

How to make websites accessible

Creating accessible web pages has never been more important than today. With the adoption of accessibility standards in the United States, Canada, the European Union, Australia, Japan, and other countries, designers and developers need to ensure that people with disabilities can access the contents of websites and web applications, as well as the authoring tools used to create them.

Accessibility refers to making websites and web products usable for people with visual, auditory, motor, and other disabilities. Examples of accessibility features for software products and websites include screen reader support, text equivalents for graphics, keyboard shortcuts, change of display colors to high contrast, and so on. Dreamweaver provides tools that make it accessible to use and tools that help you author accessible content.

Dreamweaver enables designers and developers to create accessible pages that contain useful content for screen readers and comply with federal government guidelines. For example, dialog boxes prompt you to enter accessibility attributes—such as text equivalents for an image—when you insert page elements. Then, when the image appears on a page for a user with visual disabilities, the screen reader voices the description.

Note: For more information about two significant accessibility initiatives, see the World Wide Web Consortium Web Accessibility Initiative (www.w3.org/wai) and Section 508 of the U.S. Federal Rehabilitation Act (www.section508.gov).

No authoring tool can automate the development process. Designing accessible websites requires you to understand accessibility requirements and make ongoing decisions about how users with disabilities interact with web pages. The best way to ensure that a website is accessible is through deliberate planning, development, testing, and evaluation.

Accessibility preferences options

To create accessible web pages, page elements need to be marked up with information for assistive technology, such as screen readers. For example, each image on a page should be given a text equivalent, called *alternative text* (*alt text*), that a screen reader voices to users in place of the image (**Figure 1**).



Figure 1 Displaying alternative text

Designers often overlook accessibility features such as alt text when creating websites, but Dreamweaver CS6 enables you to set preferences that prompt you to provide accessibility information as you're building the page. By activating options in the Preferences dialog box, you'll be prompted to provide accessibility-related information for form objects, frames, media, images, and tables as each element is inserted in a page.

To set the accessibility preference, choose Edit > Preferences (Windows) or Dreamweaver > Preferences (Mac OS) and select the Accessibility category in the Preferences dialog box (**Figure 2**).

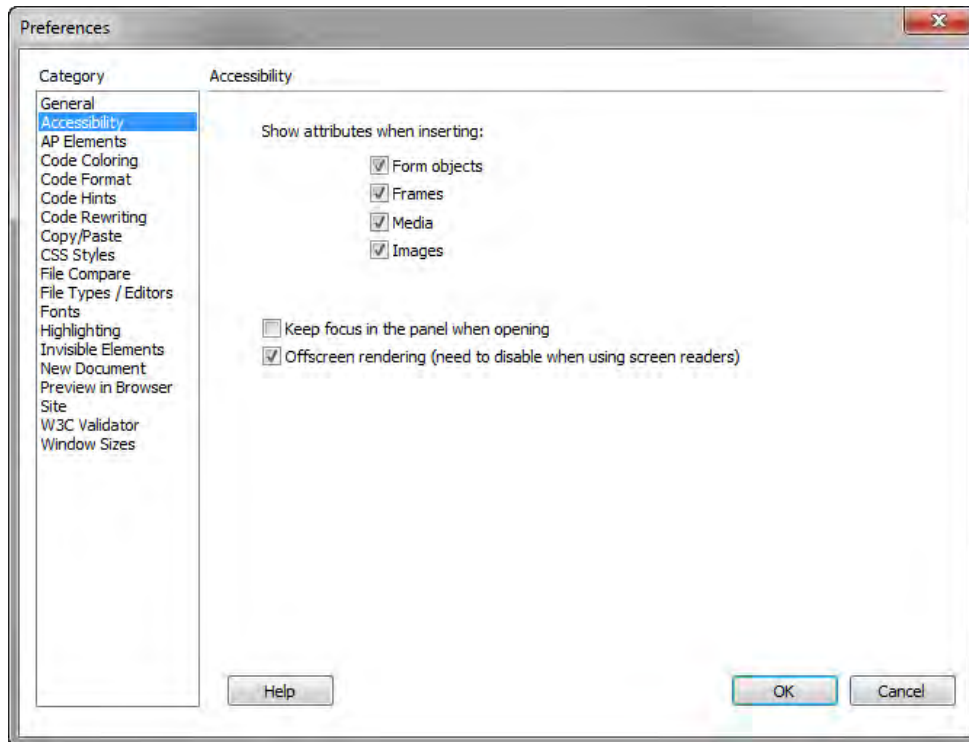


Figure 2 Dreamweaver Preferences dialog box, Accessibility category

For example, if you choose the Images option in the Show Attributes list, you are prompted (**Figure 3**) to provide the alt text equivalent and a description for each image as you insert it.

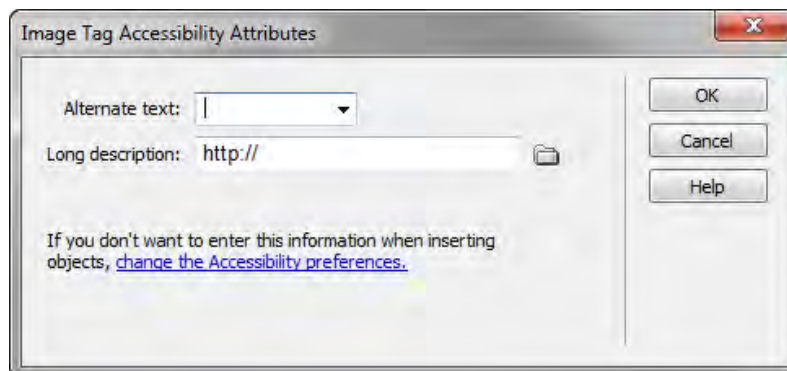


Figure 3 Image Tag Accessibility Attributes dialog box

Creating accessible tables and forms presents some challenges, but Dreamweaver CS6 simplifies the process. For example, as you insert a data table within Dreamweaver CS6, you're immediately prompted to provide summary information, a caption, and the position of heading cells in the table (**Figure 4**). Incidentally, by adding identifying heading cells—an important but often overlooked design step—you make it significantly easier for assistive technology users to navigate tables.

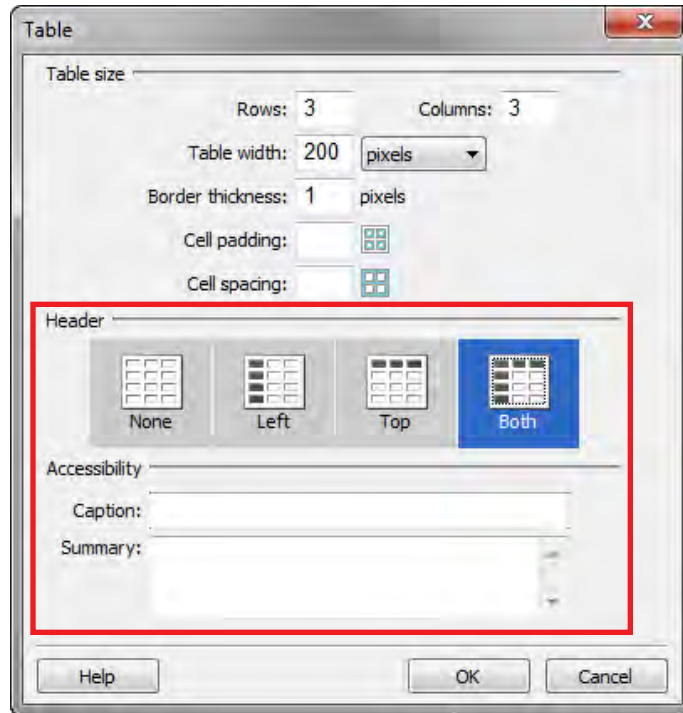


Figure 4 Table dialog box

Creating accessible forms is also easy with Dreamweaver CS6. When you select the Form Objects option in the Preferences dialog box, you're prompted to provide a label for each form object, along with a shortcut key and the tab order position (**Figure 5**). Specifying the label allows assistive technology users to understand the purpose of each form object as they complete the form.

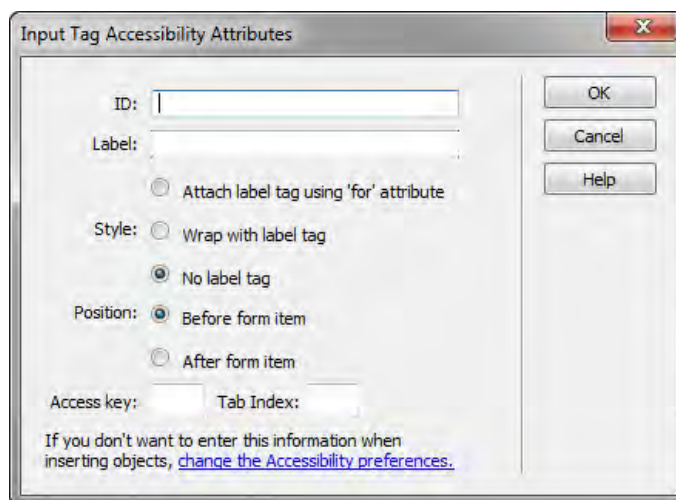


Figure 5 Input Tag Accessibility Attributes dialog box

Accessibility validation

There are a number of third-party web accessibility evaluation tools that you can use to validate your completed websites. The W3C Web Accessibility initiative provides a comprehensive list of these tools at <http://www.w3.org/WAI/RC/tools/>.

Accessible templates

Dreamweaver CS6 includes several templates designed for accessibility. These templates are visually balanced, as well as accessible to people with disabilities (**Figure 6**). They provide you with a fast and easy way to create exciting, engaging, and accessible content.

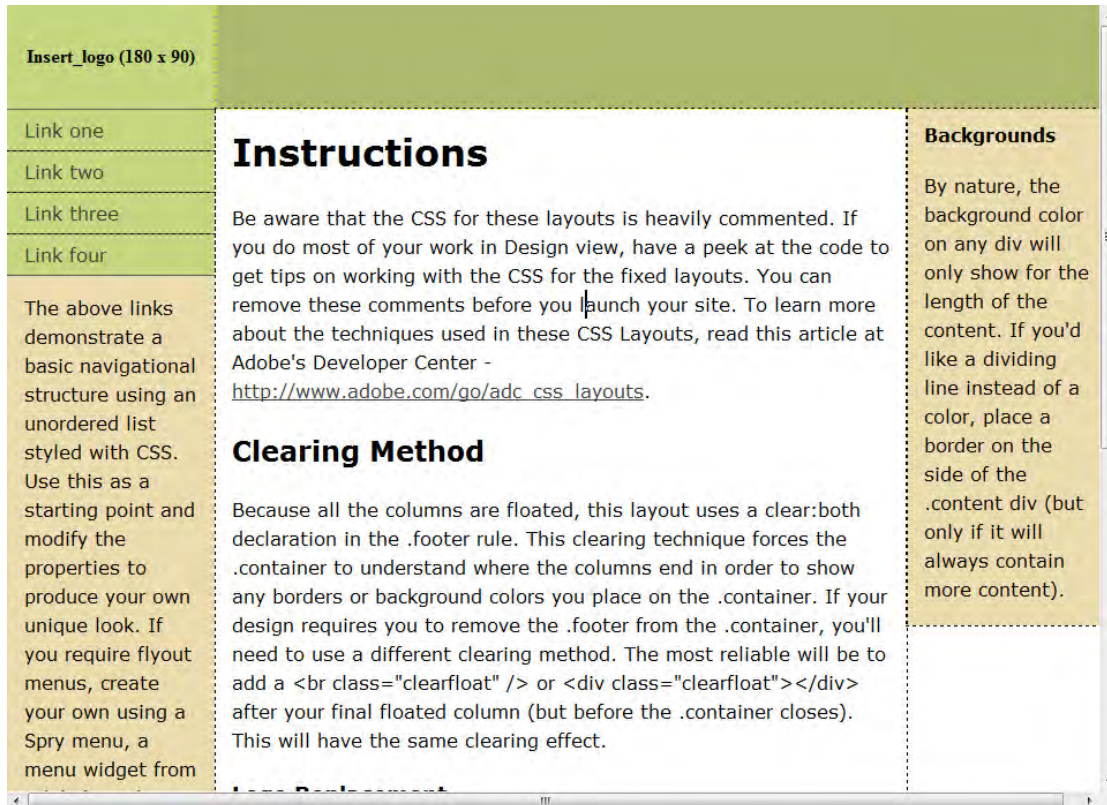


Figure 6 Dreamweaver sample HTML template

How to meet accessibility requirements

The W3C Web Accessibility Initiative has developed a quick reference list Web Content Accessibility Guidelines 2.0 requirements and techniques.

1. Text Alternatives: Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.
2. Time-based Media: Provide alternatives for time-based media.
3. Adaptable: Create content that can be presented in different ways (for example simpler layout) without losing information or structure.
4. Distinguishable: Make it easier for users to see and hear content including separating foreground from background.
5. Keyboard Accessible: Make all functionality available from a keyboard.

6. Enough Time: Provide users enough time to read and use content.
7. Seizures: Do not design content in a way that is known to cause seizures.
8. Navigable: Provide ways to help users navigate, find content, and determine where they are.
9. Readable: Make text content readable and understandable.
10. Predictable: Make Web pages appear and operate in predictable ways.
11. Input Assistance: Help users avoid and correct mistakes.
12. Compatible: Maximize compatibility with current and future user agents, including assistive technologies.

How to add rich media to a web page

To add interest and interactivity, you can easily add rich media to web pages. Rich media includes most kinds of video, Flash videos, audio files, and interactive Flash content.

When building web pages that will be viewed across different devices and screen sizes, consider using HTML5. HTML5 video is emerging to become the new standard way to show video on the web. Dreamweaver supports the HTML5 `<video>` tag that allow users to play video files in a browser, without an external plug-in or player (**Figure 1**).

