

Dreamweaver 102: Learning the Basics of MX

Dreamweaver MX is one of the most powerful and popular HTML editing software programs on the market today. Creating a web page and managing your web site with Dreamweaver is much easier than you might imagine. This workshop will cover the basics you need to know to get started with an overview of the basic Dreamweaver features and tools:

- Getting Familiar with the Layout of Dreamweaver MX & Changes from Dreamweaver 4
 - Downloading and Implementing Cal Poly Templates to Create Web Pages
 - Setting Preferences for Web Accessibility (Making Your Pages Section 508 Compliant)
 - Defining a Site
 - Creating Relative, Absolute, and Email Hyperlinks
 - Creating New Text Content or Importing Existing Text from Microsoft Word
 - Formatting Text and Running Spell Check
 - Adding a “Dynamic Date” to Automatically Update Every Time You Change a Page
 - Inserting Images
 - Inserting a Table
 - Running an Accessibility Report in Dreamweaver
 - Uploading Your Files to a Cal Poly Server to Make Your Web Pages Available on the World Wide Web
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Getting Familiar with the Layout

Let's open Dreamweaver and get started!

From the **Start** menu, select **Programs>Applications>Keyserver Applications>Dreamweaver MX**.

When you open Dreamweaver MX the very first time, a dialog box will appear asking which environment you wish to work in (Figure 1): **Dreamweaver MX Workspace** or **Dreamweaver 4 Workspace**. Select **Dreamweaver MX Workspace** and begin working with the new view; although it may take some adjustment, in the long run, you will be glad you changed to the Dreamweaver MX Workspace!

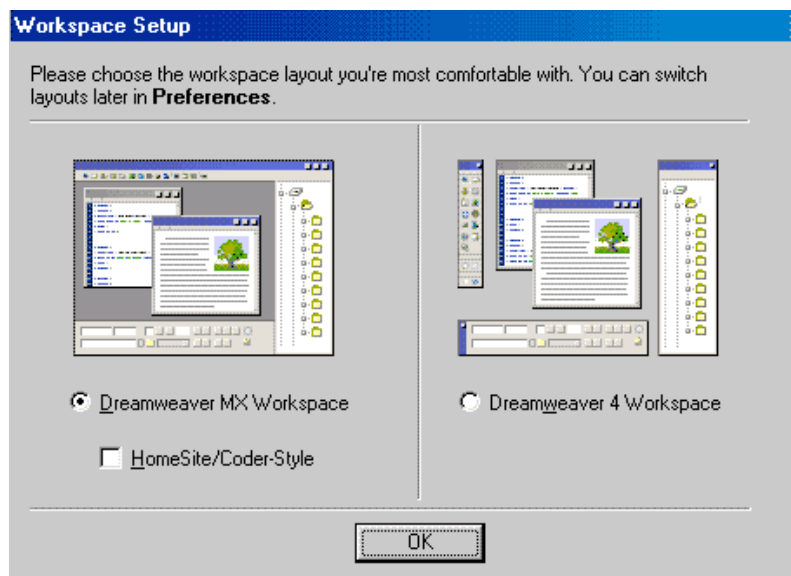


Figure 1: Workspace Setup Dialog Box

If you later decide that you just can't handle the change in your workspace from Dreamweaver 4.0, then choose **Edit>Preferences** and select the **General** category and the **Change Workspace...** button. When you are ready to adjust to the "new look" of Dreamweaver MX, you may return at anytime to the **Edit>Preferences** location and change the workspace to Dreamweaver MX.

After you have chosen your workspace configuration, Dreamweaver MX will open a **Welcome Window** (Figure 2). This Welcome Window provides information for new users of Dreamweaver as well as an update of the newest features in MX for the previous Dreamweaver 4.0 users. If you wish to close this window and view it at another time, you may close it and access it later from **Help>Welcome**.

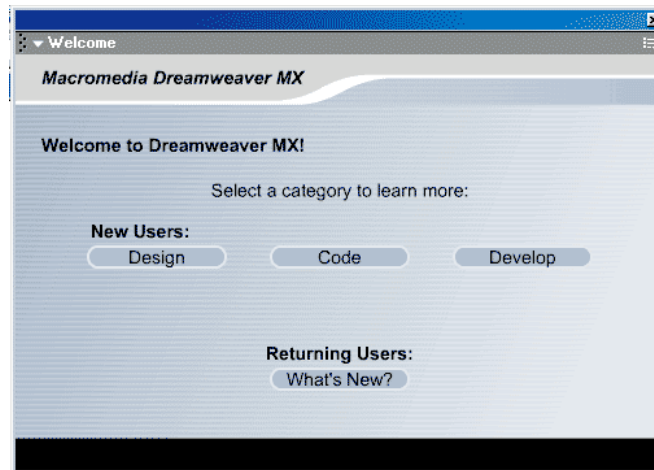


Figure 2: Welcome Window

Dreamweaver MX will open with the main window called the **Document Window** (Figure 3) and several panels and palettes. If you have opened Dreamweaver before, the panels will be placed exactly where they were the last time you quit the program. Panels and palettes that have been closed previously may be accessed from the **Windows** menu within Dreamweaver. Choose **Window> Arrange Panels** to reset all the open panels to their default positions.

The **Document Window** is the main center of activity in Dreamweaver. Since Dreamweaver considers itself to be a **WYSIWYG** (What You See Is What You Get) HTML tool, the Document Window will give you a clear idea of what you can expect to see in the web browser window when you are done (although not exactly).

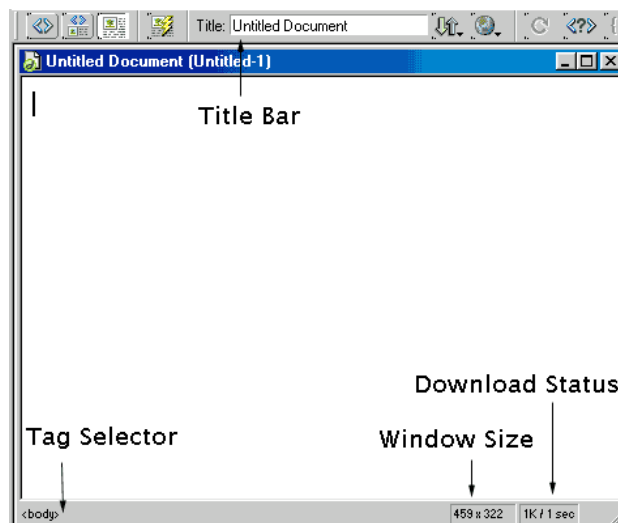


Figure 3: Document Window

Let's examine the pieces of the Document Window:

- The **Title Bar** displays the filename and the title of the current web page.
- The **Body** of the HTML document is displayed in the main viewing area of the Document window.
- The **Status Bar** indicates three important properties of the document:
 1. The **Tag Selector**, which displays all the HTML tags that apply to the current selection;
 2. The **Window Size** indicator, which displays the current size of the Document Window; (These numbers will change if you resize the Document Window; however, you can set a pre-set window size by clicking on the arrow in order to display a pop-up window of choices.)
 3. The **Download Status** area displays the total size (in kilobytes) of the current page and the amount of time it would take to download on a 28.8 modem. If you want to see how long it would take to download at a different speed, go to **Edit>Preferences** and select the **Status** category and from the pull-down menu next to **Connection Speed**;, select a different speed such as **56 Kilobits per Second** (Figure 4).

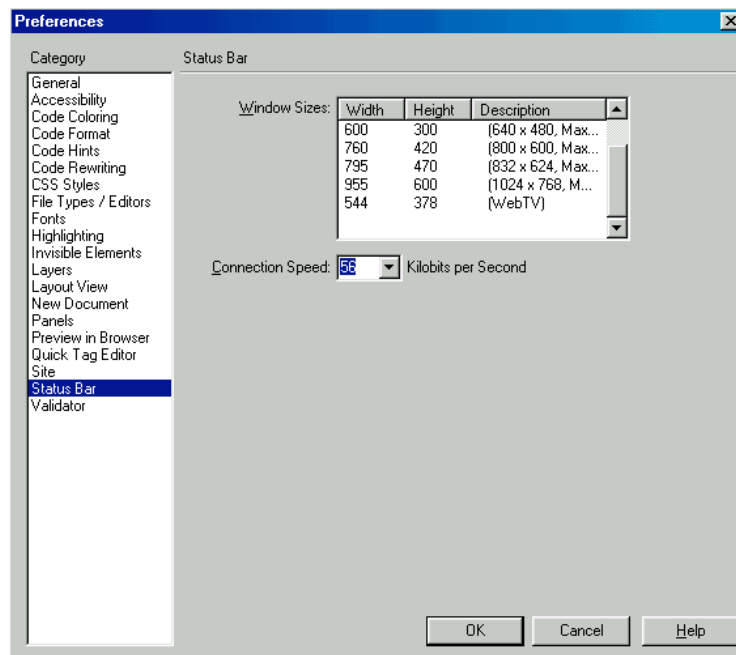


Figure 4: Status Bar Preferences

The Properties Inspector:

The two most important properties to have turned on are the **Properties Inspector** palette (Figure 5) and the **Insert Bar**. From the **Window** menu, make sure there are checkmarks next to these two items.



Figure 5: The Properties Inspector

The Properties Inspector is context-sensitive. This means that it will constantly change depending upon what type of element has been selected. The Properties Inspector controls many important settings, including settings for Text, Tables, Alignment, Images, and Media.

Managing Panels and Panel Groups

One big difference that Dreamweaver 4.0 users will see when they open Dreamweaver MX is the use of panels. In Dreamweaver MX panels are grouped together into **Panel Groups** (Figure 6). Each panel group can be expanded or collapsed, and can be docked or undocked with other panel groups. If you wish to customize your panel groups, it will make it easier to access the panels you need without cluttering your workspace. Panels within a panel group appear as tabs.

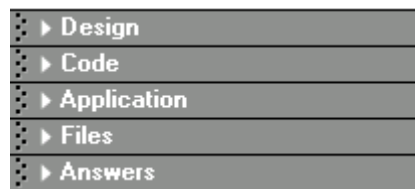


Figure 6: Panel Groups

To expand or collapse a panel group, do one of the following:

- Click the expander arrow on the left side of the panel group's title bar.
OR
- Click the panel group's title.

Let's look at a few of the more important panels and Panel Groups:

The Site Panel:

The Site Panel (within the **Files Panel Group**) allows you to define a site, manage the local files in your site, upload and download files from a remote site, and browse the files on your local disk outside of your site. With the Site Panel you can make a local site on your hard drive that's just like the directory structure site on your web server.

The Assets Panel:

The Assets Panel (also within the **Files Panel Group**) displays the elements, such as images or movie files that you are using in building your page or site. You can obtain assets from various sources. For example, you might create assets in an application such as Macromedia Fireworks or Macromedia Flash, receive them from a co-worker or client, copy them from a clip-art CD, or copy an image from a graphics web site. You can use the Assets panel in two 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. You may add whatever assets you wish to the **Favorites** list for easy access.

The History Panel:

You may want to add the History Panel Group in order to access its "undo" features by selecting **Window>Others>History**. The History Panel will show you a list of the steps you've performed in the active document since you created or opened that document, up to a specified maximum number of steps. (The History panel doesn't show steps you've performed in other frames, in other Document windows, or in the Site Panel.) It allows you to undo one or more steps; it also

allows you to replay steps and to create new commands to automate repetitive tasks. The slider, or thumb, in the History Panel initially points to the last step that you performed.

