **W** field and **100** in the **H** field.
- 6 Select **File | Save Frame** from the Menu bar and name the file **logo.htm**.
 You should see the logo appear.

5.9 Using links in one frame to control the content of another frame

Links within one frame can be used to change the contents of another frame. First you will enter the text into the frame that you are going to link from.

- 1 Select the frame on the left side, called **navigation**, by clicking in it.
- 2 Under the image you have added type
Work
Other interests

Now, you will link from one frame to another.

- 3 Select the word **Work** and then use the **Browse for file** icon in the **Property inspector** to locate a file you want to link to.
- 4 From the drop-down menu in the **Target** field, select **mainFrame**.
- 5 Select **File | Save Frame**

Note: If you are linking to a page outside of your site, always use `target="_top"` or `target="_blank"` to ensure that the page doesn't appear to be part of your site.

There are also other options available in the drop down list of where to target your content:

Name of target	
<code>_blank</code>	Opens the linked document in a new browser window
<code>_parent</code>	Opens the linked document in the parent frameset of the frame the link appears in, replacing the entire frameset
<code>_self</code>	Opens the link in the current frame, replacing the content in the frame
<code>_top</code>	Opens the linked document in the current browser window, replacing all frames

5.10 Page properties

To give your page a title.

- 1 Select the frameset by clicking on the border enclosing the frames in the **Frame inspector**.

- 2 From the Menu bar select **Modify | Page Properties**.
- 3 In the **Title** field type
Your Name's Homepage

5.11 Saving files and a frameset to preview

Before you can preview a frameset in a browser, you must save the frameset file and all of the documents that are to be displayed in the frames. You can save each frameset file and framed document individually, or you can save the frameset file and all documents appearing in frames at once.

5.11.1 To save a frameset file:

- 1 Select the frameset by clicking on the border enclosing the frameset in the **Frames panel**.
- Click **File | Save Frameset**.

5.11.2 To save a document that appears in a frame:

- 2 Click in the frame in the **Document window**, then choose **File | Save Frame**

5.11.3 To save all files associated with a set of frames:

- 3 Choose **File | Save All**.

5.12 Testing your frames

- 4 To view the page, open Mozilla from the Start menu and type in the url of your page in the Location bar

<http://www.dur.ac.uk/f.a.bloggs/default.htm>

with **f.a.bloggs** being substituted by your own mailname.

- 5 Test your links.

Note: You may already have a file in your **public_html** folder called **index.htm**. If you decide that you want these new files to become your default page then you will need to delete or rename your **index.htm** file.

5.13 Nested frames

A frameset inside another frameset is called a nested frameset. A nested frameset can be created by splitting an existing frame.

5.14 Deleting frames

To delete a frame drag the frame border off the page or to the border of the parent frame.

6 Behaviours

Dreamweaver behaviors place JavaScript code in documents to allow visitors to interact with a web page to change the page in various ways, or to cause certain tasks to be performed. A behavior is a combination of an event and an action. Events are generated by browsers in response to user actions. For example, when a user clicks a button, the browser generates an `onClick` event, and calls the JavaScript function (if any) that you've associated with that event, such as opening another browser window. The events that you can use to trigger a given action vary from browser to browser.

After you attach a behavior to a page element, whenever the event you've specified occurs for that element, the browser calls the action (the JavaScript code) that you've associated with that event. (The events that you can use to trigger a given action vary from browser to browser.) For example, if you attach the `Popup Message` action to a link and specify that it will be triggered by the `onMouseOver` event, then whenever someone points to that link with the mouse pointer in the browser, your message pops up in a dialog box.

6.1 Behavior inspector

The Behavior panel is used to attach behaviors to objects and to modify parameters of previously attached behaviors. Behaviors that have already been attached to the currently selected page element appear in the behavior list (the main area of the panel), listed alphabetically by event. If there are several actions for the same event, the actions will execute in the order in which they appear on the list. If no behaviors appear in the behavior list, then no behaviors have been attached to the currently selected element.

To open the Behavior inspector, click the **Behaviors** button in the **Design panel**, or select **Window | Behaviours**.



Actions (+)	Is a pop-up menu of actions that can be attached to the currently selected element. When you choose an action from this list, a dialog box appears in which you can specify parameters for the action. If all of the actions are dimmed, then there are no events that can be generated by the selected element.
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Delete (-)	Removes the selected event and action from the behavior list.
Events (the menu that appears when you click the arrow button next to the selected event name in the behavior list)	Is a pop-up menu of all the events that can trigger the action. This menu is visible only when an event in the behavior list is selected. Different events appear depending on the object selected. If the events you expect don't appear, make sure the correct page element or tag is selected. (To select a specific tag, use the tag selector at the bottom left of the Document window.) Also make sure you've selected the correct browser or browsers in the Show Events For submenu.
Up and down arrow buttons	Move the selected action up or down in the behavior list for a particular event. Actions for a given event are executed in the specified order. The order of actions can be changed only for a particular event—for example, you can change the order in which several actions occur for the onLoad event, but all the onLoad actions stay together in the behavior list. The arrow buttons are disabled for actions that can't be moved up or down in the list.