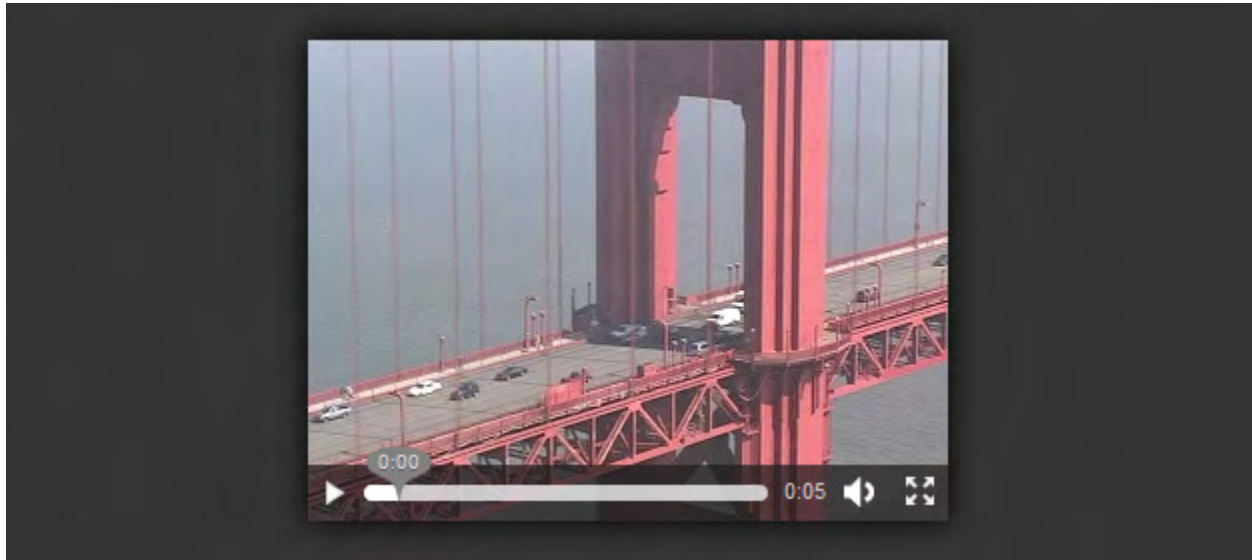


Figure 1 Viewing HTML5 video in a browser

HTML5 video

There are a few steps you need to accomplish before setting up your web page for HTML5 rich media.

- Create a video in H264 format. You can use the Adobe Media Encoder CS6 or the website www.online-convert.com to convert video into a range of formats. If you want viewers to be able to play your video in a Firefox browser, you should also create a WebM or Flash (FLV) version of your video.
- Create a poster image that is the same size and orientation as the video. This graphic provides a splash screen for viewers to see while the video is downloading. If no poster is specified, a browser will display the first frame of the video.
- Include a folder named *video* in your site, and place the video file and poster image in it.

Once a video is embedded in a page, you can use Live view in the Document window to render and preview rich media.

Note: Although you can embed rich media in your web page, Live view does not always render all videos. The audio and video tags are supported in Dreamweaver by using the Apple QuickTime plug-in. In Windows, if the Apple QuickTime plug-in is not installed, then the web page does not render the media content.

To create the HTML5 page and video:

1. Start Dreamweaver.
2. Select File > New.

The New Document dialog box opens (**Figure 2**).

3. Click the Blank Page category link if not already open, and select HTML from the Page Type column, and <none> from the Layout column.
4. Select the HTML5 document type from the DocType pop-up menu.
5. Click the Create button.
6. Save the new document (File > Save).

The Save As dialog box opens.

7. Navigate to your Dreamweaver site folder, name the file, and click Save.
8. Click the Split button in the Document toolbar at the top of the document window (**Figure 3**).

Code view and Design view are visible in the document window.

You work in Code view in the next steps as you set up the video player with the specifications for your own video files.

9. In Code view, locate the <body> tag, and place the insertion point at the end of the the opening body tag.
10. Press Enter (Windows) or Return (Mac OS) to create a new line for code.
11. Type <vi and then press Tab to complete the beginning of the <video tag.
12. Press the spacebar and type **src** and then press Tab to complete the the source parameter.

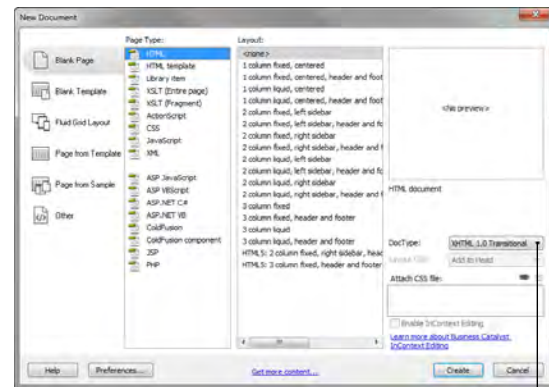
The Browse link appears (**Figure 4**).

13. Click the Browse link to open the Select File dialog box.
14. Navigate to the H.264 video file you saved to the video folder and double-click that file to select it.
15. Press the spacebar and then double-click Controls from the list of code hints (**Figure 5**).

This adds a parameter to tell the browser to display playback controls with the video.

16. Press the spacebar and type **po** and then press Tab to complete the the `poster` parameter.

The Browse link appears.



DocType pop-up menu

Figure 2 New Document dialog box



Figure 3 Document toolbar

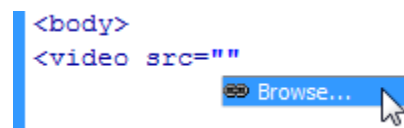


Figure 4 Code hints

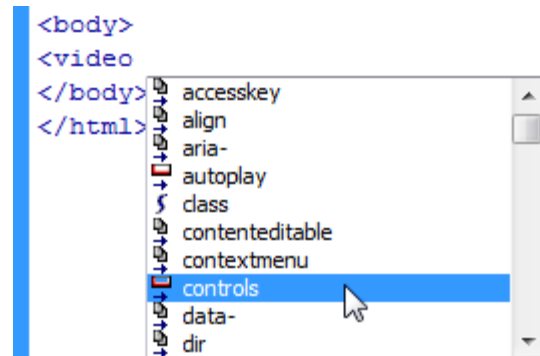


Figure 5 Code hints

17. Click the Browse link to open the Select File dialog box.
18. Navigate to the poster file you saved to the video folder and double-click that file to select it.
19. Press the spacebar and type **preload** and then press Tab to complete the the `preload` parameter.
20. Select Auto from the list of available options.

The preload parameter tells the browser to load the entire video when the page loads.

```
8 <body>
9 <video src="video/golden-gate.webm" controls poster="video/golden-gate-poster.jpg"
  preload="auto" |
```

Figure 6 Sample code

21. Place the insertion point after the closing preload quote.
22. Press the spacebar and then type `></`.
23. Place the insertion point before the closing tag `</video>`.
24. Press Enter (Windows) or Return (Mac OS) twice to create a blank line for code.
25. Enter (or copy and paste) the following code just before the closing video tag:

```
<p>Your browser does not support HTML5 video. Click here to download it.</p>
```

You've added text that will display in browsers that don't support HTML5, but you need to add a link to the file so users can download it.

26. In Code view, highlight the sentence Click Here To Download It.
27. Click in the Design window to update the preview.
28. Drag the Point-To-File icon (target icon) at the right of the Link box in the Property inspector and point to the video in the Files panel.

A link is created to the video file as in **Figure 7**.

```
8 <body>
9 <video src="video/golden-gate.webm" controls poster="video/golden-gate-poster.jpg"
  preload="auto" >
10 <p>Your browser does not support HTML5 video. <a href="video/golden-gate.mp4">
  Click here to download it</a>.</p>
```

Figure 7 Sample code

29. Save the file (File > Save).

30. Select File > Preview In Browser, and select a browser to preview the video in a web browser (**Figure 8**).

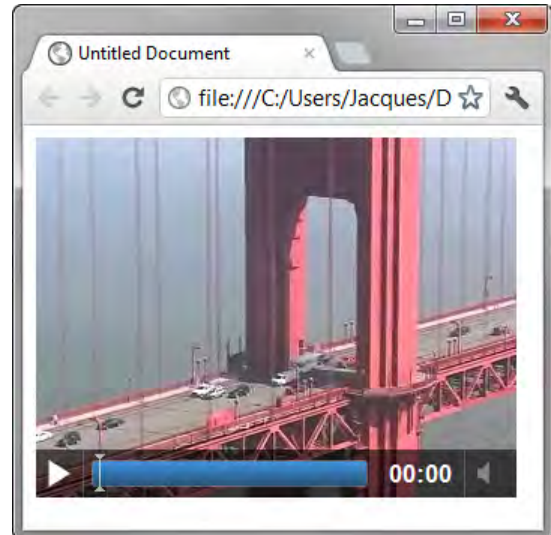


Figure 8 Test movie in browser

Troubleshooting support for Firefox

To this point, you've embedded a video file in a web page using the HTML5 Video element (tag), and added a link that displays a message if a viewer tries to watch the video in a browser that doesn't support HTML5. This approach works well across versions of current browsers including Chrome, Safari, and Internet Explorer. Unfortunately, the video won't play in Firefox because it does not support H.264 video. Because Firefox does support HTML5, the text link to open the video in a new browser window also won't display. This problem is typical of the kind of issues you'll encounter with HTML5 video: it's still a work in progress.

You can check with the W3C for the latest information about browser support for HTML5 video at www.w3.org/wiki/HTML/Elements/video.

To add support for a Firefox browser:

1. Add a simple message after the closing video tag:

```
<p>Firefox viewers click here to watch the  
video.</p>
```

2. Create a link to a version of the video in one of the formats that Firefox supports, such as WebM or Flash Video (FLV).

About FLA, SWF, and FLV file types

Before you use Dreamweaver to insert content created with Adobe Flash, you should be familiar with the following file types:

FLA file (.fla) the source file for any project, created in Flash. This file type can be opened only in Flash (not in Dreamweaver or in browsers). In Flash, you can publish a FLA file as a SWF file to use in browsers.

SWF file (.swf) a compiled version of the FLA (.fla) file, optimized for viewing on the web. This file can be played back in browsers and previewed in Dreamweaver, but cannot be edited in Flash.

FLV file (.flv) a video file that contains encoded audio and video data that can be played in Flash® Player. If you have a QuickTime or Windows Media video file, use an encoder such as Flash® Video Encoder or Sorensen Squeeze to convert the video file to an FLV file.

Adding FLV video to a web page

You can easily add FLV video to your web pages without using the Flash authoring tool. You must have an encoded FLV file before you begin. Dreamweaver inserts a SWF component that displays the FLV file; when viewed in a browser, this component displays the selected FLV file, as well as a set of playback controls. You can also use Live view to provide a non-editable, more realistic rendering of how the page will appear in a browser. Live view does not replace the Preview In Browser command, but provides another way of seeing what your page looks like “live,” without having to leave the Dreamweaver workspace.

To add an FLV video to a web page:

1. Start Dreamweaver and open the document in which you want to insert the FLV video.
2. Place the insertion point in Design view where you want to add the FLV video.
3. Select Insert > Media > FLV.

The Insert FLV dialog box opens (**Figure 9**).

4. Click the Browse button to the right of the URL text box.
5. Locate and select the Flash video (FLV), and then click OK (Windows) or Open (Mac OS).
6. In the Insert FLV dialog box, select Progressive Download Video from the Video Type pop-up menu.

The Progressive Download Video option enables visitors to see movies as they download instead of waiting until the entire movie has downloaded.

Note: The Streaming Video option requires the use of Adobe Flash Media Server.

7. Fill in the Width and Height boxes.

Dreamweaver requires this information to include the video.

8. Select a skin from the Skin pop-up menu.

This determines the appearance of the Flash video playback controls (**Figure 10**).

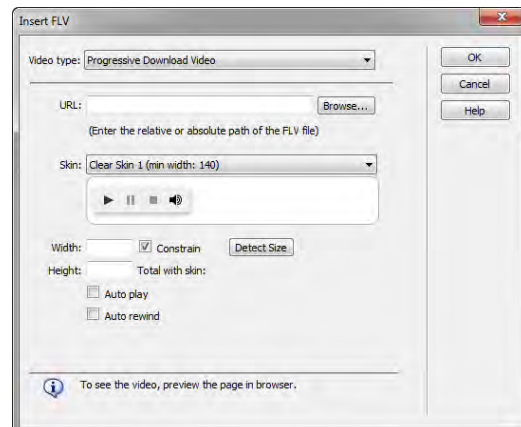


Figure 9 Insert FLV dialog box



Figure 10 Flash video in a browser with Clear Skin selected

9. Select the Auto Play option to cause the video to play when the page loads.
10. Select the Auto Rewind option to cause the video to rewind automatically when it reaches the end.
11. Click OK to close the dialog box and insert the video.
A Flash Video placeholder appears in your document (**Figure 11**).
Note: If the Copy Dependent Files dialog box opens, click OK to copy the necessary scripts to your site for proper playback of the video.
12. Save the document.
13. In Design view, click the Live View button in the Document toolbar.

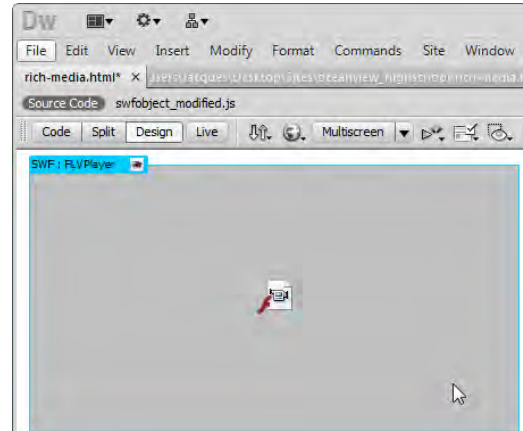


Figure 11 Flash Video placeholder

Adding Flash movies (SWF files) to a web page

You add a Flash movie just as you would an image, by browsing to and selecting the Flash file. The file extension of Flash movies is SWF.

To add a SWF file to a web page:

1. Start Adobe Dreamweaver and open the document in which you want to insert the Flash movie.
2. Place the insertion point in Design view where you want to add the Flash movie.
3. Select the Common category in the Insert panel.
4. Click the down arrow on the Media button and select SWF in the pop-up menu (**Figure 12**).

The Select SWF dialog box opens (**Figure 13**).



Figure 12 Media pop-up menu

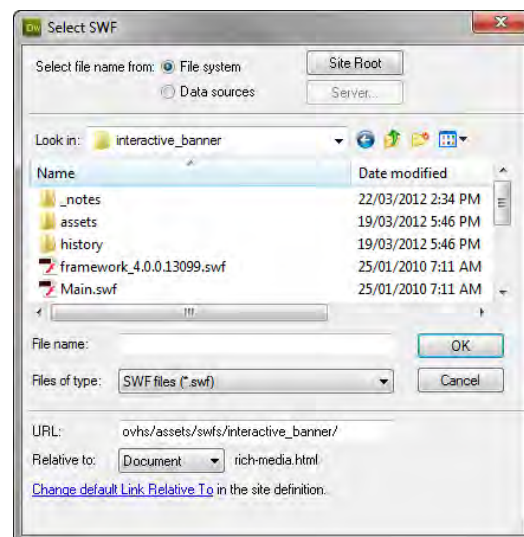


Figure 13 Select SWF dialog box

5. Locate and select the Flash movie (SWF), and then click OK (Windows) or Open (Mac OS).

The Object Tag Accessibility Attributes dialog box opens (**Figure 14**).