To undo the last step in the History Panel:

Drag the History Panel slider up one step in the list. This has the same effect as choosing **Edit > Undo**. The undone step will turn gray.

To undo multiple steps at once, do one of the following:

- Drag the slider to point to any step.
OR
- Click to the left of a step along the path of the slider; the slider scrolls automatically to that step, undoing steps as it scrolls.

As with undoing a single step, if you undo a series of steps and then do something new in the document, you can no longer redo the undone steps; they disappear from the History Panel.

To change the number of steps that the History panel retains and shows:

1. Choose **Edit > Preferences** and select **General** from the Category list.
1. Enter a number for **Maximum Number of History Steps**.

The default value should be sufficient for most users' needs. The higher the number, the more memory the History Panel requires. This can affect performance and slow your computer down significantly. When the History panel reaches this maximum number of steps, the earliest steps are discarded.

The Insert Bar

The **Insert Bar** in Dreamweaver MX replaces what was previously the **Objects Palette** in Dreamweaver 4.0. The **Common** tab in the Insert bar allows you to insert the most commonly used objects:



Figure 7: Insert Bar with Common Tab Selected

- **Hyperlink** and **E-Mail Link** insert hypertext links at the insertion point, or immediately following the current selection.
- **Named Anchor** places a named anchor (a name="") at the insertion point. A dialog box appears; enter a name for the anchor.
- **Table** places a table at the insertion point.
- **Draw Layer** creates a layer.
- **Image** inserts an image at the insertion point. A dialog box appears so that you can select an image file.

- **Image Placeholder** inserts an image placeholder at the insertion point. A dialog box allows you to specify a name and dimensions for the placeholder where you can later place your image.
- **Fireworks HTML** places an HTML file produced by Fireworks at the insertion point.
- **Rollover Image** prompts you to specify two image files (an “on” and an “off” image) that are used to define a rollover. A rollover is an image that changes when the pointer moves across it.
- **Navigation Bar** inserts a set of images to be used for navigating through a site.
- **Horizontal Rule** places a horizontal rule at the insertion point.
- **Date** places the current date at the insertion point. A dialog box appears in which you can specify a format for the date and indicate whether Dreamweaver should update the date automatically every time you save the file.
- **Tabular Data** creates a table at the insertion point, filled with table data from a delimited text file (such as a file exported from Microsoft Excel or from a database).
- **Tag Chooser** allows you to choose a tag to insert, from a hierarchical tree of categorized tags.
- **Comment** places a comment in the HTML at the insertion point. If you’re in Design view, a dialog box appears; enter text for the comment.

Other tabs in the Insert Bar include **Layout, Text, Tables, Frames, Forms, Templates, Characters, Media, Head, Script, and Application**. Additional tabs appear when the current document contains server code, such as ASP or CFML documents. Here is a brief explanation of what these tabs can do:

- The **Layout** tab allows you to insert tables and layers, and lets you choose between two views of tables: Standard (default) view and Layout view.
- The **Text** tab allows you to insert a variety of text- and list-formatting tags, such as b, em, p, h1, and ul.
- The **Tables** tab allows you to insert an entire table or a specific table tag (such as tr, th, or td).
- The **Frames** tab contains common frameset layouts.
- The **Forms** tab contains buttons for creating forms and inserting form elements.
- The **Templates** tab allows you to insert editable, optional, and repeating regions in template files.
- The **Characters** tab contains special characters such as the copyright symbol, curved quotation marks, and trademark symbols. Note that some of these symbols may not display correctly in versions 3.0 and earlier of the Internet Explorer and Netscape Navigator browsers.
- The **Media** tab contains buttons for inserting animated or interactive media objects such as Flash buttons and text, Java applets, and ActiveX objects.
- The **Head** tab contains buttons for adding various head elements, such as meta and base tags.

- The **Script** tab allows you to insert a script, a noscript section, or a server-side include.
- The **Application** tab allows you to insert dynamic elements such as recordsets, repeated regions, and record insertion and update forms.

Setting Preferences for Web Accessibility

Dreamweaver MX allows you set your preferences to remind you to follow 508 federal accessibility guidelines as you insert images, tables, forms, and other media.

To Turn on Accessibility Preferences:

1. Go to the **Edit** menu and select **Preferences (Control-U)**.
1. In the **Category** column of this dialog box, click on **Accessibility**.
1. Click all the checkmarks under **Show Attributes when Inserting:** (i.e., **Form Objects, Frames, Media, Images, Tables**).
1. Make sure that **Offscreen Rendering (Disable when using Screen Readers)** is also selected.
1. Click **OK**.

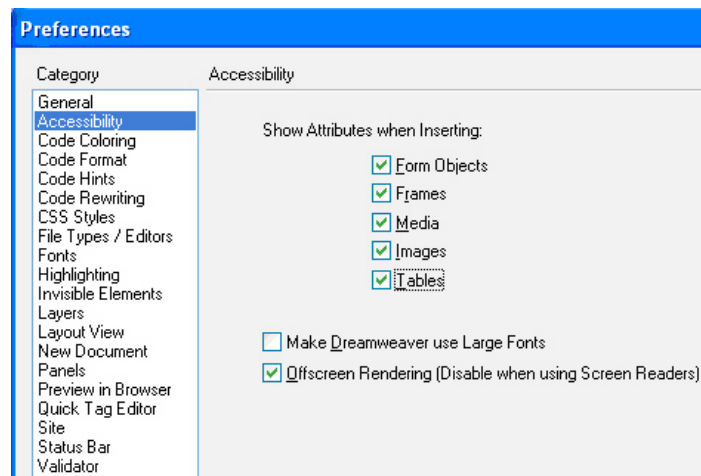


Figure 8: Accessibility Preferences

Implementing Cal Poly Templates to Create Web Pages

The Cal Poly Web Authoring Resource Center (WARC) provides developers of Cal Poly Official Web sites with the information and tools necessary to plan and build a site that meets basic requirements for university identity, web accessibility, usability, and aesthetics. In addition, the WARC provides valuable information on how best to maintain web sites for currency and efficiency. Check out the WARC web site by opening a browser (Internet Explorer or Netscape) and navigating to the following URL: <http://www.calpoly.edu/warc/>

On the WARC website, you will find a section allowing you to download university templates: <http://www.calpoly.edu/warc/universityid/templates.html> By using the university templates, you are establishing your web pages as an "official" part of the Cal Poly University web site. The templates have been designed to be consistent with and complimentary to the recent redesign of the Cal Poly home page and its top-tier subsections (i.e., Students, Faculty & Staff, Prospective Students, etc.). The templates conform to the university's "Minimum Page Requirements" for web pages and were specifically designed for easy navigation and eye-

pleasing appearance after surveys and meetings with campus focus groups. They have also been designed with usability and web accessibility in mind. You can easily "personalize" them to reflect your department or group and each layout has been created to provide substantial "free" space for extensive customization within the body of each template. We believe that it's important that Cal Poly web pages reflect standards of quality and professionalism appropriate to showcase the university as what it is -- one of the nation's best -- and implementing the templates will assist you in this task.

Let's download the templates and place them within Dreamweaver:

1. Go to <http://www.calpoly.edu/warc/universityid/templates.html>
1. Click on the "Download Now" link at the top of this page. This will take you to <http://www.calpoly.edu/warc/universityid/templates/download.html>
1. Under the section labeled "HTML version download," select the area that applies to your operating system (PC or Mac) and click on the appropriate link.
1. Since we are using PCs in this class, click on "cp_template_v1.1.zip - (PC)" to download it to the Desktop of your computer.
1. When the **File Download** dialog box appears (Figure 9), click on the **Save** button.

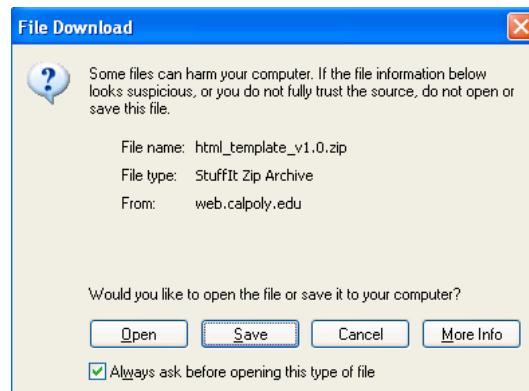


Figure 9: File Download Dialog Box

2. When the **Save As** dialog box appears, save the file to the following folder in the **My Documents** folder: **My Documents>Class Material>Dreamweaver MX 102-LFose> A**. The .zip file will be placed in your **Dreamweaver MX 102-LFose** folder. Use a utility such as Stuffit Expander, WinZip, or Power Archiver to unzip the file. (Note: Mac users will need to use Stuffit Expander to unstuff the .sit file). If you are using a Cal Poly license for the Power Archiver utility, double-click on the file and when the Power Archiver new window pops up, choose **Action > Extract...** In the "Extract to:" area, browse to **My Documents>Class Materials>Dreamweaver MX 102-LFose** and click the **Extract** button.
3. You should now have a folder called **cp_template** unzipped in your **Dreamweaver MX 102-LFose** folder.
4. Right-click on the **cp_template_v1.1.zip** and select **Delete** to delete the zipped folder.
5. Double-click on the **cp_template** folder to open it. Right-click on the **cp_template.html** file and select **Copy** from the menu. Navigate to the **My Documents>Class Materials>Dreamweaver MX 102-LFose>mx_website** folder. Right-click and paste the **cp_template.html** file into that location.
6. Now move the images from the **cp_template** folder to our **mx_website images** folder. Navigate to the **My Documents>Class Materials>Dreamweaver MX 102-LFose>cp_template>images** folder and select everything (**Ctrl-A** or **Shift-Click**) in this images folder (including the folders of **footer**, **header**, **menubreadcrum**) and then right-click your mouse and select **Copy**.
7. Navigate to the **My Documents>Class Materials>Dreamweaver MX 102-LFose>mx_website>images** folder and open the folder. Right-click in the folder with your mouse and select **Paste** to move the necessary Cal Poly images to this folder.

The Importance of Site Management

File management is one of the biggest challenges of building a web site. Web sites require the creation of many documents and their properties all at once due to numerous text and image files. Organization, folder structure, and consistent naming conventions of all the pages and graphics are a very important part of building a web site.

In addition, the fact that most people build web sites from their hard drive and then upload the files to a web server when they finish just compounds the organizational problem! For example, if you created content in folders on your hard drive and called the folders “HTML” and “Graphics,” you would need to replicate this EXACT folder structure when you uploaded the files to your web server or your links to the files would be broken.

Dreamweaver has created a site-management scheme that helps alleviate this problem by requiring that you keep all your files within one main “root” folder so that you can easily duplicate the folder structure that is on your hard drive when you upload the folders to a web server. A root folder is not any different from any other kind of folder on your hard drive except that you have specified to Dreamweaver that all your web development will take place within that folder. The advantage of this system is that if you decide at a later time to change the folder hierarchy of your site by adding a folder or changing a folder name, these changes can be made easily. If you were to hand-code the pages instead and decided to make changes mid-stream, it would be quite a painful process to check all the links and file names (I know first hand... I did it once!) Dreamweaver can make this process painless as long as you choose to work within its site-management scheme.

Defining a Site - The Key to Success

You will be working with a folder containing HTML and image files called “**mx_website**” that is already in the **My Documents** folder on the Desktop of your computer in the Training lab.