You can change which behaviours are available, to tailor your page to a specific browser. Click on the Actions (+) button and select **Show Events For** and select a browser.

Most events can be used only with certain page elements. To find out what events a given browser supports for a given page element, insert the page element in your document and attach a behavior to it, then look at the Events pop-up menu in the Behaviors panel.

6.2 Applying a behavior

You can attach behaviors to the entire document (that is, to the body tag) or to links, images, form elements, or any of several other HTML elements. The target browser you choose determines which events are supported for a given element. Internet Explorer 4.0, for example, has a much wider array of events for each element than Navigator 4.0 or any 3.0 browser.

Note: You can't attach a behavior to plain text.

You can specify more than one action for each event. Actions occur in the order in which they're listed in the Actions column of the Behaviors panel.

6.2.1 To attach a behavior:

- 1 Select an element on the page, such as an image or a link.
- 2 Click the plus (+) button in the **Behavior panel** and choose an action from the **Actions** pop-up menu.

Actions that are dimmed in the menu can't be chosen. They may be dimmed because a required object doesn't exist in the current document. If no events are available for the selected object, all actions are dimmed.

When you choose an action, a dialog box appears, displaying parameters and instructions for the action.

- 3 Enter parameters for the action, and click OK.

All actions provided in Dreamweaver work in 4.0 and later browsers. Some actions do not work in older browsers.

The default event to trigger the action appears in the Events column. If this is not the trigger event you want, choose another event from the Events pop-up menu. (To open the Events pop-up menu, select an event or action in the Behaviors panel, and click the downward-pointing black arrow that appears between the event name and the action name.)

Different events appear in the Events pop-up menu depending on the selected object and on the browsers specified in the Show Events For submenu. Events may be dimmed if the relevant objects do not yet exist on the page or if the selected object cannot receive events. If the expected events don't appear, make sure the correct object is selected, or change the target browsers in the Show Events For pop-up menu.

7 Adding video and media to web pages

7.1 Video

Video files can be very large and so should be used with care - one minute of video footage shot with a digital camcorder can use one gigabyte (1024 MB) of filespace! Two technologies have been developed to reduce the size

of video files to make them viewable over the web: video streaming and file compression.

7.1.1 Streamed video

With streamed video, the information is sent in parts over the web from the video server to the user's computer. The server can check the rate of communication and offer the user information at different rates (and qualities) depending on the speed of the link. The user can start to watch the video before the entire film has been downloaded. Common examples are Windows Media Player, RealPlayer and QuickTime.

The University is currently trialling a video streaming server using Microsoft Windows Media

7.1.2 Compression (codecs)

A video file is compressed to reduce the file size (a bit like 'zipping' a normal file). The method of compression (and decompression) is specified in a file called a codec – (a **compressor/decompressor**). Users will need a copy of the codec installed on their computer (or built into a dedicated piece of hardware inside the PC) in order to view the file. Common codecs are MPEG, Sorenson, Cinepak and DivX. If you put video on your website with an obscure codec, many users may be unable to view it on their PC.

7.1.3 Software

Video is usually displayed not directly on your web page, but displayed using a separate video player program on your computer. Most video players can display the standard video formats such as *.avi and *.mpeg. The three major players all have their own proprietary format – *.wmf - Windows Media Player, *.rm – Real Media and *.qt – QuickTime.

<http://www.microsoft.com/windows/windowsmedia/technologies.aspx>

<http://www.real.com/>

<http://www.apple.com/quicktime/>

Simple video-editing is possible with the free Windows Media Encoder (which comes with XP) or can be downloaded from the Microsoft website (see above). Note that by default this software uses a strong compression algorithm meaning that some loss in image quality may be noticed.

7.1.4 Accessibility

To make video more accessible, it is possible to add captions to accompany the footage. These can either appear over the video, or beneath it. You can add captions whilst you make your video using software such as Adobe Premiere, or afterwards, e.g. using the free MAGpie program, which supports the standard SMIL (synchronized multimedia) format.

<http://ncam.wgbh.org/webaccess/magpie/>

7.2 Copyright

You must check the copyright of materials you wish to use. Special regulations apply to the use of recordings you have made from TV. Useful advice can be found at the Educational Recording Agency website:

[http://www.era.org.uk/](http://www.era.org.uk)

Another good source of advice is the British Universities Film and Video Council website:

<http://www.bufvc.ac.uk>

7.3 Audio

Audio files are not as large as video files but they are still large and have to be used with care. You must also check the copyright of the materials. Similarly to video, an audio file is either downloaded to the user and then automatically played with a helper application, or it can be streamed to the user so that it plays while it is downloading.

Most browsers can play standard digital audio files, such as AIFF and WAV, but their uncompressed format makes them unsuitable for the web. MP3 format gives high quality digital audio files with excellent compression. It has become the standard for downloadable music. <http://www.mp3.com>.