6. In the Title text box, type a brief title to identify the movie's contents. Then click OK.

A Flash content placeholder, rather than a scene from the Flash movie itself, appears in your document (**Figure 15**). This is because the page is pointing to the Flash SWF file. When a visitor opens this page, the browser plays the SWF file.

To determine how the movie plays when the page loads, you set options in the Properties panel.

7. Make sure the Flash content placeholder is selected.
8. In the Properties panel (**Figure 15**), select the Loop option to cause the movie to repeat as long as the visitor is on the page. Or, if you don't want the movie to loop, make sure that the Loop option is not checked.
9. Select the Autoplay option to cause the movie to play when the page loads.
10. To test the movie, click Play.

Dreamweaver plays the Flash file in the document, showing you what visitors will see when they view the page in a browser.

11. When you are finished viewing the Flash movie, click Stop in the Properties panel.

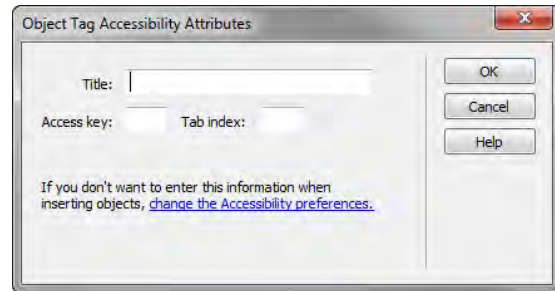


Figure 14 Object Tag Accessibility Attributes dialog box

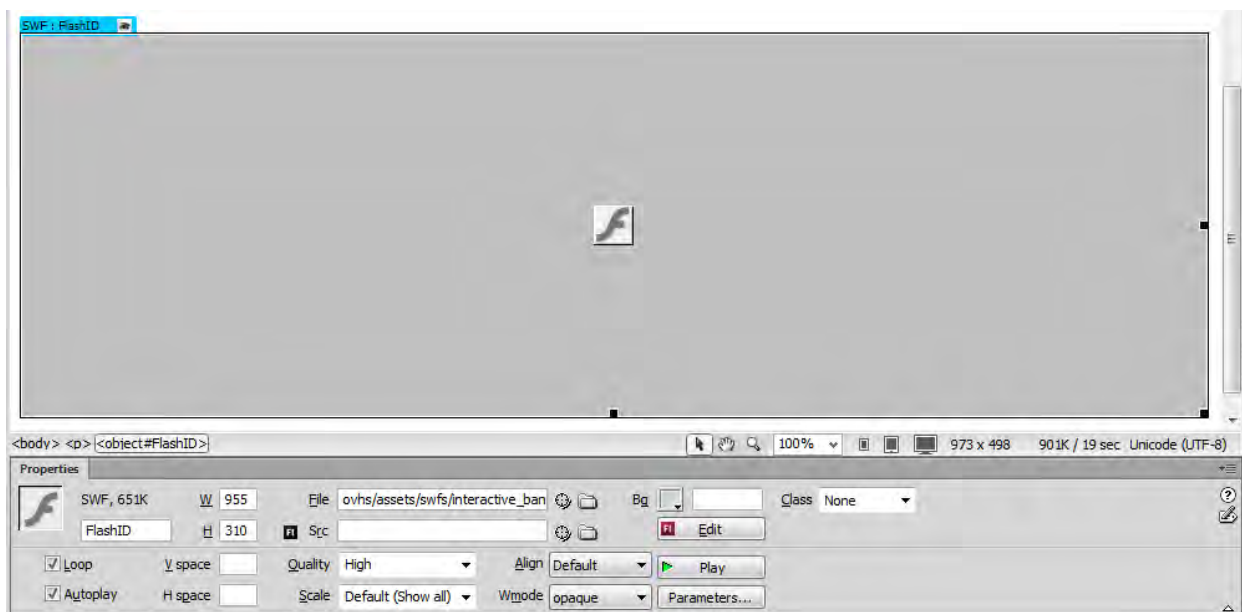


Figure 15 Flash movie placeholder in the Document window and Properties panel

Editing a SWF file from Dreamweaver in Flash

If you have both Flash and Dreamweaver installed, you can select a SWF file in a Dreamweaver document and use Flash to edit it. Flash does not edit the SWF file directly; it edits the source document (FLA file) and re-exports the SWF file.

To edit a SWF file from Dreamweaver:

1. In Dreamweaver, open the Properties panel (Window > Properties).
2. In Design view, click the SWF file placeholder to select it; then in the Properties panel, click Edit.
3. In Flash, browse to locate and then select the FLA file. Edit the FLA file as you choose.

The Flash edit bar indicates that you are modifying the file from within Dreamweaver (**Figure 16**).

4. When you finish making edits, click Done in the Flash edit bar (in the upper-left corner of the workspace).

Flash updates the FLA file and re-exports it as a SWF file.

5. Return to Dreamweaver.
6. To view the updated file in the document, click Play in the Properties panel (**Figure 17**) or press F12 to preview your page in a browser window.

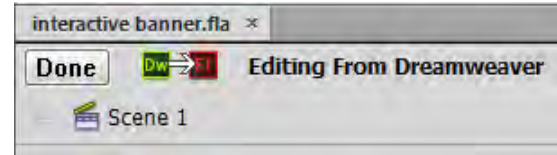


Figure 16 Flash edit bar



Figure 17 Flash movie, Play mode, in the Dreamweaver Document window

Adding audio to a web page

You can add sound to a web page. There are several different types of sound files and formats, including .wav, .midi, .mp3, and .ogg. Some factors to consider before deciding on a format and method for adding sound are its purpose, your audience, file size, sound quality, and differences in devices and web browsers.

There are two methods for adding audio to a web page: Use a plug-in or encode your page using HTML5.

When using a plug-in, remember that sound files can be handled differently and inconsistently by different browsers. For more information about common audio file formats along with some of the advantages and disadvantages of each for web design, see Dreamweaver Help, Audio File Formats.

HTML5 provides additional flexibility for adding audio files to web pages without a plug-in. However, devices and web browsers must support the new standard for the audio to work properly. You use the `<audio>` element to embed an audio file on a web page. As with HTML5 video files, be sure to convert your audio files into three supported formats: .ogg, mp3, and .wav. These sources are listed in the `<audio>` tag, and the browser will use the first recognized format.

Note: When incorporating sound files in your web pages, carefully consider their appropriate use in your web site and how visitors to your site use these media resources. Always provide a control to either enable or disable the playing of the sound, in the event that visitors don't want to listen to the audio content.

To add an audio file by using a plug-in:

1. Start Dreamweaver and open the document in which you want to add sound.
2. In Design view, place the insertion point where you want to embed the file and select Insert > Media > Plugin.
3. Browse for the audio file and click OK (Windows) or Open (Mac OS).
4. Enter a width and height in the W and H text boxes in the Properties panel or by resizing the plug-in placeholder in the Document window (**Figure 18**).

These values determine the size at which the audio controls are displayed in the browser. Audio controls have no fixed dimension so find a size that is suitable for the web page in which it is used. For the example in **Figure 18**, the size is set to 257 W x 128 H.

5. Save the file.
6. Select File > Preview In Browser, and then select a browser to preview the audio in a web browser.

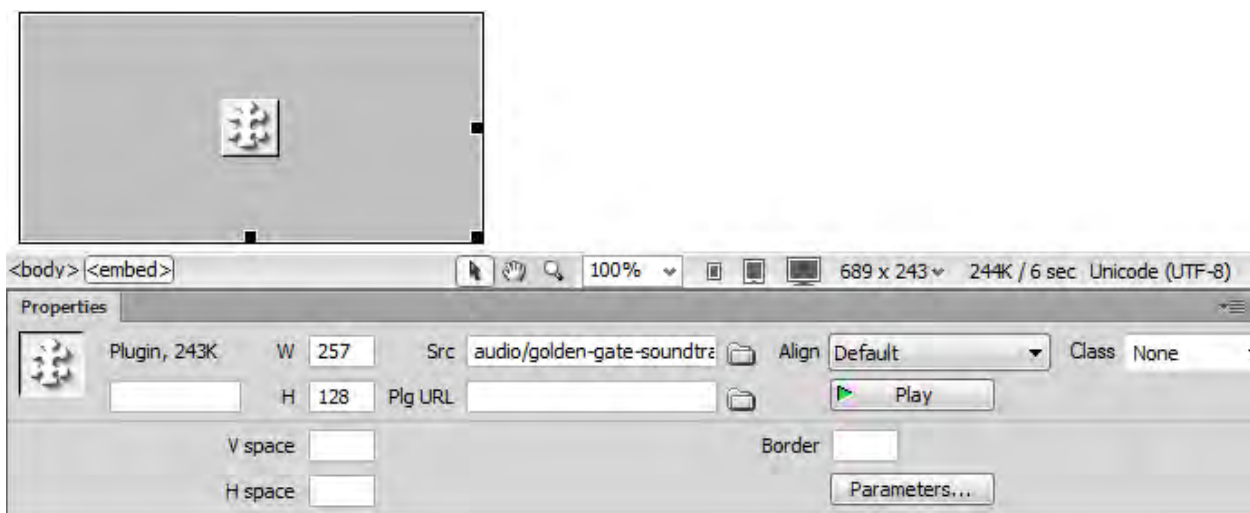


Figure 18 Audio plug-in placeholder in the Document window and Properties panel

To add an audio file by using HTML5:

1. Create a new HTML5 document, or open an existing HTML5 document in which you want to add audio.
2. Click the Split button in the Document toolbar at the top of the document window.
3. In Code view, enter (or copy and paste) the following code between the <body> tags, substituting your folder and filename paths for the placeholders in the code:

```
<audio controls>
  <source src="folder/song-title.ogg" type="audio/ogg" />
  <source src="folder/song-title.mp3" type="audio/mpeg" />
  <source src="folder/song-title.wav" type="audio/wav" />
  <p>Your browser does not support the audio element.</p>
</audio>
```

The control attribute adds audio controls, like play, pause, and volume. The text at the end of the <audio> tag is for browsers that do not support the element.

The folder and filename paths for the sample site are shown in **Figure 19**.

```
8 <body>
9 <audio controls>
10 <source src="audio/golden-gate-soundtrack.ogg" type="audio/ogg" />
11 <source src="audio/golden-gate-soundtrack.mp3" type="audio/mpeg" />
12 <source src="audio/golden-gate-soundtrack.wav" type="audio/wav" />
13 <p>Your browser does not support the audio element. </p>
14 </audio>
15 </body>
```

Figure 19 Sample code

4. Save the document.
5. Select File > Preview In Browser, and then select a browser to preview the audio in a web browser (**Figure 20**).

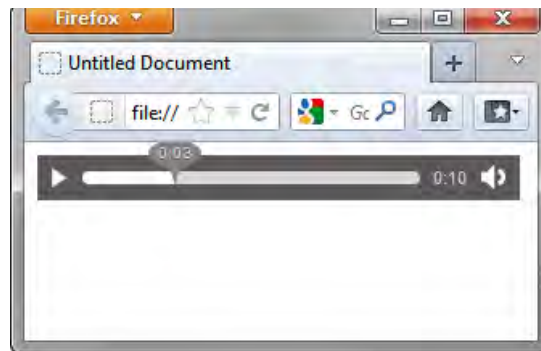


Figure 20 Test audio in browser

How to check links

Use the Check Links feature to search for broken links and *orphaned* files (files that still exist in the site but that aren't linked to by any other files in the site) (**Figure 1**). You can search an open file, a portion of a local site, or an entire local site.

Checking links in a local site

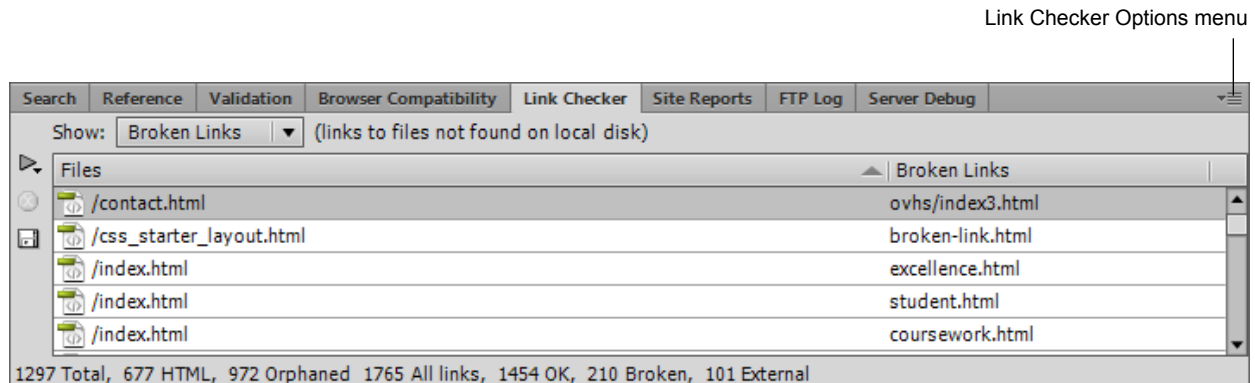


Figure 1 Link Checker panel

Dreamweaver verifies links only to documents within the site; Dreamweaver compiles a list of external links in the selected document or documents but does not verify them.

You can also identify and delete files that are no longer used by other files in your site.

To check links in a local site:

1. Start Dreamweaver.
2. In the Files panel, select a site from the Current Sites pop-up menu.
3. Select Site > Check Links Sitewide.

The Broken Links report appears in the Link Checker panel (**Figure 1**).

4. In the Link Checker panel, select External Links or Orphaned Files from the Show pop-up menu to view another report.

A list of files that fit the report type you selected appears in the Link Checker panel.

Note: If you select Orphaned Files as your report type, you can delete orphaned files from the Link Checker panel by selecting a file in the list and pressing the Delete key.

5. Fix any broken links and check the links again.

Note: To clear the current Link Checker results, select Clear Results from the Link Checker Options menu.