1. From the **Site** menu at the top, select **New Site...**
Dreamweaver will open the **Site Definition** window. Dreamweaver MX will open the Site Definition window with the **Basic** tab selected, which will take you through a series of questions to help you create the settings for your site definition. Click on the **Advanced** tab to bypass this.
2. With the **Advanced** tab selected, make sure that **Local Info** is highlighted in the **Category** area. Type “**mx_website**” for the **Site Name**: (Note: For Local Info this is an internal naming convention so you can use any kind of name you wish without worrying about whether or not to use spaces or capitalization)
3. Click on the small yellow folder icon to the right of the **Local Root Folder**: text box. Navigate to the **mx_website** folder that is in the **My Documents** folder on the Desktop of your computer. (The exact path is **My Documents>Class Materials>Dreamweaver MX 102-LFose>mx_website** and then click on the **Select** button (NOTE: DO NOT highlight the **images** folder before clicking on **Select**.)
4. Click in the checkbox next to **Refresh Local File List Automatically**. Also click on the checkbox next to **Cache: Enable Cache**. This will increase the speed with which Dreamweaver performs its link-management features.
5. Click on the small yellow folder icon next to **Default Images Folder**: and select the same path but add the **images** folder to the path (i.e., **My Documents>Class Materials>Dreamweaver MX 102-LFose>mx_website>images** and then click on the **Select** button)
6. Click **OK** at the bottom of the dialog box.

Congratulations! You have just set up your first Dreamweaver site! If you open the **Files Panel Group** and click on the **Site** tab, your setup should look something like the illustration in Figure 10 below.

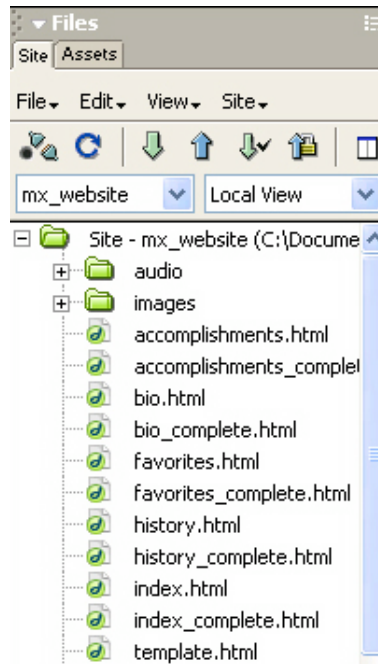


Figure 10: Site Manager View

Setting Page Properties in Dreamweaver MX

1. From within the **Site** tab, double-click on the **cp_template.html** file to open it.
2. Let's add a title to the file that will appear in the title bar of the web browser. Choose **Modify>Page Properties (Ctrl-J)** and the following dialog box will appear:

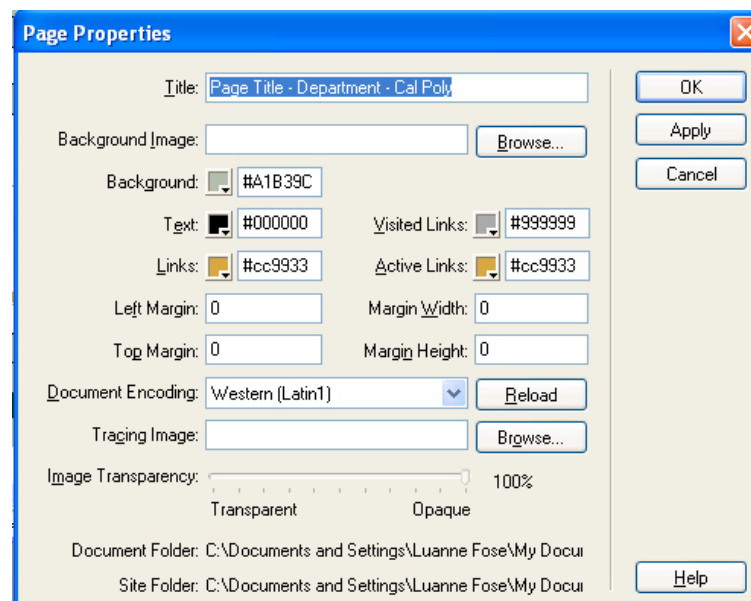


Figure 11: Page Properties

3. In the text box next to **Title:** type "**Homer J. Simpson – Cal Poly State University**" This will appear as the title in the web browser.

4. The **Background Image** area allows you to browse for a different background image if you wish to use one. We won't be using a background image in this tutorial so you can just ignore it.
5. Notice that the color palette icon next to **Background:** is already a **gray** color that has been selected for the Cal Poly template. The hexadecimal number **#A1B39C** appears in the text box. If you wanted to change this color, you could click on the color box next to the word **Background** and select a color from the web-safe color palette. (We will discuss hexadecimal numbers and what they mean in terms of web-safe colors later.)
6. The color palette icon next to **Text:** is already a **black** color, which will serve as the default text color (hexadecimal **#000000**).
7. The color palette icon next to **Links:** and **Active Links:** is already a **dark green** color (hexadecimal **#003300**).
8. The color palette icon next to **Visited Links:** is already a **blue** color (hexadecimal **#243A97**).
9. **Margins** and **Margin Widths** are set at **0**.
10. Click on the **Apply** button and then click **OK** to close the **Page Properties** dialog box.

A Word About Web-Safe Colors:

What is a web-safe or browser-safe color? Web-safe colors are the 216 colors supported by browsers across different platforms (Mac and Windows). If you use the browser-safe colors inside the Page Properties setting, you reduce the risk of having your colors look differently than you intended when people view your web pages on different platforms and browsers. In HTML, colors are expressed either as hexadecimal values (e.g., #FF0000) or as color names (e.g., red, black, blue, etc.). All the colors in the **Color Palette** used in Dreamweaver are web-safe and in fact, any hexadecimal value that combines the pairs 00, 33, 66, 99, CC, or FF represents a web-safe color. You can use the eyedropper to select from these colors in the palette. Go to <http://www.lynda.com/hexh.html> to view a web-safe colors chart with hexadecimal and RGB references.

Saving Your Work:

Before we make any more changes to the page, let's save the file with a new name - we are going to call it **index.html**. A web page with this name has special significance. Most web servers recognize the **index.html** page as the default home page of a site. If you type the URL <http://www.calpoly.edu>, for example, what you will really see is the index.html page for the Cal Poly web site, even though you did not type the URL that way. The web server knows to open the index.html file automatically without requiring that the full URL be typed in which would actually be <http://www.calpoly.edu/index.html>. This routine is a standard on all UNIX-based servers and many web administrators, even though they use Windows-based servers, change their settings to incorporate **index.html** as the default home page. Therefore, if you name the opening page of your web site with the file name **index.html**, the web server will automatically open this file and you will save people from having to type a longer URL.

You should periodically save your work as you are working on a web page to make sure that nothing happens to it (e.g., power outage, software or hardware crash, etc.). Save your work right now by selecting **Save As...** from the **File** menu but let's rename the file and call it **index.html**. Check the location to make sure it is being saved to the proper folder (**My Documents>Class Materials>Dreamweaver MX 102-LFose>mx_website**) and then click on the **Save** button. It will ask you to confirm that you want to have the earlier file overwritten - click on **Yes**. In the future when you wish to save the file, you can always just select **Save** from the **File** menu (or **Ctrl-S**) since you have named the file and selected a location; however, to be sure that it is truly being saved, using the **Save As...** command is a safer way to save.

Working with the Cal Poly Template Web Pages

Let's change some of the text on the Cal Poly template:

1. Highlight the text for “**Department Name**” at the top-right area of the web page and press the **Backspace** key to delete it.
2. Type “**Homer J. Simpson**”.
3. Go to the bottom-right area of the web page and change the Department Name to the “**Materials Engineering Department.**”
4. Change the phone number from **805.756.XXXX** to **805.756.7360**.
5. Click on the text where it says [email@calpoly.edu](mailto:cbrown@calpoly.edu) and change it to say hsimpson@calpoly.edu
6. Now, let's change the email link itself. Highlight the entire link and then look at the address given in the Properties Inspector (Figure 12) where it says: **Link**.
7. Unlike other links, an email link always has the words **mailto:** in front of the actual email address. Change the link to say: <mailto:hsimpson@calpoly.edu>

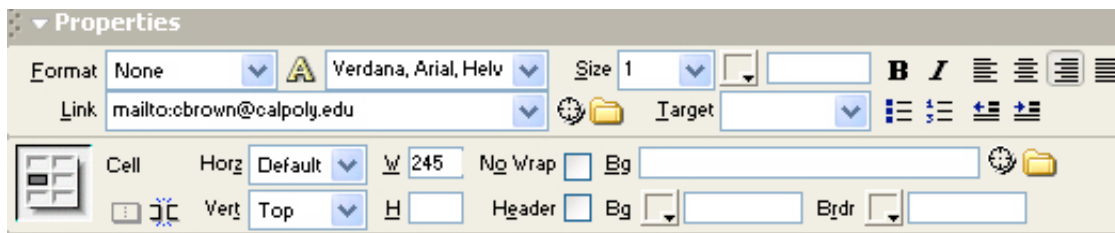


Figure 12: Properties Inspector with Email Link

8. Next, while the text is still highlighted, you can click on the **Bold (B)** button in the Properties Inspector to make the email text stand out a bit better.
9. Experiment with the fonts by selecting the text in this bottom-right box and from the pop-up menu that currently says **Verdana, Arial, Helvetica**, select a font selection that you like. Notice that in designing web pages you don't select just one font but rather you provide Dreamweaver with a “font list.” The font list has your first-choice font listed first; if the viewer of your web page doesn't have that font, it will load the next font choice that you have provided in your font list. If you wish to make your own font list, click on the pull-down menu next to the font menu in the Properties Inspector and select **Edit Font List...**

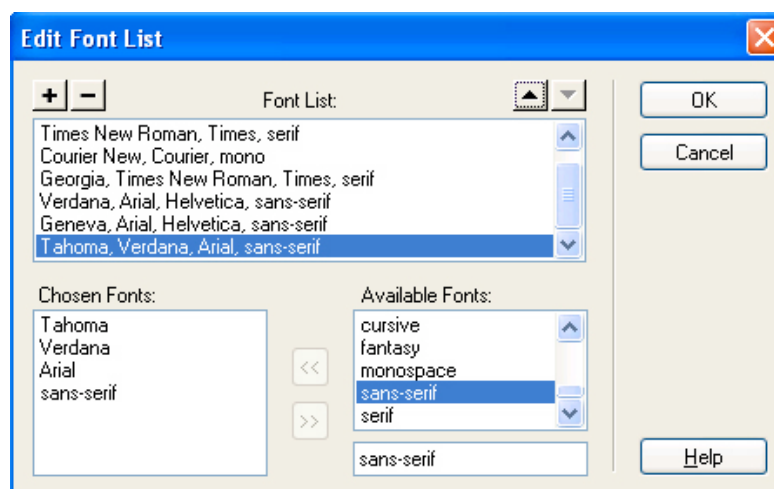


Figure 13: Edit Font List Dialog Box

When the **Edit Font List** dialog box appears (Figure 13), find **Tahoma** in the **Available Fonts:** box and click the left arrow to add it to the **Chosen Fonts:** box. Continue to do this and add **Verdana, Arial, and sans serif**. You will see them added in the **Font List:** box at the top of this dialog box. Click **OK** to confirm this font list. Now highlight the text in the bottom-right box and select the **Tahoma, Verdana, Arial, and sans-serif** choice from the Font menu in the Properties Inspector and watch how the font changes. Change it back to **Verdana, Arial, Helvetica** when you are done experimenting.