The main 3 streaming audio solutions are the same as those for video - RealMedia, QuickTime and Windows Media. RealAudio produces the highest quality streaming audio, in **.ra** or **.ram** formats, but the quality is not as good as MP3. QuickTime audio is a music track in a QuickTime video, **.mov**, and is best for soundtracks accompanying videos.

Other ways of decreasing file size is by:

- Converting a stereo file to mono
- Lowering the bit depth e.g. from 16 bit to 8 bit
- Lowering the sample rate e.g. from 44Hz to 22Hz

If you change any of the settings on an audio file it must be tested as it may sound very distorted.

7.4 Further information on video and audio

There are many factors that you need to consider if you are planning to use video or audio extensively in your web pages. Please contact the ITS for further advice or to look at the books in the Reference section. There are video capture and editing machines available in the Computer Centre at Durham and the Information resource Centre in Stockton.

8 Assets, Library and History panel

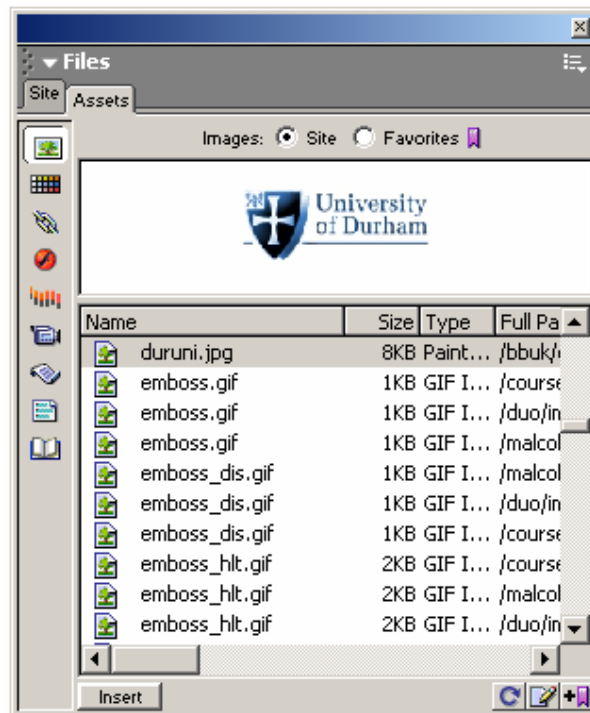
8.1 The Assets panel and Library items

The **Assets panel** helps you manage and organize your site's assets more easily than you can in the Site window. The panel displays the assets in your site, divided into different categories.

The assets panel is very useful in helping you standardize features such as text colours, by displaying all the colours already in use in your document.

When you create a new item, you can set its colour from the Assets panel to ensure uniformity.

Click **Window | Assets** to view the Assets panel.



You can use the Assets panel in two different ways: as an easily accessible list of the assets in your site (the Site list), or as a way to organize the assets that you use most frequently (the Favorites list). The Assets panel automatically puts your site's assets in the Site list. The Favorites list starts out empty; you add whatever assets you want to it. As the image above shows, you can also use the Assets panel to locate duplicate files stored in a different location.

To view assets in a particular category, click the appropriate icon. Dreamweaver displays the following categories of assets:

Images are image files in GIF, JPEG, or PNG formats.

Colors are the colors that are used in documents and style sheets in your site, including text colors, background colors, and link colors.

URLs are the external links in your current site documents.

Flash movies are files in any version of Macromedia Flash format. The Assets panel displays only SWF files (compressed Flash files), but not FLA (Flash source) files.

Shockwave movies are files in any version of Macromedia Shockwave format.

Movies are files in QuickTime or MPEG format.

Scripts are JavaScript or VBScript files. Note that scripts in HTML files (rather than in independent JavaScript or VBScript files) do not appear in the Assets panel.

Templates provide an easy way to reuse the same page layout on multiple pages and to modify the layout on all pages attached to a template when a template is modified.

Library items are elements that you use in multiple pages; when you modify a library item, all pages that contain that item are updated.

8.1.1 Adding a Library item

- 1 Highlight something on your page that you may wish to reuse eg a link to your email address
- 2 Select the item and either
 - Click **Modify | Library | Add Object to Library**
or
 - Drag the item to the **Library** in the **Assets panel**
- 3 In the **Assets panel** give the library item a name eg **email**.

To reuse the item on another page simply click on it and drag it from the **Library** in the **Assets panel** to any web page that you are developing.

8.2 Using the History palette

The History palette shows a list of all the steps you've performed in the active document since you created or opened that document. You can undo one or more of those steps. It also allows you to replay steps and to create new commands to automate repetitive tasks. The slider, or thumb, initially points to the last step that you performed.

To open the **History** panel go to the menus and choose **Window | Others | History**. Move the slider up and watch the items that you have added disappear. Move the slider down again and they will reappear.