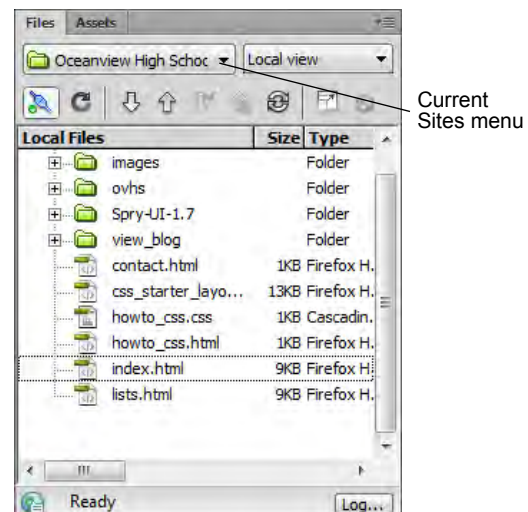


Figure 2 Files panel

How to create and edit a CSS rule

You can create and edit a CSS rule in two locations: the Properties panel and the CSS Styles panel. When you apply CSS styles to text by using the Properties panel or menu commands, CSS rules are embedded in the head of the current document. You can also use the CSS Styles panel to create and edit CSS rules and properties.

In this guide, you review CSS rules, create and apply a class-style CSS rule by using the Properties panel, and modify an HTML tag-style rule by using the CSS Styles panel.

About CSS rules

A CSS formatting rule consists of two parts: the selector and the declaration (or in most cases, a block of declarations). The *selector* is a term (such as `p`, `h1`, a class name, or an id) that identifies the formatted element. The *declaration* block defines the style properties. In the following example, `h1` (a heading tag) is the selector, and everything that falls between the braces (`{` and `}`) is the declaration block (defining the properties of the `h1` heading):

```
h1 {
  font-family: Georgia, "Times New Roman", Times, serif;
  font-size: 18px;
  text-transform: uppercase;
  color: #090;
}
```

An individual declaration consists of two parts: the *property* (such as font family) and *value* (such as Georgia). In the previous CSS rule, a particular style has been created for `h1` tags; the text for all `h1` tags linked to this style will be 18 pixels in size, Georgia font, uppercase, and bright green (hex value #090).

The style (which comes from a rule, or a collection of rules) resides in a place separate from the actual text it's formatting—usually in an external style sheet or in the head section of an HTML document. Thus, one rule for `h1` tags can apply to many tags at once (and in the case of external style sheets, the rule can apply to many tags at once on many different pages) (**Figure 1**). In this way, CSS provides extremely easy update capability. When you update a CSS rule in one place, the formatting of all the elements that use the defined style is automatically updated to the new style.

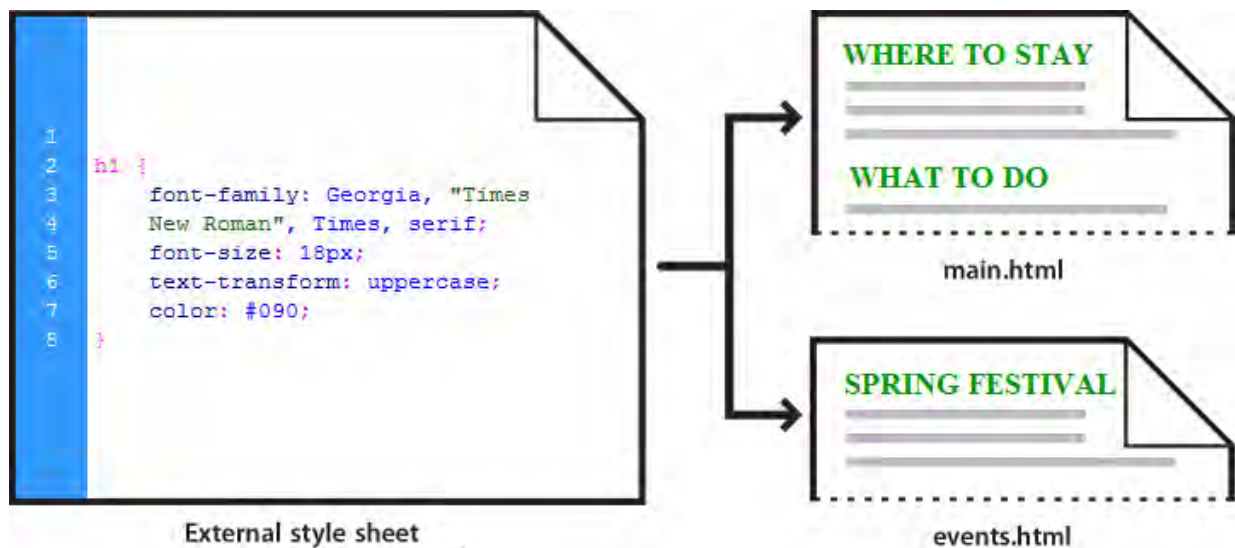


Figure 1 Updating a CSS rule in one place updates all elements

There are three main types of CSS:

Class style: Similar to the styles you use in word processing and page layout programs. For example, you may want to format all body text in 10-point, Arial, dark green type. You can create a class style with these attributes and then apply this style to all body text in your website. Class names must begin with a period and can contain any combination of letters and numbers (for example, .myhead1).

HTML tag style: Applies global formatting to individual HTML tags rather than to individual selections. Suppose you want to modify the Heading 1 paragraph style to appear always in purple text. Instead of creating a class style and applying it to every heading in the document, you can create an HTML tag style with these attributes and apply it to the Heading 1 <h1> tag. In effect, you are redefining the HTML tag.

ID style: A unique identifier (ID) for a style applied to headers, banners, menus, and other elements present in only one location in the document. Used once within a document or page. IDs must begin with a pound (#) sign and can contain any combination of letters and numbers (for example, #myID1).

CSS rules can reside in the following locations:

Internal (or embedded) CSS style sheets are collections of CSS rules included in a style tag in the head section of an HTML document.

External CSS style sheets are collections of CSS rules stored in a separate, external CSS (.css) file (not an HTML file). You link this file to one or more pages in a website with a link or an @import rule in the head section of a document.

Creating a new CSS rule from the Properties panel

In the CSS Properties panel, you can access Targeted Rules and create new ones (**Figure 2**). A *Targeted Rule* is a rule you are editing in the CSS Properties panel. When you have an existing style applied to text, the rule affecting the text's format appears when you click inside the text on the page. You can also use the Targeted Rule pop-up menu to create new CSS rules and new in-line styles or apply existing classes to selected text.

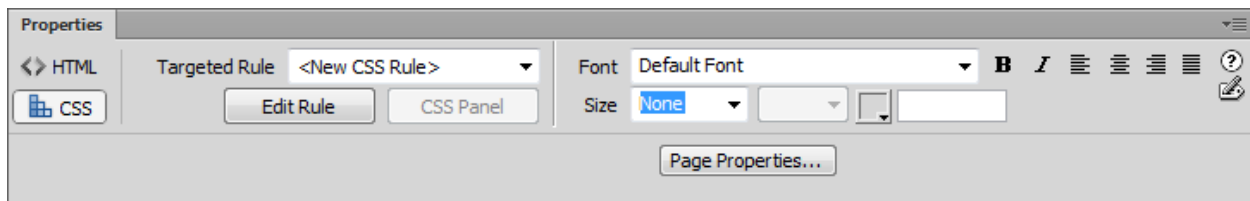


Figure 2 Properties panel, CSS mode

How you edit your CSS depends on selection level. To access rules that apply to a current selection only, you can use the Targeted Rule pop-up menu in the CSS Properties panel. To access all CSS rules for a page, you can use the CSS Styles panel. The CSS Styles panel will be reviewed in the next guide.

In this section, you use the Properties panel to create a simple CSS class-style rule to format a block of text.

To create a new CSS rule in the Properties panel:

1. Start Dreamweaver.
2. Select File > New to create a new document.
The New Document dialog box appears (Figure 3).
3. In the Blank Page category of the New Document dialog box, select HTML Page Type to create a plain HTML page.
4. In the Layout column, select None.
5. Click the Create button.
The new HTML page opens.
6. In the Document toolbar, click the Show Code And Design Views (Split) button (Figure 4).
Being able to view the code that Dreamweaver generates for creating styles will be useful to help you understand and write your own CSS syntax later on.
7. Type some text or paste text copied in another application in the Design view Document window.
8. Press Enter (Windows) or Return (Mac OS) to create a new paragraph and add additional text.
9. Open the Properties panel (Window > Properties), if it isn't already open, and click the CSS button to display the CSS Properties panel (Figure 2).
10. Use the Font menu to change the Font to Georgia, Times New Roman, Times, Serif (Figure 5).

The New CSS Rule dialog box appears (Figure 6).

Note: It is a good practice to assign a font combination instead of a single font. This ensures that most page visitors will view page text the same way. A browser uses the first font in the combination that is installed in the visitor's system. If none of the fonts in the combination is installed, the browser displays the text as specified by the visitor's browser preferences.

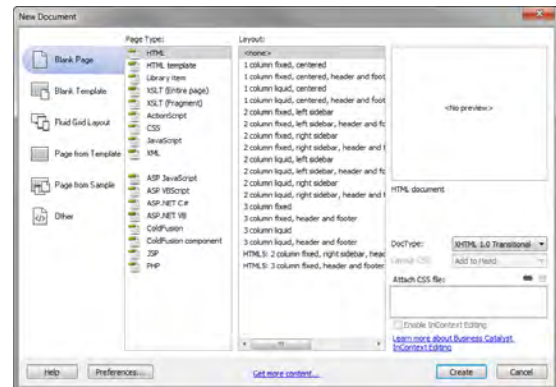
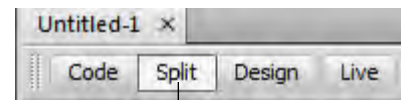


Figure 3 New Document dialog box



Show Code And Design Views button

Figure 4 Document window view options

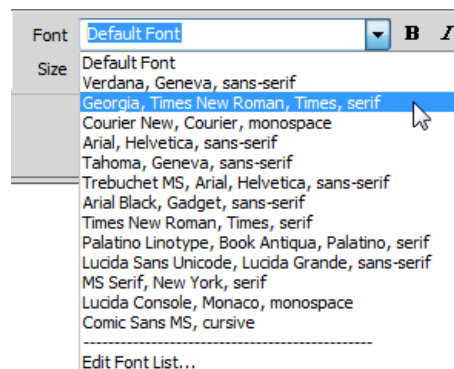


Figure 5 Properties panel Font menu

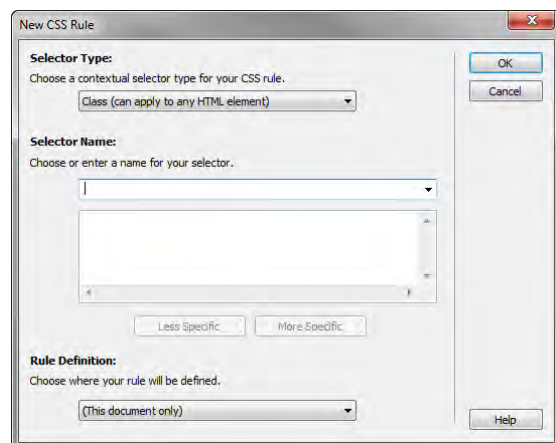


Figure 6 New CSS Rule dialog box

11. In the Selector Type menu, select Class (Can Apply To Any HTML Element) (**Figure 7**).

12. Click in the Selector Name text box and type `.myStyle` (**Figure 8**).

Note: CSS rules must begin with a period and cannot contain spaces or special characters.

13. In the Rule Definition menu, select (This Document Only) (**Figure 9**).

This tells Dreamweaver to create and store the CSS (style sheet) in the current document only. The new style will not be available for use in other documents.

To create an external CSS document for your entire website, you would choose (New Style Sheet File). This is discussed in a later guide.

14. Click OK to close the New CSS Rule dialog box.

The new font is applied to the paragraph that contains the insertion point. The name of the style appears in the Targeted Rule box in the Properties panel (**Figure 10**).

Note: Because you didn't select a specific word or character, you can continue to define this rule by applying additional formatting.

15. In the Properties panel, change the size to **18**.

The font size in the paragraph that contains the insertion point changes accordingly.

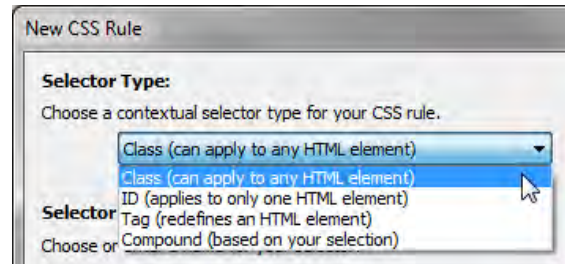


Figure 7 New CSS Rule dialog box, Selector Type options

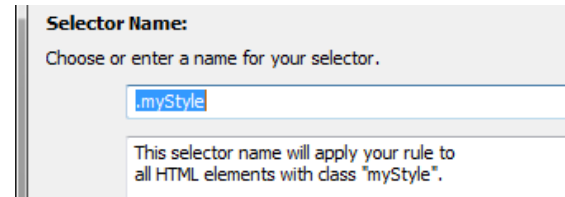


Figure 8 New CSS Rule dialog box, Selector Name options

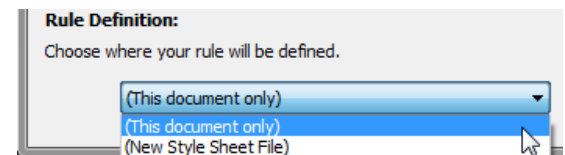


Figure 9 New CSS Rule dialog box, Rule Definition options

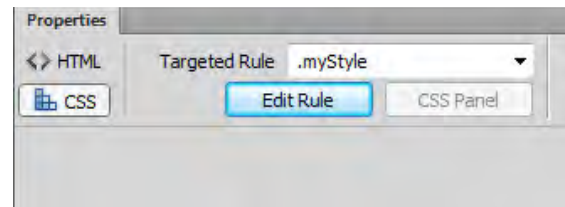


Figure 10 Targeted Rule in the Properties panel

16. Click the Color box in the Properties panel and select a new color for the text.

The Properties panel shows the targeted rule (.myStyle) and its formatting. The targeted rule is applied to the paragraph that contains the insertion point (**Figure 11**).

You can use this CSS rule to format additional text in your document.

Observe in Code view that Dreamweaver stores styles created with CSS directly in the head section of the document (**Figure 12**).

Ocean View High School is dedicated to academic excellence. We offer a highly successful preparation for college and an impressive breadth of extracurricular activities including both athletics and the arts.