10. The size of the font for this bottom-right information is already set at **1**. This is a very small font size but works well for the layout of this particular page. Normal browser text is generally font size **3**; however, you should be aware that font sizes appear larger in Internet Explorer than they do in Netscape so you should experiment with sizes to find the best size for both browsers.
11. The font color is already chosen because of the choices that were made in the **Page Properties** dialog box earlier. However, you can change the color of individual text selections by highlighting the text and clicking on the **Color Palette** (Figure 14) next to the **Size:** box. A dialog box will appear with web-safe colors to select from. Notice also that if you drag your mouse outside of the color palette, the pointer changes to an eyedropper and a hexadecimal number appears in the color palette title bar. You can select colors from images to have the image colors correspond more closely to the text colors in your site. Although we are using dark green as the default color for the links in our site, let's change the color of the email link to **gold**. Highlight the email link and click on the **Color Palette**. With the eyedropper that appears, select the **gold** color (i.e., hexadecimal **#FFCC66**) that appears in the gold strip next to the **Department Name Home** text to change the email link color to gold.

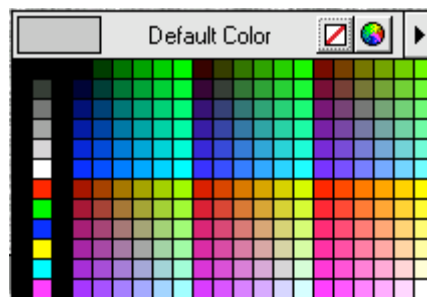


Figure 14: Web Safe Color Palette

Resizing the Document Window:

The Document Window status bar displays the window's current dimensions in pixels. If you click this window size, Dreamweaver displays the **Window Size** pop-up menu, which lets you set the window size to fit any of several common monitor sizes. To design a page that looks its best at a specific size, you can adjust the Document Window to any of the predetermined sizes, edit those predetermined sizes, or create new sizes.

Let's choose a predetermined size for the Document Window:

1. Click on the arrow on the **Windows** pop-up menu at the bottom of the **Document Window** to reveal the predetermined choices (Figure 15). For our index.html document, select **760 X 420**, which is the optimum size for an 800 X 600 monitor – the normal size of the general monitor these days. The window size given reflects the inside dimensions of the browser window, without borders; the monitor size is listed in parentheses. **Note:** If Dreamweaver will not allow you to select a different size in the **Windows** pop-up menu (i.e., the selections are grayed out), click on the **maximize button** for that particular page and then you should be able to select the **760 X 420** size.

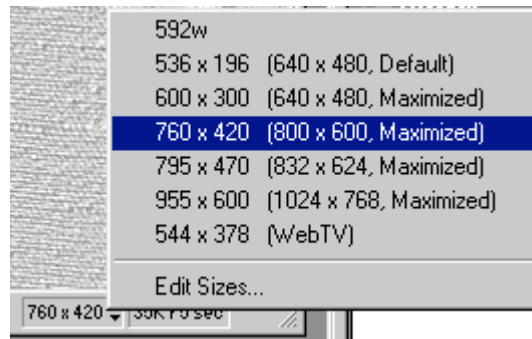


Figure 15: Set Window Size

Editing the Navigation Bar:

The Cal Poly web page template has a navigation bar on the left side of the page to assist the viewer in navigating to the other pages in the web site. Let's edit it to reflect our pages:

1. Place the cursor at the end of the text in the navigation bar that says **Sample Link 1**. Use the **Backspace** key to delete this text. Type: "**Biography**" to replace it and then highlight the text and press the **Bold** button in the Properties Inspector to bold the text.
2. Place the cursor at the end of the text in the navigation bar that says **Sample Link 2**. Use the **Backspace** key to delete this text. Type: "**History**" to replace it and **Bold** this text.
3. Place the cursor at the end of the text in the navigation bar that says **Sample Link 3 this is an example of how link text wraps**. Use the **Backspace** key to delete this text. Type: "**Favorite Things**" to replace it and **Bold** this text.
4. Because Sample Link 3 was an example of wrap text, we need to go into the HTML code to remove the wrap. Click on the **Show Code and Design View** button (Figure 16).



Figure 16: Show Code and Design View Button

5. Because our cursor resides in the area where the Sample Link 3 text previously resided, the cursor goes to this exact location in the code. After the words "**Favorite Things**" in the code you will see code that says ` </TD> </TR>`. Highlight the `</TR>` code and press the **Backspace** key to erase it until the cursor is placed right after the `</TD>` code. Removing the `</TR>` will remove the extra row of the wrap. Click on the **Show Design View** button (Figure 17) to return to design view and see the extra row removed.



Figure 17: Show Design View Button

5. Place the cursor at the end of the text in the navigation bar that says **Sample Link 4**. Use the **Backspace** key to delete this text. Type: "**Accomplishments**" to replace it and **Bold** this text.
6. Place the cursor at the end of the text in the navigation bar that says **Sample Link 5**. Use the **Backspace** key to delete this text. Type: "**Official Web Site**" to replace it and **Bold** this text.
7. Delete the text for **Sample Link 6** and **Sample Link 7** since we aren't going to use these in our navigation bar and delete the 4-dot bullet next to these as well. (Simply place your mouse in the cell of the bullet and press the **Backspace** key twice.)

8. Go to the bottom of the index.html page and change the text for the **Sample Link 1** through **Sample Link 5** to reflect the same navigation: **Biography, History, Favorite Things, Accomplishments, and Official Web Site**. Delete **Sample Link 6** and **Sample Link 7** here as well.

Creating Relative Links for the Navigation Bar

The ability to link to other pages and sites is what makes the web dynamic. Besides email links, which we have already made, there are two other types of links: relative and absolute. Relative links will take you to another page within your own web site; absolute links will take you to an outside web site on the World Wide Web.

We will start by adding relative links to our navigation bar text:

1. Highlight the text "**Biography**" in the left navigation bar. Go to the **Link** box in the Properties Inspector and type "**bio.html**." This is the name that we will give to the Biography web page once we create it.
2. Continue in this manner, highlighting text in the navigation bar for **History, Favorite Things, and Accomplishments** creating the following links respectively: **history_complete.html, favorites.html, accomplishments.html**.
3. Create the same links for the navigation of **Biography, History, Favorite Things, and Accomplishments** at the bottom of the web page as well.
4. Go to the text at the top of the page where it says "**Department Name Home**" and delete the text "**Department Name**" and replace it with "**Homer J. Simpson – Home**". Highlight the **Homer J. Simpson Home** text at the top of the page and then go to the **Link** box in the Properties Inspector and type "**index.html**". This will allow the user to always return to the Homer Simpson Home page from wherever they might be.

Now we will add an absolute link to a web site on the World Wide Web:

1. Open Internet Explorer and find the web site you wish to have your viewers link to. Type the URL: <http://www.thesimpsons.com> This should take you to the official Fox web site for the Simpson show. Highlight the URL so it is completely selected and press **Control-C** to copy it to the Clipboard. Close Internet Explorer.
2. Return to your index.html page and highlight the text "**Official Web Site**" in the left navigation bar. Place our cursor in the **Link** box of the Properties Inspector and press **Control-V** to paste the URL. By using this method of going to the web site first in your browser, you will eliminate the possibility of having a dead link because you made a typo or spelling error.
3. Now place the same link on the text **Official Web Site** that appears at the bottom of the web page.

Adding a Dynamic Date to Your Web Page

If you add a dynamic date to your web page, it not only allows the viewers to know when the page was last updated, it also updates the date automatically anytime you save the web page.

1. Navigate to the bottom of the page where it says "**Last Update**" and erase the text "**mm/dd/yy**".
2. From the **Insert Bar**, select the **Common** tab and then select the **Date** icon.
3. The **Insert Date** dialog box will appear (Figure 18). Select the Day, Date and Time Format that you desire and then place a checkmark in the box next to **Update Automatically on Save**. Click the **OK** button and a date will be added as you requested. Every time you save the web page, the date will automatically be updated.

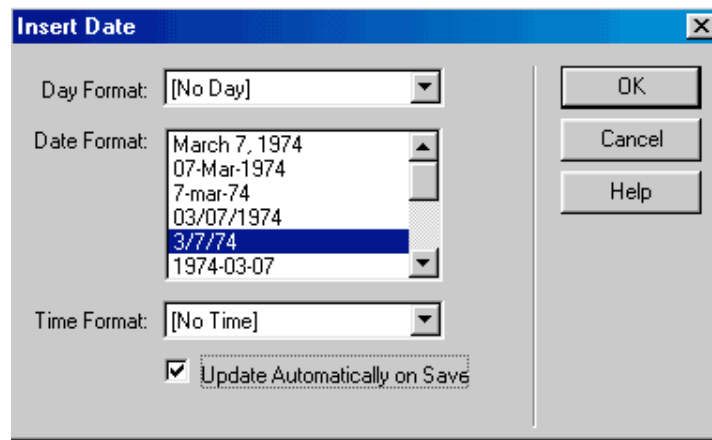


Figure 18: Insert Date Dialog Box

Using Our Index.html Page as a Template

Now that we have our index.html almost completed and have the navigation bar and links set, we can save this page out to use as a template for our other web pages.

1. First, remove the text that says “**Place page content here**” and “**Open the instructions.html file**”.
2. Go to the **File** menu and select **Save As...** Save this page as **index.html**.
3. Now go to the **File** menu and select **Save As...** again. Now save the page as **bio.html**.
4. Continue to do this two more times, saving the page as **history.html** and **favorites.html**. You should see these four pages (**index.html**, **bio.html**, **history.html** and **favorites.html**) added to your Site View on the right of the Dreamweaver MX screen.
5. Due to saving with the new names, the page you are currently working on has been renamed “**favorites.html**”. Close this page by going to **File > Close**.

Adding an Image to the Index.html Page

Let’s finish off our home page (index.html) by adding an image to it.

1. Double-click on **index.html** in the Site View to open it again.
2. Highlight the text “**Page Title**” and delete it. Also delete the 4-dot bullet after it.
3. In the Properties Inspector, click on the **Align Center** button. This is to place our cursor in the middle of the page in order to add an image there.
4. Press **Enter** once to make a paragraph return and get the cursor lower on the page.
5. From the **Insert** menu, select **Image (Control-Alt-I)** and the **Select Image Source** dialog box will appear (Figure 19). Navigate to the **homer_claymation.jpg** image (i.e., **My Documents>Class Materials>Dreamweaver MX 102-LFose>mx_website>images**) and click once on the image. You will see an Image Preview to the right in this dialog box. If the claymation image of Homer Simpson appears, click on the **OK** button to insert it.