Ocean View is a technology-driven school where many of our classrooms contain computers for each student and coursework is enhanced by the use of a variety of technologies. |

Figure 11 Formatted paragraph text

```
<head>
<meta http-equiv="Content-Type"
content="text/html; charset=utf-8" />
<title>Untitled Document</title>
<style type="text/css">
.myStyle {
    font-family: Georgia, "Times New
Roman", Times, serif;
    font-size: 18px;
    color: #090;
}
</style>
</head>
```

Figure 12 Detail of new CSS rule, Code view

Applying CSS styles

After you create a CSS rule, you can use it to give your entire document or website a consistent appearance. You can apply a CSS rule to text by using the Properties panel.

To apply a CSS style:

1. Click anywhere in the paragraph that doesn't have the new CSS style.
2. In the Properties panel, select myStyle (the new CSS rule you just created) from the Targeted Rule menu (Figure 13).

The new style is applied to the other paragraph (Figure 14).

Note: If you edit the CSS style, both paragraphs will be updated automatically and consistently. You will learn more about creating and modifying CSS in a later guide.

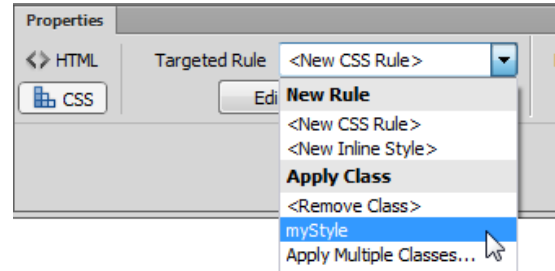


Figure 13 Targeted Rule menu

Ocean View High School is dedicated to academic excellence. We offer a highly successful preparation for college and an impressive breadth of extracurricular activities including both athletics and the arts.

Ocean View is a technology-driven school where many of our classrooms contain computers for each student and coursework is enhanced by the use of a variety of technologies.

Figure 14 CSS style applied to both paragraphs

Using the CSS Styles panel

In the CSS Styles panel you can track the CSS rules and properties affecting a currently selected page element (Current mode) or all of the rules and properties available to the document (All mode). A button at the top of the panel enables you to switch between the two modes. You can also use the CSS Styles panel to modify CSS properties in both All and Current modes.

The CSS Styles panel in Current mode

In Current mode, the CSS Styles panel displays three panes: a Summary For Selection pane that displays the CSS properties for the current selection in the document, a Rules pane that displays the location of selected properties (or a cascade of rules for the selected tag, depending on your selection), and a Properties pane where you can edit CSS properties for the rule applied to the selection (**Figure 15**).

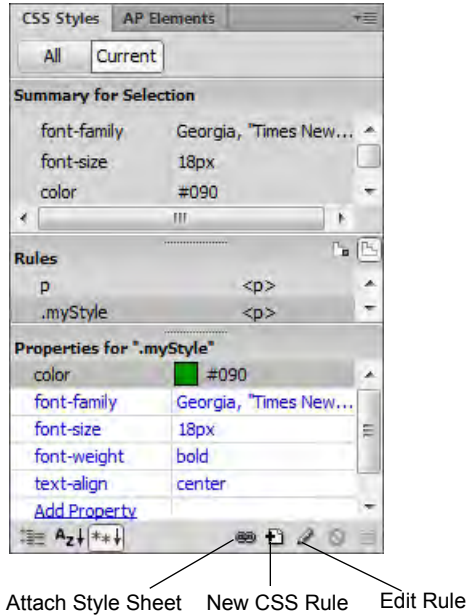


Figure 15 CSS Styles panel, Current mode

The CSS Styles panel in All mode

In All mode, the CSS Styles panel displays two panes: an All Rules pane, and a Properties pane. The All Rules pane displays a list of rules defined in the current document as well as all rules defined in style sheets attached to the current document. You can use the Properties pane to edit CSS properties for any rule selected in the All Rules pane (**Figure 16**).

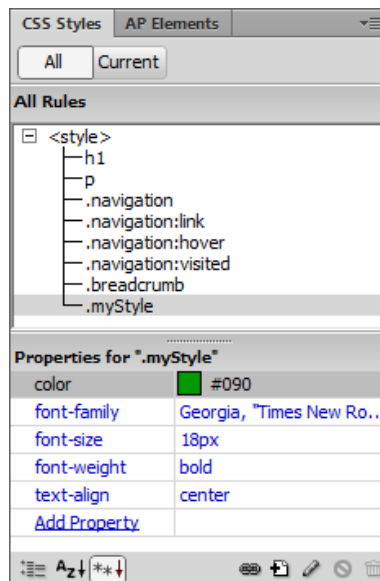


Figure 16 CSS Styles panel, All mode

To add a CSS rule by using the CSS Styles panel:

1. Start Dreamweaver.
2. Create a new HTML document.
3. Save and name the Dreamweaver document.
4. Type some text in the document. Make sure no formatting is applied to the text (**Figure 17**).
5. Make sure the CSS Styles panel is open.
If it is not, select Window > CSS Styles.
6. To create a new style, click the New CSS Rule button (+) at the bottom of the panel (**Figure 15**).
The New CSS Rule dialog box appears (**Figure 18**).
7. In the Selector Type pop-up menu, select Class.
This option creates a new Class rule.
8. In the Selector Name text box, type a name for the style such as **.warning**.

Note: Class rule names must begin with a period and cannot contain spaces or special characters. If you forget to type the period, Dreamweaver adds this automatically.

9. In the Rule Definition pop-up menu, select (This Document Only) or (New Style Sheet File).

The option (This Document Only) defines the style as part of the document's internal style sheet. The option (New Style Sheet File) defines the style as part of an external style sheet.

Note: If you choose to create an external style sheet by selecting (New Style Sheet File), you are prompted to select a location for the new style sheet (.css) document.

10. Click OK.
The CSS Rule Definition dialog box appears (**Figure 19**).
11. Select options for Type, such as the following:
 - Select Arial, Helvetica, Sans-serif in the Font-Family pop-up menu
 - Select 12 from the Font-Size pop-up menu, and select px (pixels) for the measurement unit.
 - Type **#CC0033** in the Color text box, or select a color in the color picker.

This is where the new style will be applied.

Figure 17 Text with no formatting applied

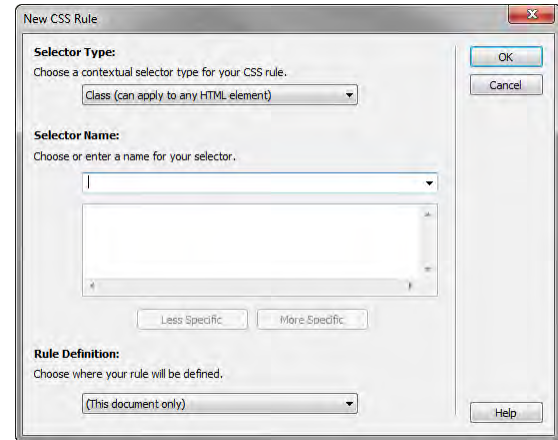


Figure 18 New CSS Rule dialog box

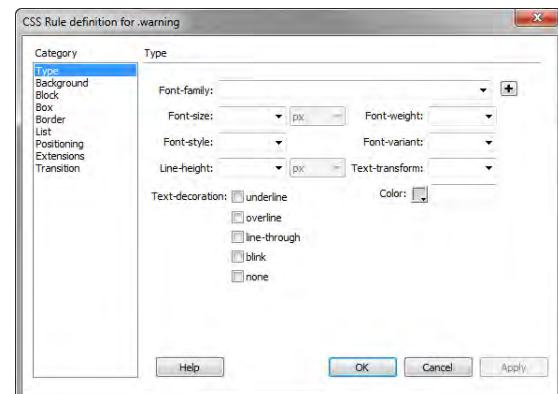


Figure 19 CSS Rule Definition dialog box, Type options

- To change the formatting of text blocks, select Block in the Category pane.

The Block category of the CSS Rule Definition dialog box opens (**Figure 20**).

- In the Letter-Spacing text box, you can make changes such as typing **3** and selecting pixels for the measurement unit.

This setting adds space between letters.

- In the Text-Indent box, you can make changes such as typing **5** and selecting pixels for the measurement unit.

- Click OK.

The CSS Rule Definition dialog box closes.

- Select the document text.

- Make sure the Properties panel is open and the HTML option is selected.

The Properties panel is docked at the bottom of the screen. If it is not open, select Window > Properties.

- Select warning, or the name of your style, from the Class pop-up menu (**Figure 21**).

- In the document, deselect the text by positioning the mouse pointer next to it and clicking once.

Observe that the format of the text has changed (**Figure 22**).

- Make sure the CSS Styles panel is open.

If it is not, select Window > CSS Styles.

- Make sure All is selected in the CSS Styles panel. If no styles are listed under <style> in the All Rules pane, click the plus (+) symbol (Windows) or the disclosure triangle (Mac OS).

Observe that the newly created CSS rule now appears under <style> in the All Rules pane, indicating the new rule is part of a CSS style sheet. Also observe that if you select the style name in the All Rules pane, properties for the style appear in the Properties pane.

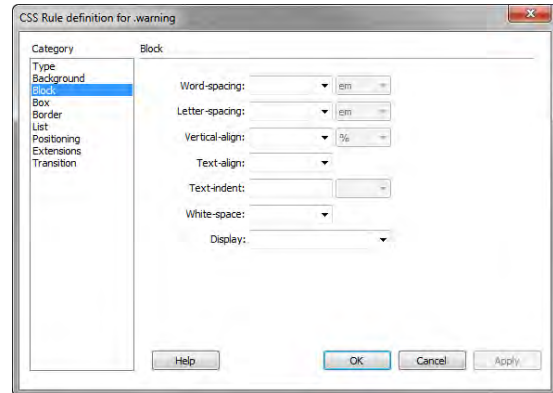


Figure 20 CSS Rule Definition dialog box, Block options

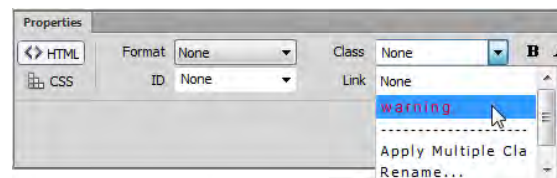


Figure 21 Text Properties panel

This is where the new style will be applied. |

Figure 22 Formatting applied to text

Edit styles

After you create styles, you can still make changes to them by using the Edit Rule button.

To edit styles:

1. To view a style sheet's rules, click the plus symbol (Windows) or disclosure triangle (Mac OS) beside <style> in the All Rules pane of the CSS Styles panel.

Dreamweaver displays the style sheet's rules (Figure 23).

2. Select the rule or style you want to edit.
3. At the bottom of the CSS Styles panel, click the Edit Rule button.

The CSS Rule Definition dialog box for the selected style appears (Figure 24).

4. Make formatting changes in the CSS Rule Definition dialog box. Then click OK.

The changes take effect immediately.

If you are editing an external style sheet, the same changes are applied to any other documents attached to this style sheet.

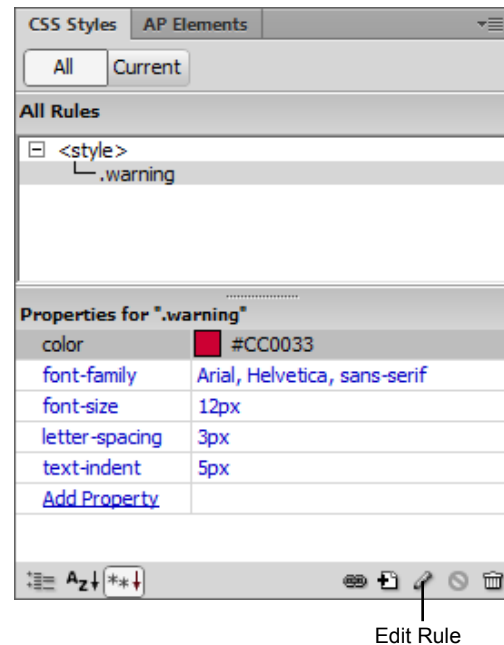


Figure 23 CSS Styles panel

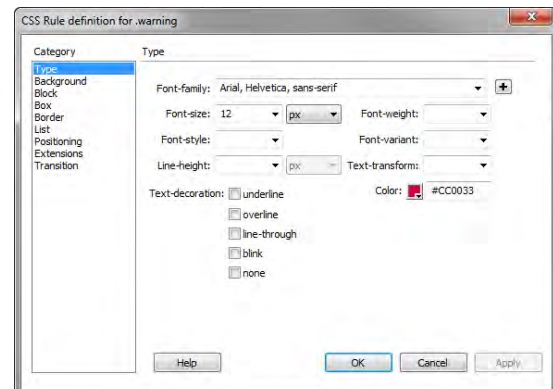


Figure 24 CSS Rule Definition dialog box

How to work with external Cascading Style Sheets

Many web professionals find that using an *external style sheet*--a style sheet that exists in its own file--offers a number of advantages over including styles in the header of an HTML file. These advantages include:

- Flexibility: With CSS stored in one file, you can easily change the appearance of all documents that refer to the external style sheet.
- Consistency: All documents sharing the same style sheet will have a similar appearance.

Using an external style sheet separates *form* from *content*. Separating form from content is a widely-adopted principle in web design which allows, among other benefits, for content to be shared in a range of contexts.

Exporting CSS rules to an external style sheet

You can convert an internal CSS style sheet to an external one by exporting it, removing the internal CSS style sheet, and attaching the exported CSS style sheet to one or more web pages.

To export a style sheet:

1. Start Dreamweaver and open the CSS Styles Panel (Window > CSS Styles) (**Figure 1**).
2. Confirm that All is selected in the CSS Styles panel.
3. Select the CSS rule you want to move to an external style sheet.
Note: To move more than one rule at a time, you can Shift-click to select multiple rules that are next to each other. To select multiple rules that aren't next to each other, you can Control-click (Windows) or Command-click (Mac OS) the names of the rules.
4. Right-click (Windows) or Control-click (Mac OS) the selected rule(s) and select Move CSS Rules in the context menu.

The Move To External Style Sheet dialog box opens (**Figure 2**).

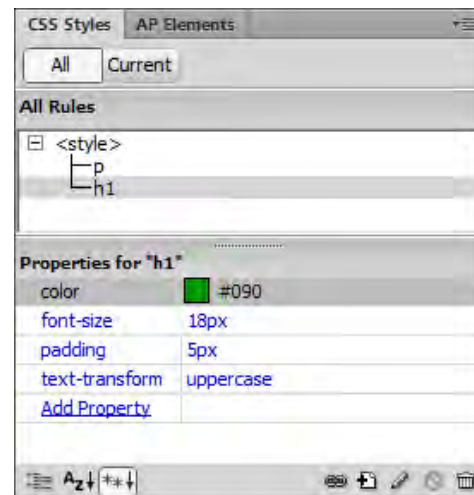


Figure 1 CSS Styles panel

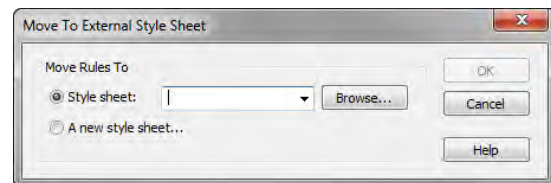


Figure 2 Move To External Style Sheet dialog box

5. Select A New Style Sheet and then click OK.

The Save Style Sheet File As dialog box opens (Figure 3).

6. Browse to a location for the CSS file, enter a name for the file, and click Save.

Note: It is good practice to place CSS files in their own folder and good practice to name that folder *css*.

Dreamweaver exports the CSS file.

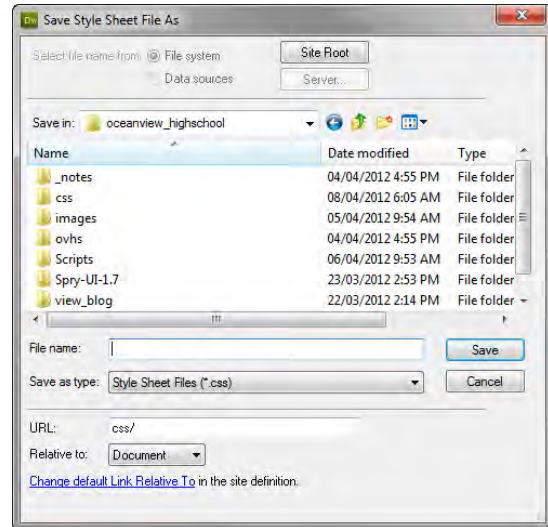
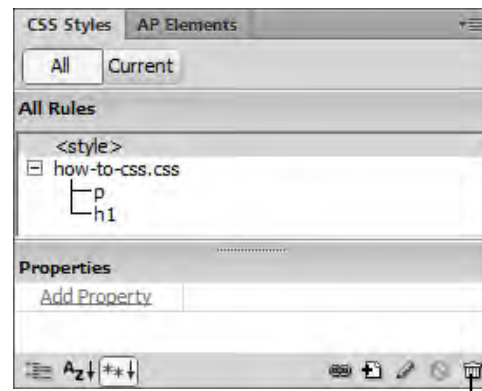


Figure 3 Save Style Sheet File As dialog box

To delete an internal style sheet:

1. In the CSS Styles panel under All, select <style>.
2. Click the Delete Embedded Stylesheet button (Figure 4).

Dreamweaver removes the internal style sheet. If the internal style sheet contains any styles still being used on the page, the affected text reverts to its default formatting, or it takes on the formatting defined in the external style sheet.



Delete Embedded Style Sheet button

Figure 4 CSS Styles panel

Attaching an external style sheet

Once you create an external style sheet and attach it to multiple documents, you can instantly change any style in all your documents by making changes to the external style sheet.

Note: Once you start using an external style sheet, it is best to make all text formatting changes through that style sheet. If you make formatting changes through the Properties panel, Dreamweaver will automatically create a new internal style sheet.

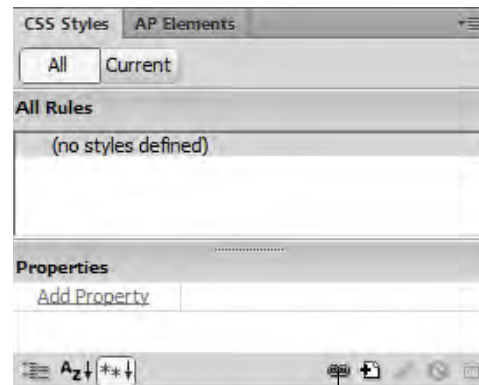
To attach an external style sheet:

1. Open a document in Dreamweaver.
2. Confirm that the CSS Styles panel is open.
If it is not, select Window > CSS Styles.
3. Click the Attach Style Sheet button (**Figure 5**).
4. Click Browse, navigate to your saved style sheet, select it, and click OK.
5. In the Attach External Style Sheet dialog box, click OK.

Dreamweaver attaches the style sheet to your document (**Figure 7**).

The style sheet's rules are now available in the Properties panel. You may need to expand the style sheet to see its rules.

You can attach the same style sheet to multiple documents. When you make changes to the style sheet, those changes will appear in all documents the style sheet is attached to.



Attach Style Sheet button

Figure 5 CSS Styles panel

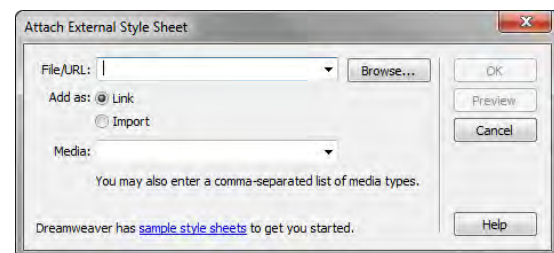


Figure 6 Attach External Style Sheet dialog box

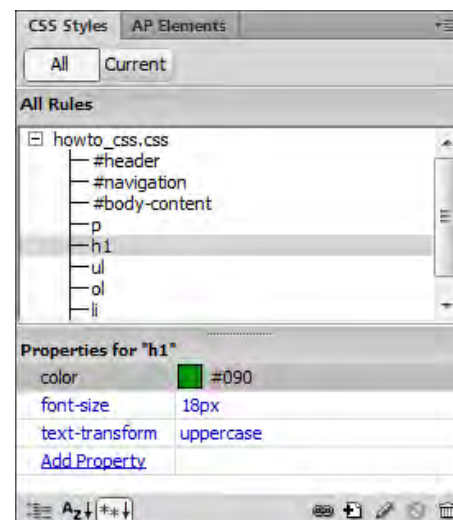


Figure 7 Attached style sheet

Creating external style sheets

You can also create external style sheets directly from the New Document dialog box.

To edit create an external Style Sheet:

1. Select File > New to create a new document.

The New Document dialog box opens (**Figure 8**).

2. In the Blank Page category of the New Document dialog box, select CSS for Page Type.

3. Click Create.

The untitled CSS page opens in Dreamweaver in Code View (**Figure 9**).

4. Save the document to the site root folder.
5. Return to the HTML document in which you previously applied a style by using the CSS Styles panel.
6. In Code View, drag to select the two or more styles you previously created. Be sure to include the selectors and everything that falls between, including the braces (**Figure 10**).

7. Select Edit > Cut.

8. Click the newly-created CSS document in the Document window.

9. Place the cursor on line 4, beneath the CSS comment.

10. Select Edit > Paste.

The copied CSS styles are pasted from the Clipboard into the CSS document.

11. Select File > Save.

12. Return to the HTML document in the document window.

Notice in the Design View that all formatting for the text is gone. In the next steps, you re-apply the CSS styles by linking to the external CSS document you just created.

13. In the CSS Styles panel, click the Attach Style Sheet button in the lower-right corner of the pane (**Figure 5**).

The Attach External Style Sheet dialog box opens (**Figure 11**).

14. Click the Browse button and browse to the external CSS style sheet that you saved to your site root folder, and confirm that the Add As: Link option is selected.

15. Click OK.

A link to the CSS document is added to Head section of the file, and the CSS rules are applied to the text in the HTML document.

16. Save the file.

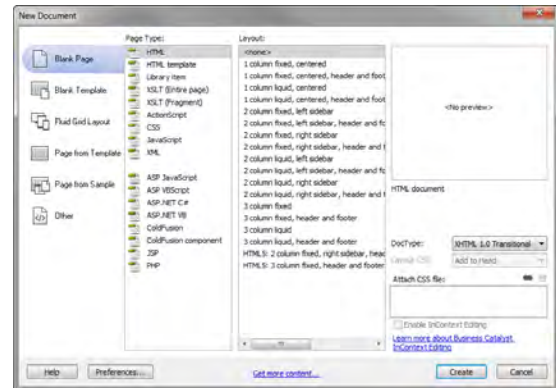


Figure 8 New Document dialog box

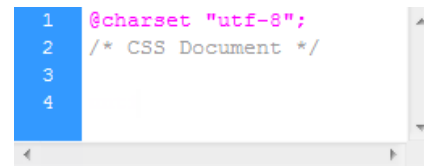


Figure 9 New, blank CSS document

```
<title>Untitled Document</title>
<style type="text/css">
.myStyle {
    font-family: Georgia, "Times New
Roman", Times, serif;
    font-size: 18px;
    color: #090;
}
h1 {
    font-family: Verdana, Geneva,
sans-serif;
    text-transform: uppercase;
    color: #C00;
}
</style>
</head>
```

Figure 10 Selecting CSS styles

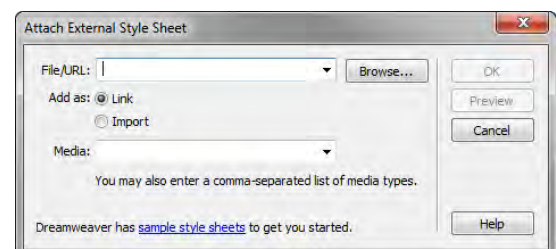


Figure 11 Attach External Style Sheet dialog box

How to create forms

You can use forms to interact with or gather information from site visitors. With forms, visitors can provide feedback, sign a guest book, take a survey, or place an order for merchandise. In Adobe Dreamweaver CS6, you can create a variety of form elements, such as text fields, password fields, radio buttons, checkboxes, pop-up menus, and clickable images (such as a Submit button).

The Forms category in the Insert panel (**Figure 1**) contains buttons for creating forms and inserting form elements.

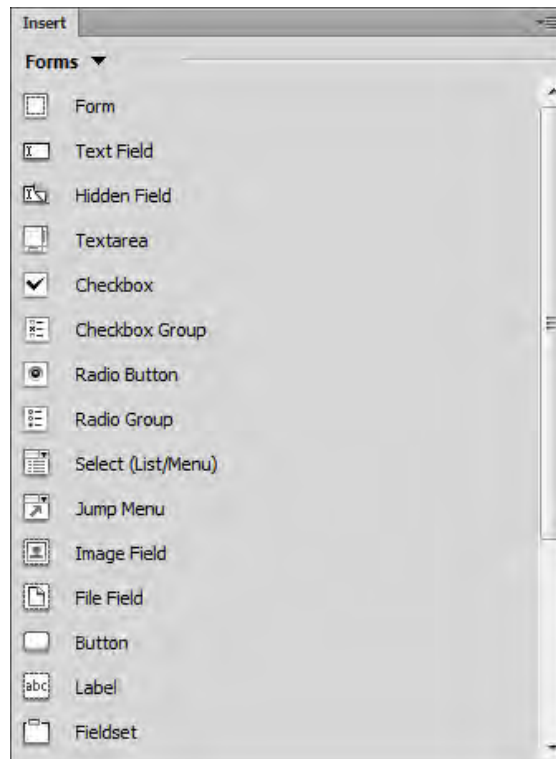


Figure 1 Forms category in the Insert panel

The data gathered in forms is usually sent to a database on a server or through e-mail. To set up the form processing, contact your site administrator. This guide helps you make the user interface of a form.

Setting up a form

You set up a form by inserting it and configuring options through the Properties panel.

To set up a form:

1. Open a page in Dreamweaver.
2. Place the insertion point on the page where you want to insert a form or draw a new div for more precise positioning of the form on your page.

Note: To draw a new div, click Draw AP Div in the Layout category in the Insert panel, and then drag to draw the div. Be sure to make the div large enough to contain the entire form you plan to create.

3. Select the Forms category in the Insert panel (**Figure 1**), and click Form.

A blank form appears, with a red dotted outline (**Figure 2**). You place all form elements inside this outline. If you placed the form inside a div, you may need to click outside the div to see the entire form outline.

Form options appear in the Properties panel.

4. From the Method pop-up menu in the Properties panel (**Figure 3**), select either GET or POST.
 - *GET* appends the form contents to the URL specified in the Action text box. Use GET if the form data is short and the results of the form will lead to a page that you want the visitor to be able to bookmark.
 - *POST* sends the form contents directly to the server in a manner that is not visible to the visitor. Use POST if the form data might be long (if, for instance, the form includes a text field that the visitor can use to type an unlimited amount of text).
5. In the Action text box, type the URL or CGI script that will process the form.

Note: Get this information from your site administrator.

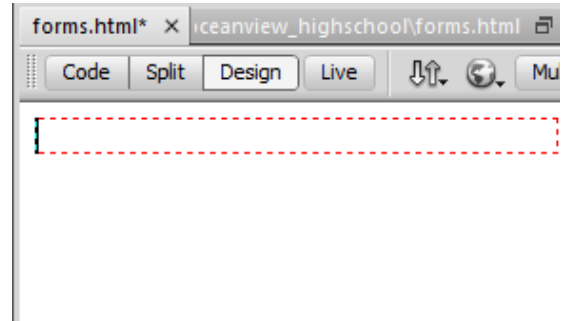


Figure 2 New, empty form

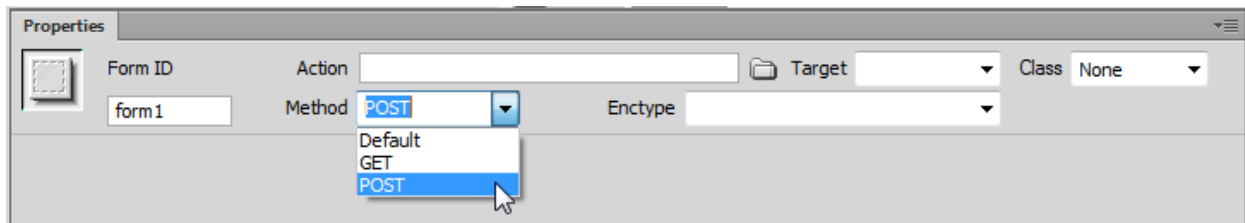


Figure 3 Forms Properties panel

Adding form elements

Using the Forms category in the Insert panel, you can insert any combination of form elements within the red outline of the form. You can use tables to lay out these elements if you choose.

Using form fields

Form fields enable site visitors to enter text into a form. Form fields include the following:

- *Text fields*, in which a visitor types a response
- *File fields*, in which a visitor types the path of a file to upload to your server

Adding text fields

Text fields provide a space in which visitors can enter text.

To add a text field:

1. Click the Text Field button in the Insert panel.

The Input Tag Accessibility Attributes dialog box opens (**Figure 4**).