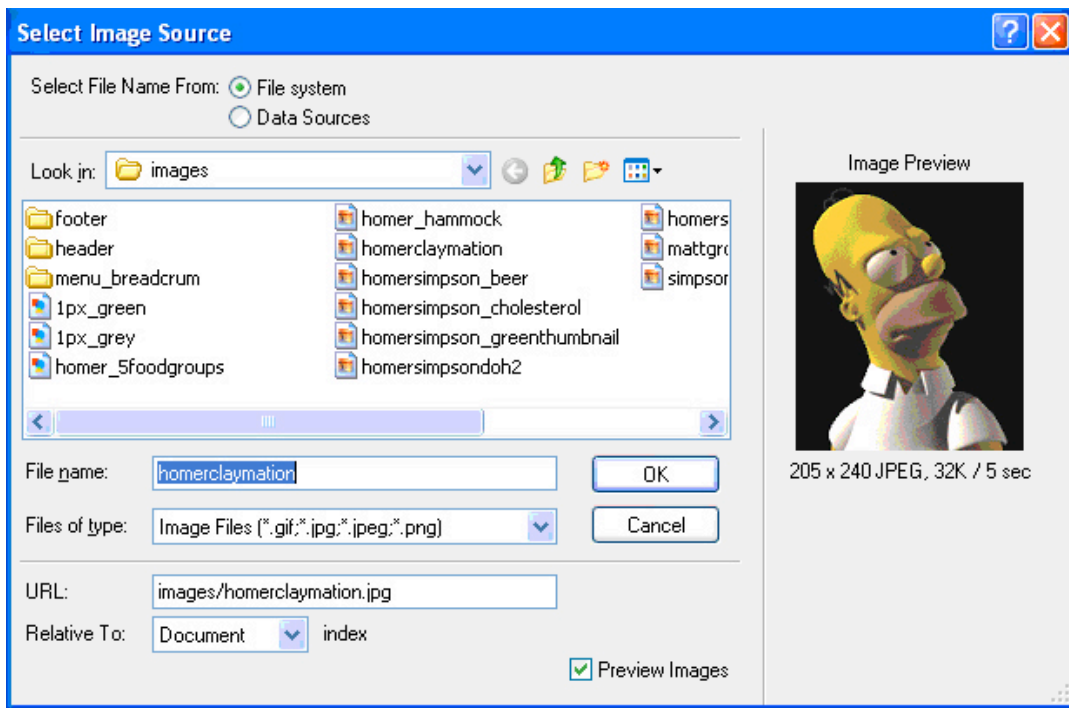


Figure 19: Select Image Source Dialog Box

- Since we set the preferences earlier to remind us to abide by web accessibility rules, the **Image Tag Accessibility Attributes** dialog box will appear (Figure 20). Where it says **Alternate Text:**, type “**Homer Simpson**”. This will allow the screen reader to skip the image and continue reading the page while it allows the user to know there was an image of Homer Simpson in that location on the web page.

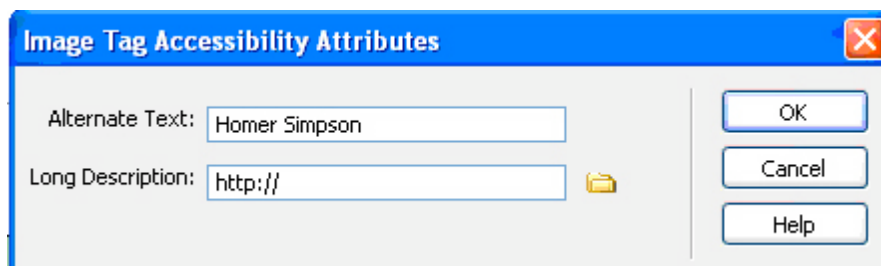


Figure 20: Image Tag Accessibility Attributes Dialog Box

Note: If the image you inserted was primarily for page design (e.g., a header or footer image) and not important for a screen reader to read to a blind or visually-impaired user, you would ignore the **Alternate Text:** text box and simply click the **OK** button. Then later in the Properties Inspector, you should select the pop-up menu next to **Alt** and select **<empty>**. This will place quotation marks next to the Alt tag in the code (e.g., alt=""), which will not be read by the screen reader. When you run a Dreamweaver Accessibility Report on a Cal Poly template (discussed later on in this tutorial) you will find many empty Alt tags, which have been done this way so that they are ignored by a screen reader.

- If the image of Homer Simpson isn't already selected, click on it to select it. This changes the Properties Inspector to show the attributes for the image. Go to the **Link** box and type the link “**bio.html**”. This creates a link to the image so that when a person clicks on the image, it links directly to the Biography web page.
- In the text box next to **Border:** in the Properties Inspector, type **15** and then press **Enter**. This adds a border of 15 pixels to the image. The border is dark green because our links were set as dark green in the Page Properties.

9. Click your mouse below the horizontal link under Homer's image and press **Align Center** button in the Properties Inspector. Type the following text: **Homer J. Simpson – "Professor Extraordinaire"** and then highlight it.
10. Change the font to **Verdana, Arial Helvetica**.
11. From the **Format** menu in the Properties Inspector, select **Heading 3**. This will enlarge and bold the text when you view it in your browser.
12. Go to **File > Save As...** and save your **index.html** page.

Spell Check Your Page

You should always spell check your work before you place it on the web.

1. To spell check, go to the **Text** menu at the top of the Dreamweaver MX screen and select **Check Spelling (Shift+F7)**. Do a normal spell check throughout the document, clicking the **Ignore** button for words that you intend to keep as they were typed.
2. Go **File > Save As...** and save your **index.html** page.

Preview the HTML Page in Your Browser

Whenever you are working on a HTML page, you should preview it in your browser to see how it will really look on the web. Preview your Home page by following the steps below:

1. From Dreamweaver's **File** menu, select **Preview in Browser...** and from the submenu, select the browser you wish to view it in (iexplore or Netscape).
2. It will take a few moments as your computer opens the browser you selected and displays a temporary file to view in the browser. It is good practice to always view your web page in both Internet Explorer and Netscape because sometimes the pages will appear slightly different depending upon the browser and previewing them can help you decide upon a compromise on your original web page to get the look you desire in both browsers. This is also where you should test all your links to make sure they work when you are finished with your other web pages.
3. You might notice that the border around the image of Homer Simpson is blue. Why is this? Because we attached a link (bio.html) to the image of Homer and in Page Properties we assigned the color blue to all visited and active links. Notice also that rollovers have already been applied to the links in the navigation bar. Rollovers for the navigation bar are included within the Cal Poly template. For more information on creating rollovers, take the TLS Dreamweaver Rollovers course.
4. Minimize the browser and return to your Home page in Dreamweaver. Make any changes you think you need to make to the page, check it again by previewing it in the browser and then save the page one more time in Dreamweaver.

Configuring Dreamweaver to Use Other Browsers:

1. If you need to configure Dreamweaver to preview in another browser, return to Dreamweaver and select **File>Preview in Browser>Edit Browser List...** and the **Preview in Browser** dialog box will open (Figure 21).

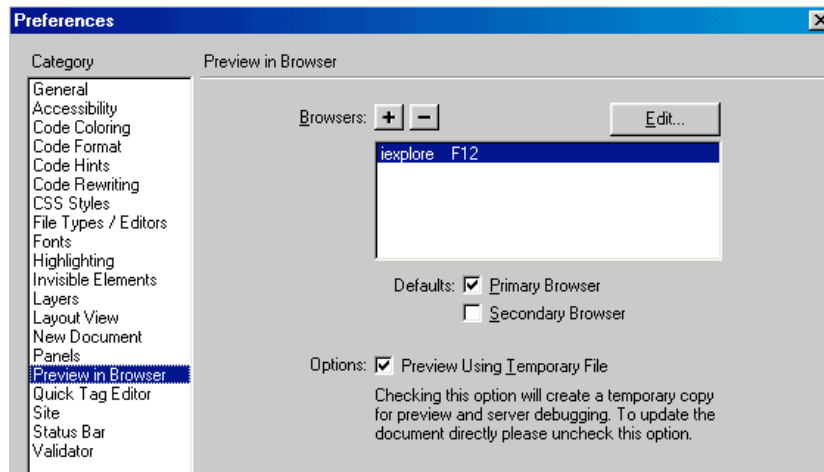


Figure 21: Edit Browser Lists Dialog Box

4. Click on the “+” sign in this dialog box next to the word **Browsers**:
5. When the **Add Browsers** dialog box appears (Figure 22), type a name for the browser, click the **Browse...** button next to **Application**: to find the browser application on your computer, and click the checkbox next to **Primary Browser** or **Secondary Browser**, depending upon which default you wish it to have.

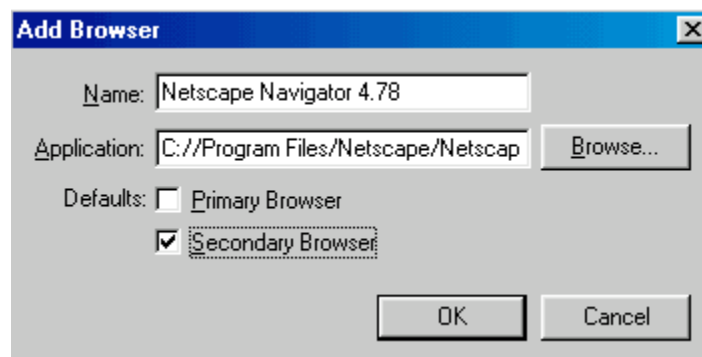


Figure 22: Add Browser to Preview Browser List

6. Notice that when you go to **File > Preview in Browser** now, you have the choice of **iexplore (F12)** or **Netscape (Control-F12)**. You can continue to set up other browsers for previewing in this manner (e.g., Macintosh users may wish to set up a preview choice for the Safari browser, which has become quite popular in the Mac community). **F12** and **Control-F12** are two commands that are worth memorizing since by using them you can preview your pages without navigating to the **File** menu first.
7. Since we're finished with the Home page for now, close it by selecting **File > Close**.

Copying/Pasting Text on the Biography Page

Now let's work on the Biography page by copying/pasting text from a Microsoft Word document:

1. Since we have already created a template for the Biography page by saving the index.html page with the new name "bio.html," we don't have to repeat a lot of our previous efforts setting up the links and formatting. Go to the Site View at the right of the Dreamweaver screen and double-click on **bio.html** to open the page.

2. Choose **Modify>Page Properties (Ctrl-J)** and change the **Title: to Homer J. Simpson – Biography**. Click the **Apply** button and then click **OK**. This will place the correct title on this page when it is viewed by the web browser.
3. In the right frame of the html page, erase the text that says **“Page Title”** and replace with **“Homer J. Simpson: Biography”**.
4. Open Microsoft Word, go to **File > Open...** and navigate to the following folder: **My Documents>Class Materials>Dreamweaver MX 102–LFose>Simpson Word Docs**. Click on the document titled **Homer Simpson Biography.doc** document and open it.
5. We are going to copy/paste text from this document, but first we are going to convert it to a .txt document instead of a .doc document. We need to make this conversion because Microsoft Word places hidden code in its documents that can often cause problems on your html web page. Go to **File > Save As...** and when the **Save As** dialog box appears, go to the bottom of the dialog box where it says: **Save as type:** and select **Plain Text** from the pop-up menu. Add a .txt extension to the name so that the file is being saved as **Homer Simpson Biography.txt** and click the **Save** button. When the warning dialog box appears, make sure the radio button next to **Windows Default** is selected and click **OK**.
6. Now select all the text in the **Homer Simpson Biography.txt** document below the text **Homer J. Simpson: Biography** and press **Ctrl-C** on your computer keyboard to copy it to the clipboard.
7. Minimize the .txt document and return to Dreamweaver MX. Place your cursor below the horizontal line that resides below the text **Homer J. Simpson: Biography** and press **Ctrl-V** to paste the text you copied from the .txt document.
8. Highlight all the text in this right frame window (including the **Homer J. Simpson: Biography** text) and reformat the font by selecting **Verdana, Arial, Helvetica** from the **Font** menu in the Properties Inspector.
9. With all the text still highlighted, click on the **Text Indent** button (Figure 23) in the Properties Inspector to indent the text a bit.



Figure 23: Text Indent Button

10. Line up your cursor right before the text **“Life Roles”** and press **Enter** to cause a paragraph break. This will help us with the next task of creating bullets.
11. Select all the text below the horizontal line (starting with **“Life Roles”** and ending with **“Maggie”**) so that it is highlighted and click on the **Unordered Lists** button (Figure 24) to place bullets next to the main points of this text. Delete any extra bullets that might have occurred due to unintended paragraph returns in the code.



Figure 24: Unordered Lists Button

12. Select the text **“Life Roles”** and click on the **Bold** button in the Properties Inspector to make it stand out more. Do the same with the text **“Education”** and **“Personal Life.”**
13. Place your cursor below all of this text and press **Enter**. Click on the **Unordered Lists Button** to turn it off and get rid of the extra bullet that appeared when you pressed **Enter**.
14. From the **Insert** menu, select **Image** and navigate to the image called **simpsonfamilycolor.jpg** (Figure 25); select it and click **OK**.
15. Provide the alternate text tag of **“Simpson Family Portrait”** and click **OK**.
16. Click on the **Simpson Family image** and click on the **Align Center** button in the Properties Inspector.

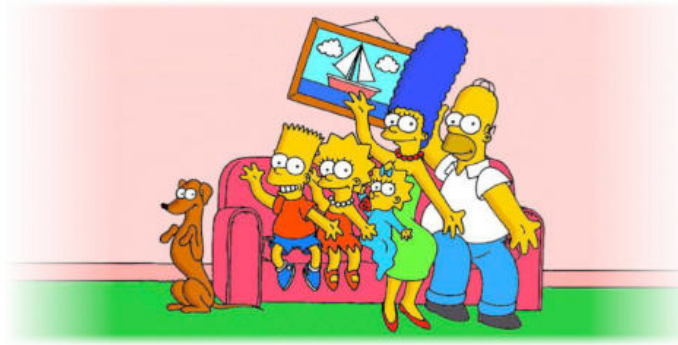


Figure 25: Simpson Family Color JPG

17. Go to **File > Save As...** and save the page. Then, preview the page in Internet Explorer. Here is a case where WYSIWYG isn't exact. You will notice that there is not a space between the lines of the unordered list. Minimize your browser, return to Dreamweaver and place an additional **Shift-Enter** between each of the bullets. Save the file again and return to preview it in Internet Explorer. Now, you have the proper spacing that we desire.

Copying/Pasting Text on the History Page

The History page has been completed for you to save time and we have linked all the History links to this completed page named **history_complete.html**.

If you have time, you might try completing it on your own by copy/pasting text from the document called **Homer Simpson History.txt** that resides in the **Homer Simpson Word Documents** folder.

Here are some of the things you will need to remember as you try this page on your own:

1. Modify the Page Properties (**Ctrl-J**) and change the **Title:** to **The Simpsons - History**. Click the **Apply** button and then click **OK**. This will place the correct title on this page when it is viewed by the web browser.
2. Copy/paste the text from the **Homer Simpson History.txt** document.
3. Reformat the font of the text to **Verdana, Arial, Helvetica**
4. Reformat the paragraph returns in the text to resemble the original .txt document.
5. Create a link to the URL displayed in the reference and change the format of this reference text to **Heading 5**.
6. Insert the image titled **mattgroening_bw.jpg** and add an Alternative Text Tag that says "**Matt Groening**".
7. Create an **8** pixel border for the Matt Groening image.
8. Add a caption to the image that says: **Matt Groening - Creator of "The Simpsons"** and format this text to **Heading 6**.
9. Save the file as **history_complete.html** so that our other history links are directed to it.

Adding a Table to the Favorites Page

Let's add a table to the Favorites page to organize some text:

1. Go to the Site View at the right of the Dreamweaver screen and double-click on the **favorites.html** page to open it.
2. Choose **Modify>Page Properties (Ctrl-J)** and change the **Title:** to **Homer J. Simpson – Favorite Things**. Click the **Apply** button and then click **OK**. This will place the title on this page when it is viewed by the web browser.
3. Change the **Page Title** text in the right frame of the page to read: **“Favorite Things”**.
4. Position the cursor below the horizontal bar and press **Shift-Enter** to cause a line break before the insertion of a table.
5. From the **Insert** menu, select **Table (Ctrl-Alt-T)** and the **Insert Table** dialog box will appear. Enter the values as shown in Figure 26 below (**Rows: 3, Columns: 3, Width: 65 Percent, Border: 2, Cell Padding: 0 and Cell Spacing: 5**) and click on the **OK** button.

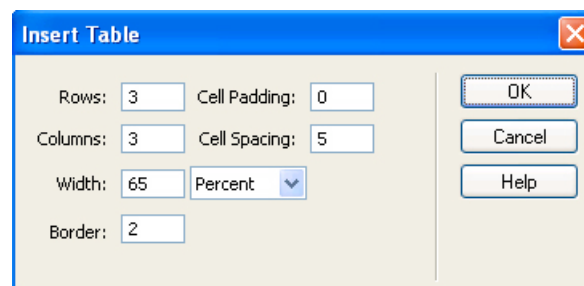


Figure 26: Insert Table

NOTE: **Cell padding** is the amount of space between the content of a layout cell and the cell wall and **Cell Spacing** is the amount of space between each layout cell.

6. When the **Accessibility Options for Tables** dialog box appears (Figure 27), ignore placing a caption and aligning it since we already have that specified by our Favorite Things title. Type a **Summary: This is a table summarizing Homer Simpson's favorite things in life**. This summary will be read by the screen reader. In the case of this tutorial, for the **Header:** select **Row**.

NOTE: The Header attribute does not display in the browser window. It is used primarily by screen readers, assistant programs for the blind or visually impaired. This option applies scope tags to each cell of the top row of the table. The scope tags will make any information that you place in the cells of that top row act as identifiers for each of the cells in their respective columns. In this case, when we type “Food” in the top cell of the first column, the remaining cells in that column will be prefaced verbally by the word “Food” in order to indicate the content of those cells to a visually impaired person.



Figure 27: Accessibility Options for Tables Dialog Box

7. Click **OK** to apply these options and close the **Accessibility Options for Tables** dialog box.
8. Click on the table that has been inserted to select it and then go to the status bar and select the **last** table tag. From the **Align** menu in the Properties Inspector, select **Center** to center the table in the frame.
9. In the top three cells of the first row, type the following respectively: **Food Beverages Sayings**
10. In the second row cells, type **Doughnuts Duff Beer Doh!**
11. Select all the cells and press the **Align Center** button in the Properties Inspector to align the text (and images) in the center of the cells.
12. Change the font of these cells to **Verdana, Arial, Helvetica** and click on the **Bold** button.
13. Select the first row of text all the way across and change the text color to **red (#FF0000)**.
14. Select all the cells in the entire table and then go to the **Bg Color** palette in the Properties Inspector and select the color **green (#003300)**. This will change the table background to green but the border outline will be white.
15. Select the second row of text all the way across and change the text color to **white (#FFFFFF)**; this will allow you to see this text better on the green background.
16. In the bottom row, insert the images of **homer_donut.jpg**, **homer_beer.jpg**, and **homer_doh.jpg** (**NOT homer_doh2.jpg** which is for later) in the cells under the proper columns. Be sure to assign alternative text tags for each image (e.g., **Homer Eating Doughnuts, Homer Drinking Duff Beer, Homer Saying Doh**).
17. Go to **File > Save As...** and save the web page as **favorites.html**

Examining the HTML Code:

Hand-coding a table is a tiresome task. In fact, tables are probably the most convenient feature of most WYSIWYG web page creation programs because it takes the pain out of the process. To prove this, click on the **Code View** button (Figure 28).



Figure 28: Code View

Take a look at the HTML code for the table. Quite confusing, eh? This is why HTML editors like Dreamweaver are so popular! However, knowing how to examine this code can be helpful when editing a table or any other HTML code for that matter.

Embedding a Sound File on a Web Page

There are several different ways you can place a sound file on a web page with Dreamweaver. Dreamweaver will accept **.mid** (MIDI), **.wav** (Windows Audio), **.aiff** (Audio Interchange File Format), **.MP3**, **.mov** (QuickTime), and **.ra** or **.ram** (Real Audio) files. Although there is a simple method of just adding a link to an audio file, embedding an audio file gives you more control with option of a player that the viewer uses to interact with the audio.

Let's embed an audio file on the **accomplishments.html** web page:

1. Go to your Site View and double-click on **accomplishments.html** to open the page.
2. This page has already been completed for you for the most part except for the addition of the sound file. Scroll to the bottom of the page and line up your cursor in the space between the image of Homer Simpson and the text "**Homer Simpson's 32 Doh's**".

- Go to the **Insert** bar and click on the **Media** tab. Click on the **Plugin** icon (Figure 29).



Figure 29: Plugin Icon

- When the **Select File** dialog box appears (Figure 30), navigate to **audio>32dohs.wav**, select the file and click on the **OK** button.

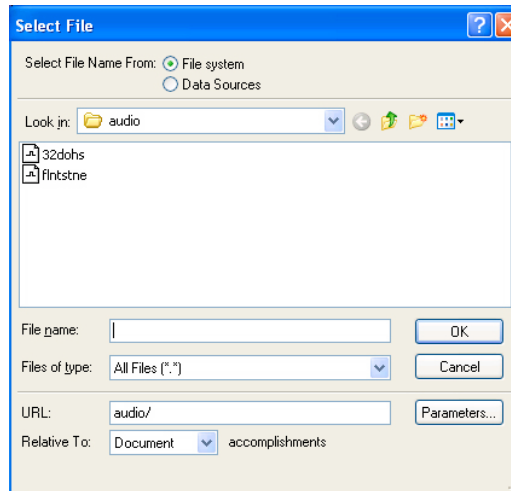


Figure 30: Select File Dialog Box

- A plugin icon will be placed on the web page at the location you specified. With the plugin icon selected, go to the Properties Inspector below (Figure 31) and insert the following values:
 - W = 245** and **H = 25**. This is the width and height of the player controls.
 - Src = audio/32dohs.wav** (this is the path to the .wav file and should already be there since you selected it in the **Select File** dialog box)
 - Align = Middle**
 - Plg URL = <http://www.apple.com/quicktime>** If the person doesn't have a plugin installed on their computer that will play the audio file, the web page will direct the viewer to go to this URL to download and install QuickTime.

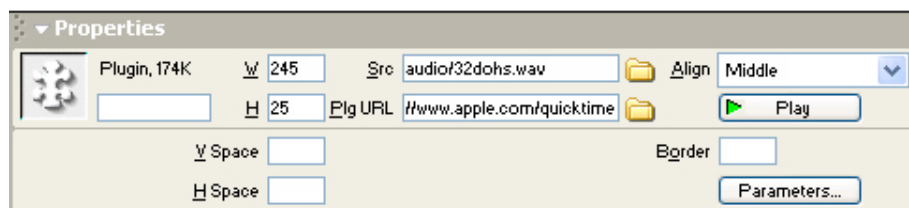


Figure 31: Plugin Properties

- Click on the **Parameters...** button in the Properties Inspector to open the **Parameters** dialog box (Figure 32). We are now going to set a few parameters to control how the sound file is played.