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the text field in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

The ID is used by HTML and/or Javascript code to distinguish this input tag from others, but it isn't visible to site visitors.

3. Enter a label for the text field in the Label text box. You can leave the other properties in the dialog box at their default values.

The label will be displayed next to the text field, indicating to the visitor what to put in the field.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

5. In the Add Form Tag dialog box, click Yes.

The text field appears in the form (**Figure 5**).

6. Click in the text field (not the label) to select it.
7. In the form Properties panel (**Figure 6**), select one of the three types of text fields:
 - *Single Line* text for short answers
 - *Multi Line* text for long answers such as the visitor's description of a problem with a purchased item
 - *Password* text for passwords (in which asterisks appear in place of typed characters)

Note: You can also create a multiple-line text field by clicking the Text Area button in the Insert panel.

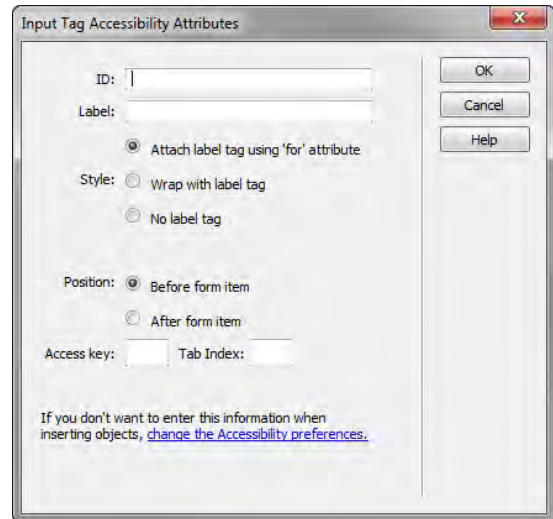


Figure 4 Input Tag Accessibility Attributes dialog box

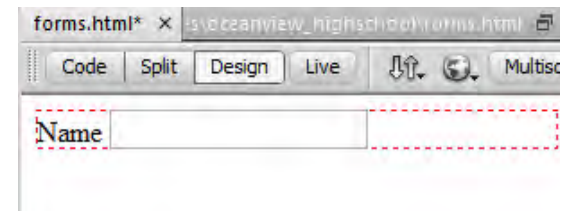


Figure 5 Example of text field in the form

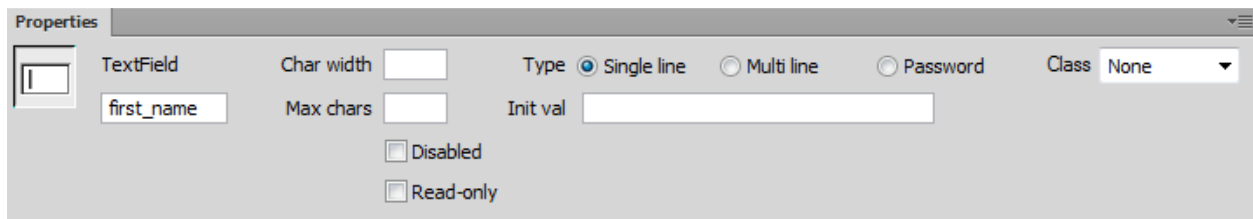


Figure 6 Form Text Field Properties panel

Adding a file field

A file field enables site visitors to select a file on their computers (such as a word-processing document or graphics file) and upload it to your server. A file field looks like other single-line text fields, except it also provides a Browse button. The visitor either types the path to the file they want to upload or uses the Browse button to locate and select the file.

To add a file field:

1. Click the File Field button in the Insert panel.

The Input Tag Accessibility Attributes dialog box opens

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the file field in the ID text box. You may use any combination of letters, numbers, and an underscore (_).
3. Enter a label for the file field in the Label text box. You can leave the other properties in the dialog box at their default values.
4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

The file field appears in your document (**Figure 7**).

5. Click in the file field (not the label) to select it. In the Properties panel, in the Char Width text box, specify the maximum number of characters visitors will see in the field (**Figure 8**).
6. In the Max Char text box, specify the maximum number of characters the field will hold.

Note: Contact your site administrator to confirm that anonymous file uploads are allowed before using the file field.

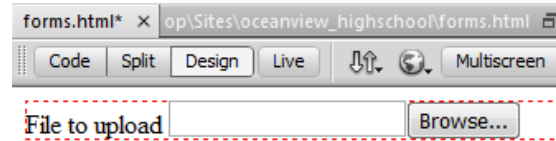


Figure 7 File field example

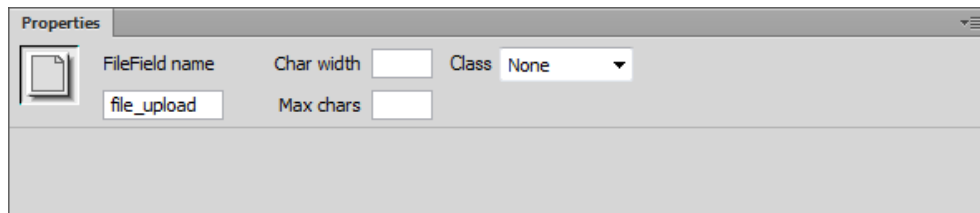


Figure 8 Form File Field Properties panel

Using checkboxes and radio buttons

Visitors click a checkbox or radio button to make a choice. With checkboxes, visitors can toggle a single option on or off, or they can select one or more options from a group of options. With radio buttons, visitors can select only one option from a group of options.

To add a checkbox:

1. Click the Checkbox button in the Insert panel.

The Input Tag Accessibility Attributes dialog box opens

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the checkbox in the ID text box. You may use any combination of letters, numbers, and an underscore (_).
3. Enter a label for the checkbox in the Label text box. You can leave the other properties in the dialog box at their default values.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

The checkbox button appears in your document (Figure 9).

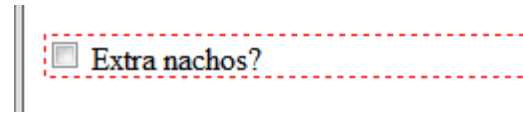


Figure 9 Example of checkbox

5. Click the checkbox (not the label) to select it.
6. In the Checked Value text box in the Properties panel (Figure 10), enter a value for the checkbox.

This is the value that will be returned by the form. For example, for a checkbox that indicates whether a visitor wishes to be on a mailing list, you might set a value of 1 for yes.

7. For Initial State, select Checked if you want an option to appear selected when the form first loads in the visitor’s browser. Otherwise, select Unchecked.

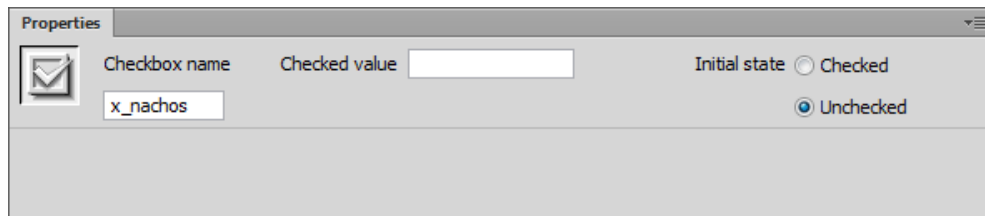


Figure 10 Form Checkbox Properties panel

To add a group of radio buttons:

1. Click the Radio Group button in the Insert panel to insert a group.

The Radio Group dialog box opens (Figure 11).



Figure 11 Radio Group dialog box

2. Enter a name in the Name text box.
3. Click the plus (+) button to add a radio button to the group.
4. Enter a label and (if you want) a checked value for each button.
5. Select an item in the radio button list, and click the up or down arrows to reorder the buttons.
6. Select Line Breaks to arrange the radio buttons without using a table. Select Table to arrange them in a table.

7. Click OK.

The group of radio buttons is added to the form (Figure 12).

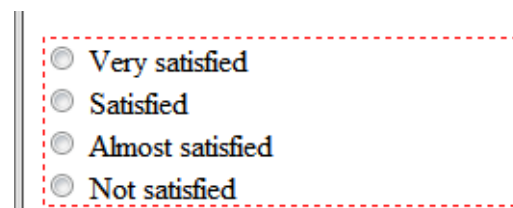


Figure 12 Example of Radio Group

8. Click a radio button (not its label) to select it.

9. In the Properties panel, click Checked or Unchecked to indicate if this option is selected by default (**Figure 13**).

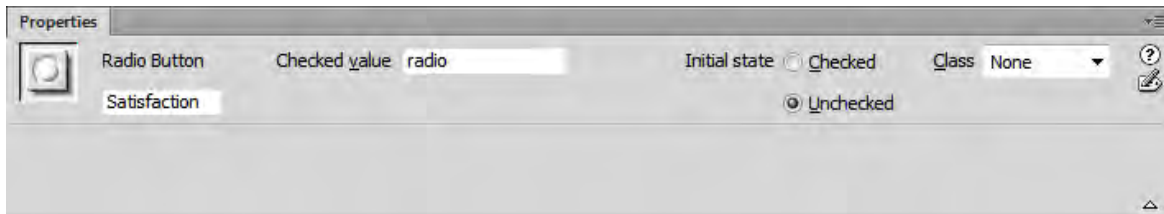


Figure 13 Form Radio Button Properties panel

Using list menus and drop-down menus (List/Menu)

Lists and menus allow visitors to select options from a list or pop-up menu. With a list menu, you can display multiple options in a confined space and allow visitors to select multiple items. Visitors can select only one item from a pop-up menu.

To add a list menu:

1. Click the List/Menu button (Windows) or Select (List/Menu) button (Mac OS).
The Input Tag Accessibility Attributes dialog box opens.
2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the list menu in the ID text box. You may use any combination of letters, numbers, and an underscore (_).
3. Enter a label for the list menu in the Label text box. You can leave the other properties in the dialog box at their default values.
4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.
A list/menu field appears in your document (**Figure 14**).
5. Click the list/menu field (not its label) to select it.
6. In the Properties panel, for Type, select List (**Figure 15**).

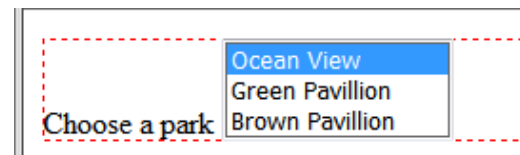


Figure 14 Example of list/menu field

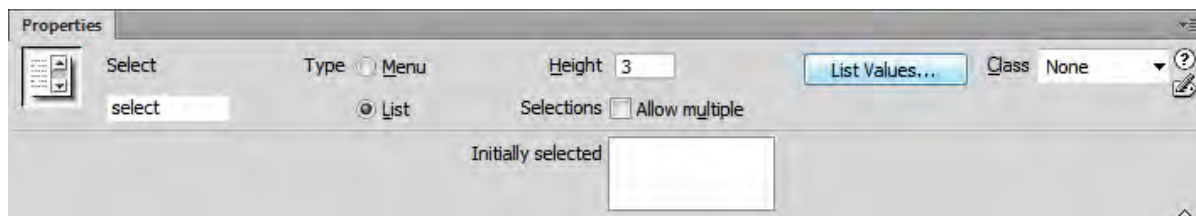


Figure 15 Form List Menu Properties panel

7. In the Height text box, enter the number of items the list will display.

If this number is less than the total number of items in the list, a scroll bar will be displayed.

8. If you want to allow visitors to select more than one item in the list, select Allow Multiple for Selections.

9. Click the List Values button to add the list items.

The List Values dialog box opens (Figure 16).

10. With the insertion point in the Item Label text box, enter the text you want to appear in the list.

11. In the Value text box, enter data you want sent to the server when a visitor selects the item.

If you enter no value, then the form sends the label as the value for that item.

12. Press Enter (Windows) or Return (Mac OS).

13. To add another item to the list, click the plus (+) button.

14. When you finish, click OK to close the List Values dialog box.

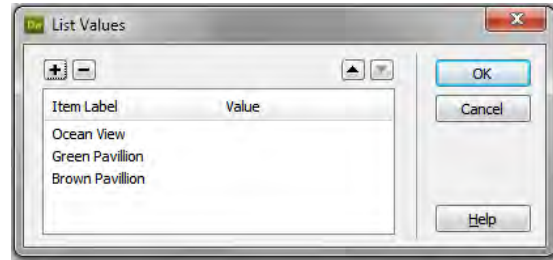


Figure 16 List Values dialog box

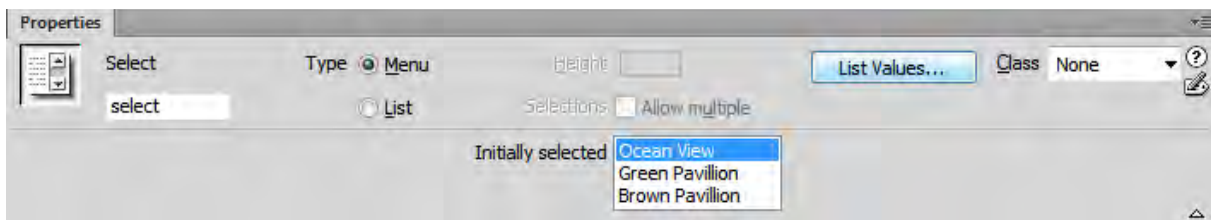


Figure 17 Form List Menu Properties panel

15. To have one of the items in the list selected by default, select that item in the Initially Selected text box in the Properties panel (Figure 18).

The Initially selected item appears in the form (Figure 18).

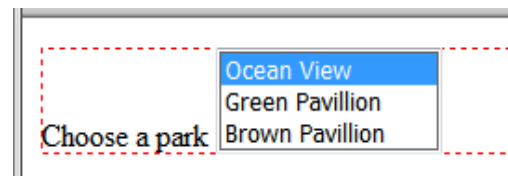


Figure 18 Form list with three items in the list

To add a drop-down menu:

1. Click the List/Menu button (Windows) or Select (List/Menu) button (Mac OS).

The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the pop-up menu in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

3. Enter a label for the pop-up menu in the Label text box. You can leave the other properties in the dialog box at their default values.

4. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

A list/menu field appears in your document (**Figure 19**).

5. Click the list/menu field (not its label) to select it.
6. In the Properties panel, for Type, select Menu.
7. Click the List Values button to add the menu items.

The List Values dialog box opens (**Figure 20**).

8. With the insertion point in the Item Label text box, enter the text you want to appear in the menu.
9. In the Value text box, enter data you want sent to the server when a visitor selects the item.
10. Press Enter (Windows) or Return (Mac OS).
11. To add another item to the menu, click the plus (+) button.
12. When you finish, click OK to close the List Values dialog box.
13. To have one of the items in the menu selected by default, select that item in the Initially Selected text box in the Properties panel.