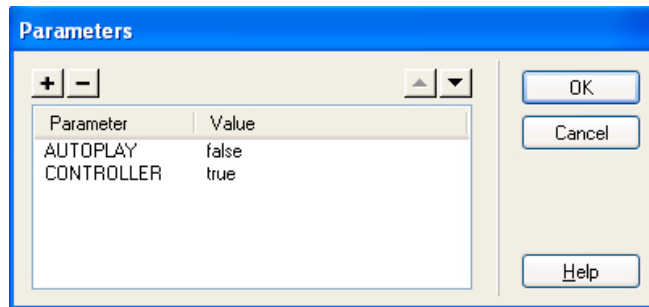


Figure 32: Parameters Dialog Box

7. Click on the “+” button and under the **Parameter** column, type **AUTOPLAY** and under the **Value** column, type false. By doing this we are telling it to not play the file automatically when the web page appears but to wait until the viewer clicks on the Play button.
8. Click on the “+” button again and under the **Parameter** column, type **CONTROLLER** and under the **Value** column, type true. This tells Dreamweaver to play a controller where the plugin icon is for the viewer to use. Click **OK** to close the **Parameters** dialog box.
9. You can try playing it with the **Play** button in the Properties Inspector but this often doesn’t work because it is dependent upon a default that Dreamweaver has that may be different than the configuration of your computer. The best way to test the sound is to preview it in your browser. Go to **File>Preview in Browser>iexplore** and click on the **Play** button in the controller that appears below the image of Homer Simpson.
10. Go to **File>Save As...** and save the file.

Running an Accessibility Report in Dreamweaver

To validate a site for accessibility, start by opening a page from the site you wish to evaluate and be sure that it has already been saved. (For the purpose of this tutorial, just keep the **accomplishments.html** page open).

1. Select **Site>Reports** and the **Reports** dialog box will appear (Figure 33).

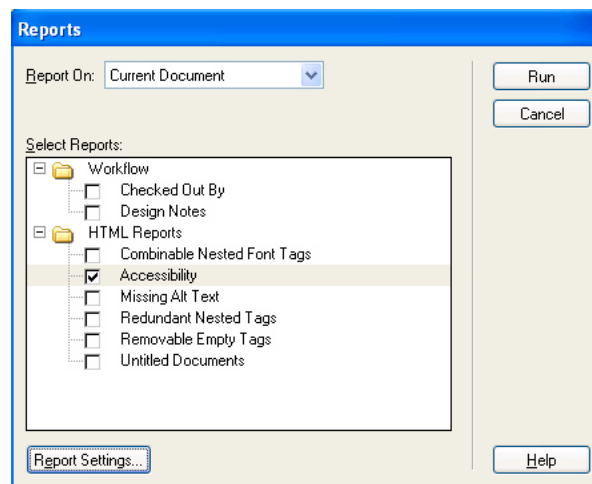


Figure 33: Reports Dialog Box

2. If you wish to run a report on more than the current document, go to the pop-up menu next to **Report On:** and select **Entire Current Local Site** or you may even specify individual folders for evaluation. For the purpose of this tutorial, leave it set to **Current Document**.

- Under the **HTML Reports** folder, select **Accessibility** and then click on the **Report Settings...** button.
- The **Accessibility** dialog box appears (Figure 34), which allows you to select the standards used to evaluate a site (i.e., you may choose to validate based on Section 508 standards or the W3C guidelines, or examine only a single set of elements, such as images.) For example, if you would like to only evaluate your site according to Section 508 standards, first select the **ALL** category and click the **Disable** button. This will turn ALL reporting off. Then select the 508 accessibility category and click the **Enable** button. This will only activate rules pertaining to Section 508 standards. Click the **Save** button to save your choices for future reports.

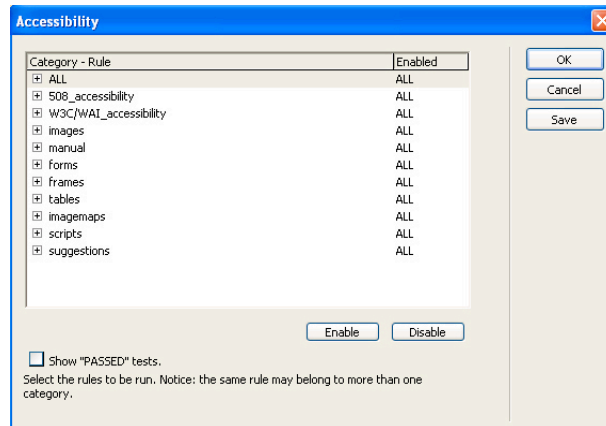


Figure 34: Accessibility Dialog Box

- Click on the **OK** button and Dreamweaver will return to the **Reports** dialog box. Click **Run** to create a report, which will be displayed in the Results panel (Figure 35).

File	Line	Description
✗ accomplishments_co...	32	Non spacer IMG with valid ALT [Section 508 1194.22(a); (WAI) (WCAG)1.0 checkpoint 1.1] -- FAILED -- ALT of image is the empty string "".
✗ accomplishments_co...	48	Non spacer IMG with valid ALT [Section 508 1194.22(a); (WAI) (WCAG)1.0 checkpoint 1.1] -- FAILED -- ALT of image is the empty string "".
✗ accomplishments_co...	48	Non spacer IMG with valid ALT [Section 508 1194.22(a); (WAI) (WCAG)1.0 checkpoint 1.1] -- FAILED -- ALT of image is the empty string "".
✗ accomplishments_co...	180	Non spacer IMG with valid ALT [Section 508 1194.22(a); (WAI) (WCAG)1.0 checkpoint 1.1] -- FAILED -- ALT of image is the empty string "".

Figure 35: Accessibility Report

- Click on the **Code and Design View** button and then double-click on any line in the Results Panel and it will highlight the place in the code where that problem occurs and also select the property in the actual design view. (**Note:** The **FAILED** results in Figure 35 above are actually valid since these images were part of the design of the web page, i.e., a footer image that we wouldn't want a screen reader to read to the user)

The results are from both automatic and manual tests. The automatic tests look for obvious errors on the page, such as missing ALT tags. The manual tests require you to review the indicated content and consider such points, such as whether or not a long description is really necessary for an image. Failed automatic tests are indicated by a red X next to the item. Required manual tests are indicated by a gray question mark next to the item.

Each item listed in the Results panel cites the relevant rule according to Section 508 standards and W3C guidelines. If you need more information about a particular standard, click the **More Info** icon (Figure 36) in the Results panel to open the Reference panel.



Figure 36: More Info Button

The Reference panel provides explanations of the rules used and contains links to more detailed information about Section 508 standards and W3C guidelines so you can make a better decision about whether the error is valid.

After repairing a page, it's wise to run the report again to verify that all problem issues have been resolved.

7. If you want to save the report and examine it more later, you may click on the **Save Report** icon (Figure 37) to the left of the Results panel. This opens the **Save As...** dialog box, which will allow you to name the report and save it as a .XML file to a location on your computer.



Figure 37: Save Report Icon

8. If you wish to close the report window, click on the **Close Report** icon (Figure 38) in the top-right corner of the Results panel and select **Close Panel Group**.



Figure 38: Close Report Icon

Placing Your Files on a Web Server

Eventually you will have to place your web site onto a web server so they can be viewed by the public. Here at Cal Polly, all faculty, staff and students are given 8 megabytes of web space within their Unix account. The name of the machine that houses the files is **polylog1.calpoly.edu**. In order for your account to be able to display web pages, certain changes must first be made on that machine.

Downloading the Necessary Software for Uploading Web Pages to UNIX Server

1. Open your web browser and go to the following URL: <http://my.calpoly.edu>
2. Login to the Cal Poly Portal using your **Cal Poly Username** (Username is your email alias without the "@calpoly.edu") and **Password** (i.e., YOUR UNIX password).
3. If you don't already have the Cal Poly Software Channel on your Cal Poly Portal page, click on the **Subscribe** link at the top right-corner.
4. Under **Applications**, click on "plus" sign next to the **Cal Poly Software Channel**.
5. Arrange the channels location on the page where you wish for it to be located and then click on the **Finished** button.
6. Return to the Cal Poly Portal page, find the **Cal Poly Software Channel** you just added and click on either the link for **Windows** software or the link for **Mac** software.
7. PC (Windows) users can use the **Run** command from the **Start** menu of their computers and skip this download software step (available in older versions of Windows) or will need to find the **QVT/Term** software and click on the **Download** link below it in order to download the software. Mac users will need to find the **Better Telnet** (OS 9) software and click on the **Download** link below it in order to download the software. (Note: For more information about the software or to get installation instructions, click on the link connected to the NAME of the software.)
8. After you have installed the proper software, follow the instructions given below to login to polylog1.calpoly.edu. (**NOTE: THERE ARE DIFFERENT INSTRUCTIONS BELOW DEPENDING UPON WHETHER YOU ARE A WINDOWS USER USING THE "RUN" COMMAND, A WINDOWS USER USING QVT/TERM, OR A MAC USER USING BETTER TELNET.**)

Getting Your Account Ready Using Telnet (Windows) or Better Telnet (Mac):

Your Cal Poly account must have a directory in it called **public_html**. All your web pages must go into this directory. IT IS THE ONLY DIRECTORY THAT WEB BROWSERS ARE ALLOWED TO ACCESS... and for good reason: Your mail is also stored in that account and sharing it with the world could lead to some dire consequences.

PC (Windows) Users - Running Telnet with "Run" Command

To get your account set up, we can use the **RUN** command to access **Telnet**.

1. From the **Start** menu in Windows, select **Run** (or open QV Term if it is on your machine and then open polylog1.calpoly.edu). If you chose **Run**, you will see the following dialog box. Type in exactly what is shown here in Figure 39: **telnet polylog1.calpoly.edu**

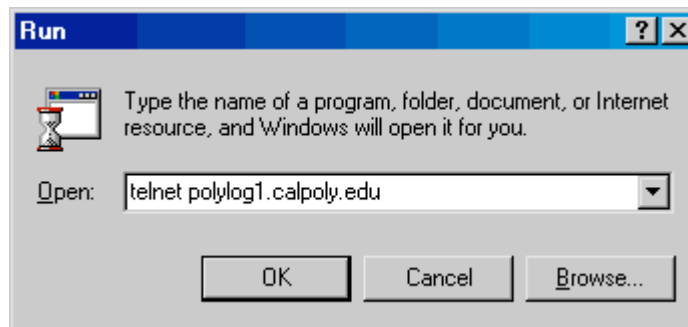


Figure 39: Run Telnet Program

2. Click on the **OK** button.
3. A new Telnet session will begin. What you are doing here is connecting to **polylog1**. You are no longer working on your local computer so you have to interact with polylog1 using UNIX commands. This means no point-and-click, no mouse movement; it is all command driven (YUCK!).
4. A new connection window will appear as shown in Figure 40 below:

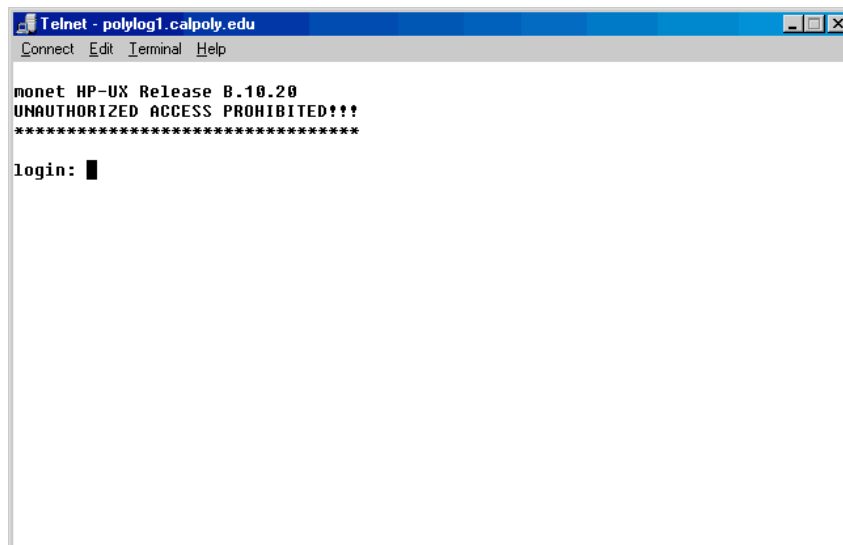


Figure 40: Telnet Login Window

PC (Windows) Users - Using QVT/Term to Access Polylog1

1. Launch the QVT/Term software program. As the program launches, you will be prompted "Do you want to make QVT/Term your default Telnet application?" We recommend "Yes". From the **File** pull-down menu, select **Open**. Type a host name in the **Host Name or IP Address** field. Click on **OK** to connect.
 2. Important: In order to connect using SSH2 -- whether servers are on or off-campus -- be sure to click on the radio button for SSH2. Examples of SSH2 required connections on Information Technology Services centrally-managed servers are in support of the Sun Instructional Lab and Projects Lab.
 3. Note: The QVT/Term program has many configuration settings (e.g. colors, SSH2, printers, keyboard mappings, scripting files, backspace key). Users should refer to online help via the "Help" pull-down menu, their peers or instructors for settings specific to their account and printer needs.
-
-

Mac Users - Using Better Telnet (OS 9) to Access Polylog1

1. Launch the Better Telnet software program. From the **File** pull-down menu, select **Open Connection**. In the **Host Name or IP Address** field, enter **polylog1.calpoly.edu** This is the standard interface for Cal Poly users to access Central Unix accounts. Click on **OK** to connect.
 2. Note: The Better Telnet program has many configuration settings (e.g. colors, SSH, printers, keyboard mappings, scripting files, backspace key). Users should refer to online help via the "Help" pull-down menu, their peers or instructors for settings specific to their account and printer needs.
-
-

Logging in and Configuring Websetup in Polylog1

Now you will login to polylog1 and configure permissions to UNIX with the websetup command:

1. At the **login** prompt, type in your login (i.e., your alias) and then press the **Enter** key.
2. At the **password** prompt, type in your password (i.e., Unix password) and then press the **Enter** key.
3. At the terminal type, press the **Enter** key until you see a percentage (%) prompt. Your screen should look like Figure 41 below:

```

Telnet - polylog1.calpoly.edu
Connect Edit Terminal Help

login: lfose
Password:
Please wait...checking for disk quotas
(c)Copyright 1983-1996 Hewlett-Packard Co., All Rights Reserved.

You have mail.

Press RETURN to see a summary of recent mail, No to by-pass.
From uss@polymail.cpunix.calpoly.edu Thu Jul 19 10:37:39 PDT 2001

Press RETURN or change your terminal type
TERM = (vt100)
Your terminal type is vt100.

System news bulletins may be read with the 'sysnews' command.

There are 23 new items that have not been read.
20010225_Down_leaving_users Hypermail2b29 Y2K_Soft_Chngs New_Policies
HoaxChainLtrs 1999eMailLaw MelissaVirus Chain_Letters Systems_Status
1999_SPAM_Laws PATH_Changes DONTDeletePine SMTPRelay MultPOP Bull_ManagingQuota
ChkMailwPOP POP_Notice2 Acct_Security rhosts_Use Passwd_Snatchr Bugs Security

[1] % █

```

Figure 41: Telnet Screen at Percentage Prompt

4. At the % prompt, type **websetup** and then press the **Enter** key.
5. When websetup is done, check the text that was created to see if polylog1 noticed that you already have a folder called **public_html**. This websetup command will create a public_html folder for you if you don't already have one.
6. At the % prompt, type **cd public_html** (this allows you to change directories) and press the **Enter** key.
7. At the % prompt, type **mkdir mx_website** and press the **Enter** key. You have just created a **mx_website** folder within your public_html directory.
8. Minimize the polylog1 window OR logout of Telnet for now by typing **logout** at the % prompt and press **Enter**.

Transferring Your Web Pages to the New Directory:

In order for your site to be seen on the World Wide Web, your files need to be uploaded to a live web server. In Dreamweaver, the files on your hard drive are referred to as **local files** and the files on a live web server are referred to as **remote files**. To access the **FTP** (remote) component of Dreamweaver, you must follow the steps below:

1. From the **Files Panel Group**, select the **Site** tab and then select **Site>Edit Sites...** When the **Edit Sites** dialog box appears, click on **mx_website** to select it and then click on the **Edit** button.
2. The **Site Definition** dialog box will open. Click in the left column on **Remote Info** as shown in Figure 42 below. From the **Access** pop-up menu, select **FTP**. For the **FTP Host**: type **polylog1.calpoly.edu**. For the **Host Directory**: type **public_html/**. For **Login**: type your login name (i.e., your alias) and for **Password**: type your Unix password. Click on the checkboxes next to **Save** and **Use Passive FTP** as well.

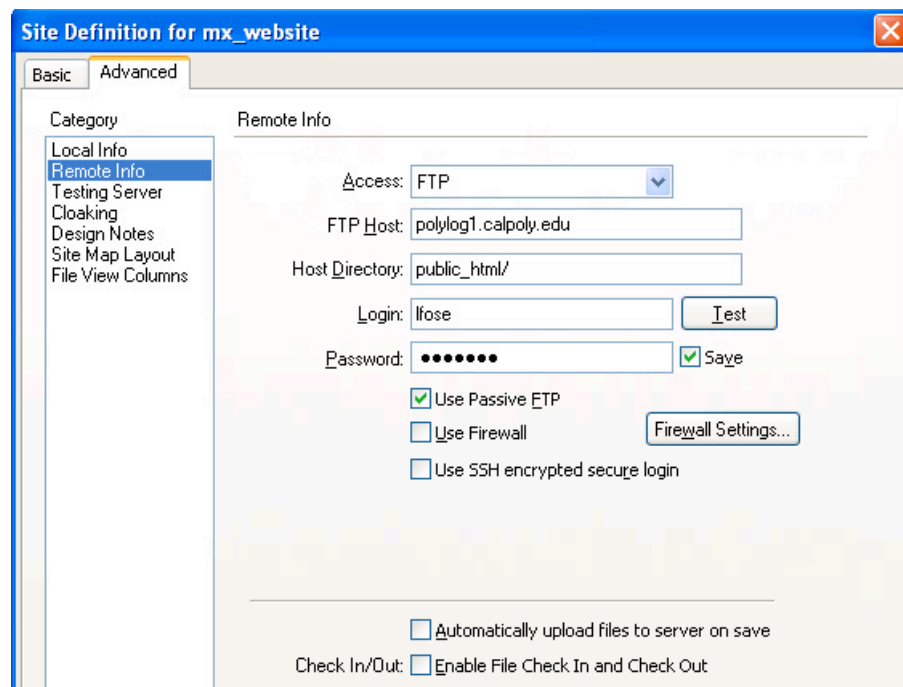


Figure 42: Site Definition of Remote Info

3. In the Category column to the left, click on **Site Map Layout** and the **Site Map Layout** dialog box will appear (Figure 43).

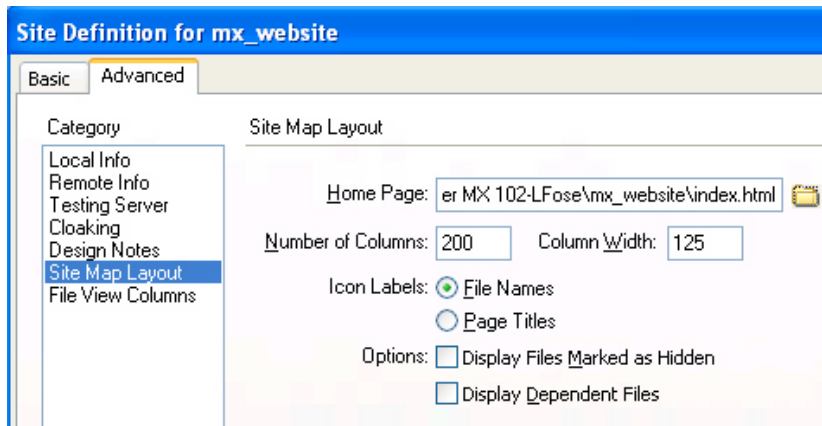


Figure 43: Site Map Layout Dialog Box

4. Click on the gold folder next to **Home Page:** and navigate to your home page (i.e., your **index.html** file).
5. Click the **OK** button. Click **Done** in the **Edit Sites** dialog box to close it.
6. Back in the **Files Panel** Group on the **Sites** tab, click on the pull-down menu that says **Local View** and change it to **Remote View** (Figure 44).

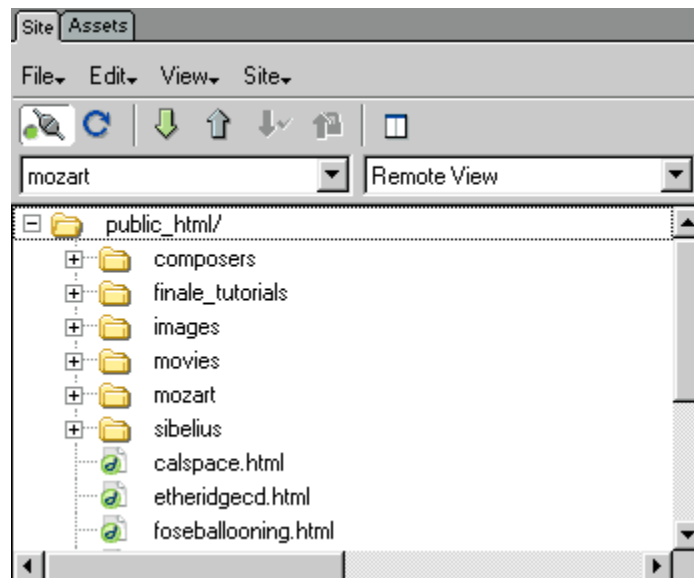


Figure 44: Remote View

7. Click on the **Connect** button (Figure 45). You should see the inside of your public_html folder from your polylog account appear in the Remote View of the Dreamweaver's site window.



Figure 45: Connect Button

8. Click on the **Split Screen** icon (Figure 46).



Figure 46: Split Screen Icon

9. Dreamweaver will open two windowpanes showing the **Local View** on the right and the **Remote View** on the left.

10. **Drag-select** or **Shift-select** the files in the **mx_website** folder from the **Local View** windowpane and then drag them over the **mx_website** folder in the left **Remote View** windowpane. The files have now been copied to your polylog1 account and should be residing in the **mx_website** folder on the Remote View side of Dreamweaver.

Changing Permissions on Your Files with Telnet:

There is still one more thing you have to do before your files will be active for viewing. Even though you have moved your files over to polylog1, you still have to tell polylog1 that you want to give permission for these pages to be read from the web server (redundant, I know). Please follow the directions below:

1. Maximize the polylog1 window or open Telnet again (if you logged out and quit). If you need to, login and give your password as you did before and press **Enter** until you get the % prompt again.
2. At the % prompt, type **websetup** and then press the **Enter** key. This command will set the permissions so your files can be viewed.
3. At the % prompt, type **logout** and press the **Enter** key.
4. Quit Telnet.
5. Now your web pages should be readable from any browser.

Viewing Your Web Site on the Web

1. Open your browser (Netscape or Internet Explorer).
2. In the location box, type in the following URL:
http://www.calpoly.edu/~lfose/mx_website (Except change the name "lfose" to your own alias name. Your alias in UNIX at Cal Poly is the first initial of your first name plus your last name, up to 8 letters total)
3. If everything went well, you should see your **index.html** page.
4. Check your links to make sure they work!

*Congratulations!
You now have a web site! Go celebrate!*