Note: To see the menu items in operation, preview this page in a browser (**Figure 21**).

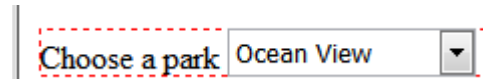


Figure 19 A list/menu field

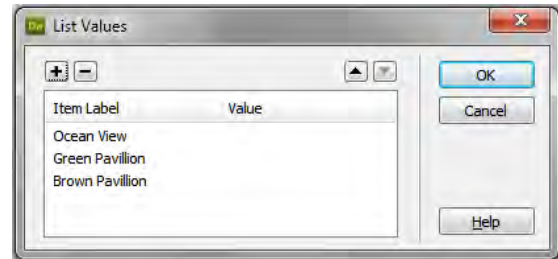


Figure 20 List Values dialog box

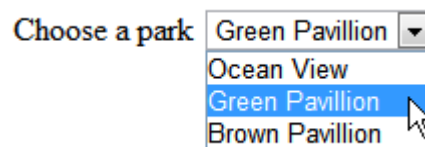


Figure 21 Preview in a browser

Using form buttons

Form buttons control form operations. Use a form button to submit data entered into a form to the server or to reset the form. There are two types of form buttons: Standard text buttons are the browser's default button style, with text you want to display (typically *Submit*, *Send*, or *Reset*); graphical buttons use the graphic of your choice.

To add a standard text button:

1. Click the Button button in the Insert panel.
The Input Tag Accessibility Attributes dialog box opens.
2. In the Input Tag Accessibility Attributes dialog box, enter a unique name for the button in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

Note: There are two reserved names: *Submit*, which submits the form data for processing, and *Reset*, which resets all the form fields to their original values.

- Don't enter a label for the button. Click OK to close the Input Tag Accessibility Attributes dialog box.

Note: A label would appear *next to* the button, rather than *on* it, so you don't want a label for a button form element. The text on the button itself is set by the button's value attribute, which you will set in the next step.

A text button appears in the document (**Figure 22**).

Note: In this example, a Submit button is placed below an existing file field.

- Click the button to select it.
- In the Properties panel's Value text box, enter the text you want to appear on the button (**Figure 23**).

Note: It's a good idea to set the value to whatever the button does. "Submit" is a good choice, but you might also consider brief phrases in the forms of commands (for example, "Send Message" or "Update Profile" or "Register").

- Select the type of Action (usually this is Submit Form).

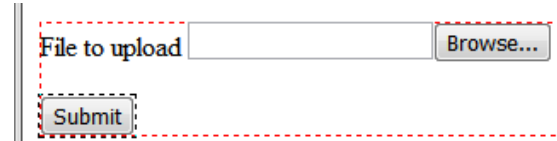


Figure 22 Example of text button

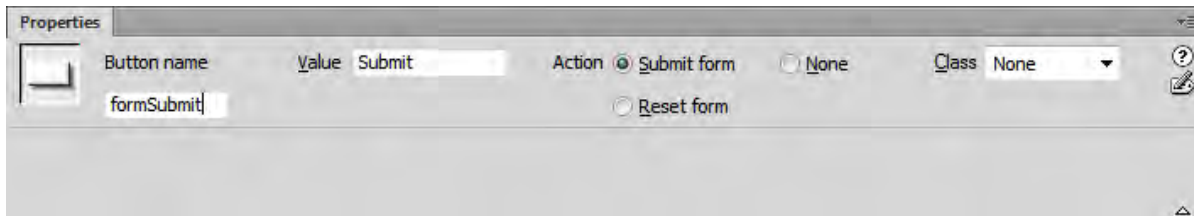


Figure 23 Form Button Properties panel

Adding a graphical submit button

You can use images as submit button icons. Using an image to perform tasks other than submitting data requires attaching a behavior to the form object by using the Behaviors panel.

To add a graphical submit button:

- Click the Image Field button in the Insert panel.

The Select Image Source dialog box appears (**Figure 24**).

- Locate and select the image to use as the submit button icon; then click OK (Windows) or Open (Mac OS).

The Input Tag Accessibility Attributes dialog box opens.

- In the Input Tag Accessibility Attributes dialog box, enter a unique name for the button in the ID text box. You may use any combination of letters, numbers, and an underscore (_).

Note: There are two reserved names: *Submit*, which submits the form data for processing, and *Reset*, which resets all the form fields to their original values.

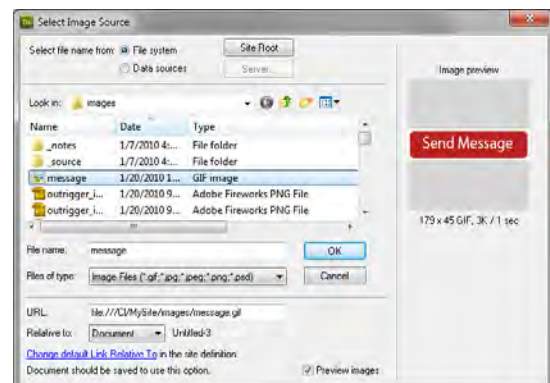


Figure 24 Select Image Source dialog box

4. Don't enter a label for the button. Click the OK button to close the Input Tag Accessibility Attributes dialog box.

The graphical submit button appears in your document (**Figure 25**).

5. Click the button to select it.
6. In the Alt text box, type alternate text you want to appear in place of the image for text-only browsers (**Figure 26**). This should match any text displayed on the button.

Note: You can also click the folder icon beside the Src text box to select a new image for the button.

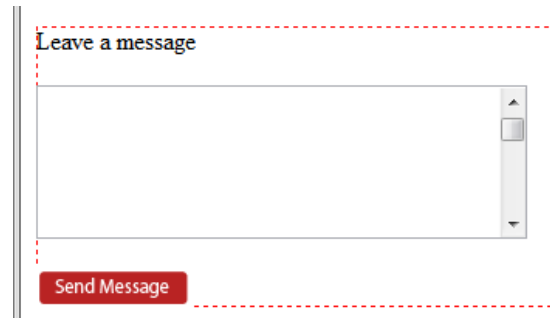


Figure 25 Example of graphical submit button

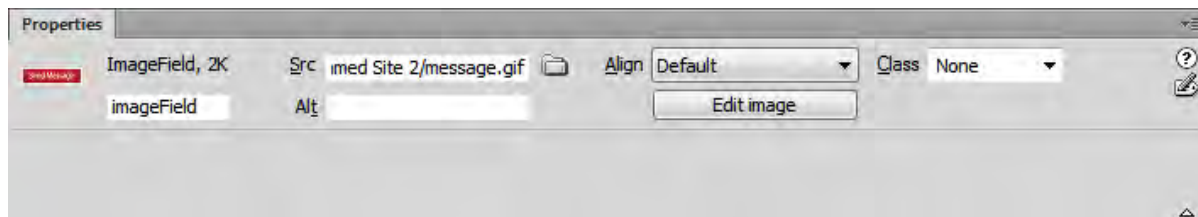


Figure 26 Form Image Field Properties panel

Using jump menus for navigation

A jump menu is a pop-up menu with options that link to documents or files. It is a form element that acts as navigation. You can create links to documents in your website or other websites, e-mail links, links to graphics, or links to any file type that can be opened in a browser. Because using this type of menu will cause the browser to navigate to another page, don't mix jump menus with other form elements.

To add a jump menu:

1. Click the Jump Menu button in the Insert panel.
The Insert Jump Menu dialog box opens (**Figure 27**).
2. Complete the dialog box.
For more information, click the Help button in the dialog box.
3. Click OK.

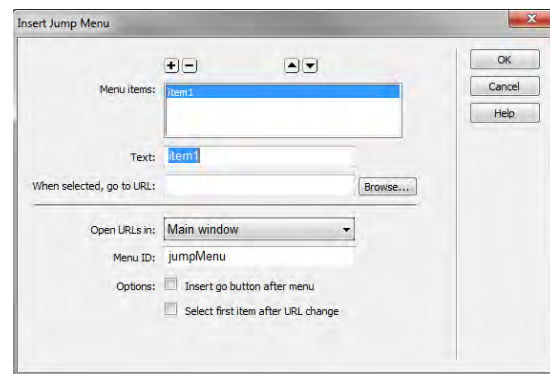


Figure 27 Insert Jump Menu dialog box

How to publish web files

Once you've specified a local site in Dreamweaver, you can specify a remote server for your site as well. The remote server (often referred to as the web server) is where you publish your site files so that people can view them online. The remote server is simply another computer like your local computer, with a collection of files and folders on it. You specify a folder for your site on the remote server, just as you specified a folder for your local site on your local computer (**Figure 1**). Dreamweaver refers to the specified remote folder as your *remote site*.

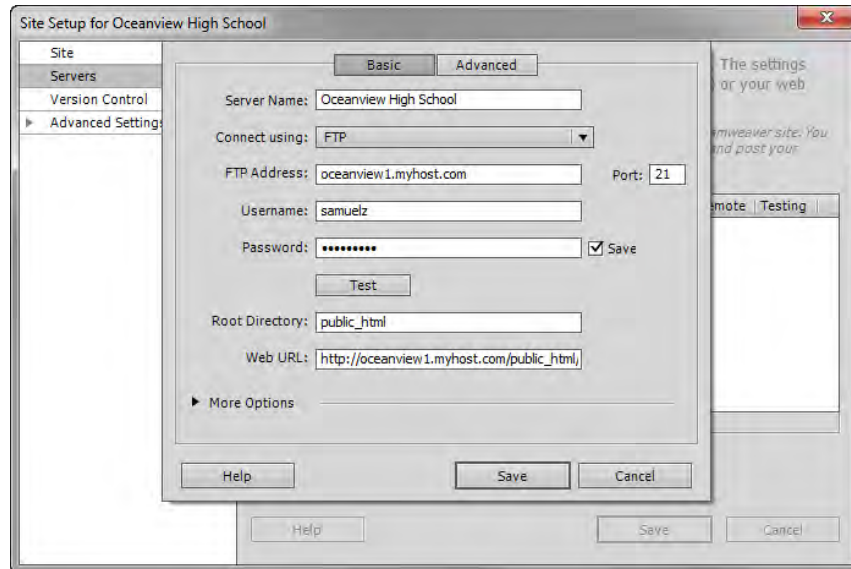


Figure 1 Basic screen of the Servers category, Site Setup dialog box

When you set up a remote folder, you select a connection method for Dreamweaver to upload files to your web server and download files from your web server. The most typical connection method is FTP, but Dreamweaver also supports local/network, FTPS, SFTP, WebDav, and RDS connection methods. If you don't know which connection method to use, ask your teacher or your school server administrator.

Connecting to a remote site

Many websites let you publish files through FTP (File Transfer Protocol). You connect to a remote site by using the Site Definition dialog box in Adobe Dreamweaver CS6.

To connect to a remote site by FTP:

1. Select Site > Manage Sites.
The Manage Sites dialog box opens (**Figure 2**).
2. Double-click the name of the site you want to connect remotely.
The Site Setup dialog box opens.

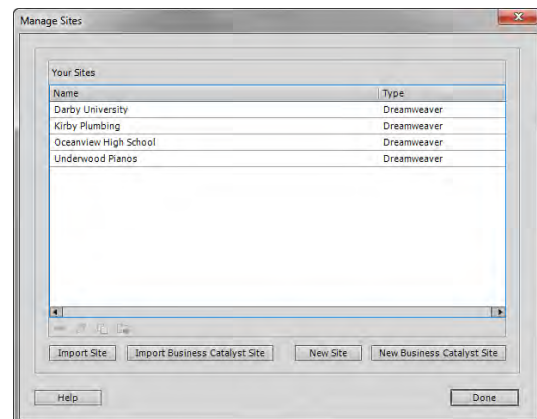


Figure 2 Manage Sites dialog box

3. Click the Servers category in the left column.

The Servers category of the Site Setup dialog box opens (**Figure 3**).

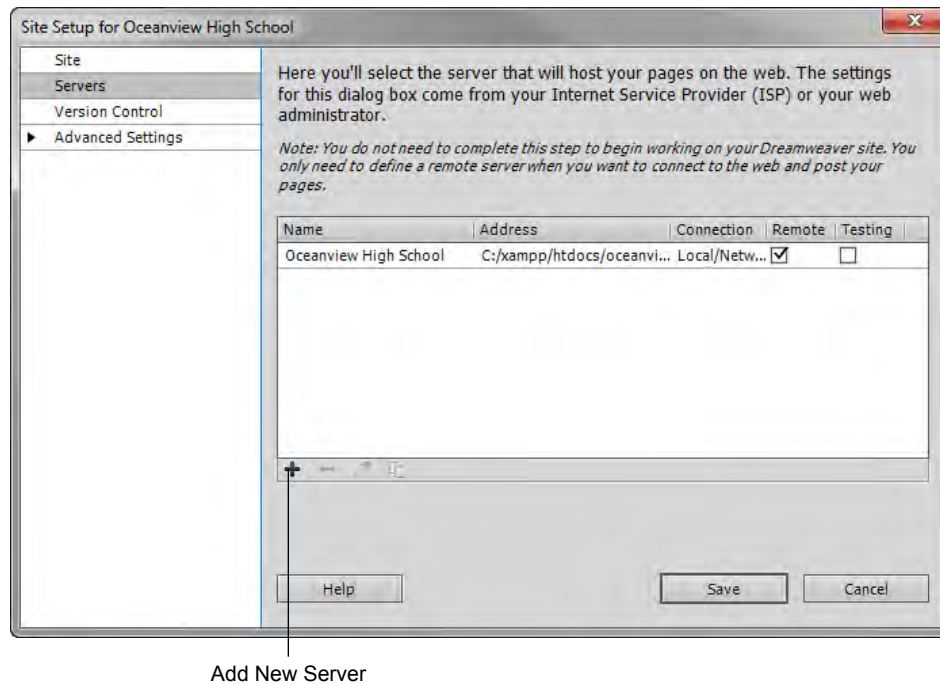


Figure 3 Basic screen of the Servers category, Site Setup dialog box

4. Click the Add New Server button (+).
5. Enter the FTP access information as directed by your teacher (**Figure 1**).
6. Click Test to test the connection.
Dreamweaver confirms the connection.
7. Click Save.
The new server appears in the list of servers in the Site Setup dialog box.
8. Click Save to close the Site Setup dialog box.
9. Click Done to close the Manage Sites dialog box.

Uploading, Synchronizing, and downloading files

Once you establish an FTP connection, you can use the Get and Put commands to transfer files from the Files panel (Figure 4).

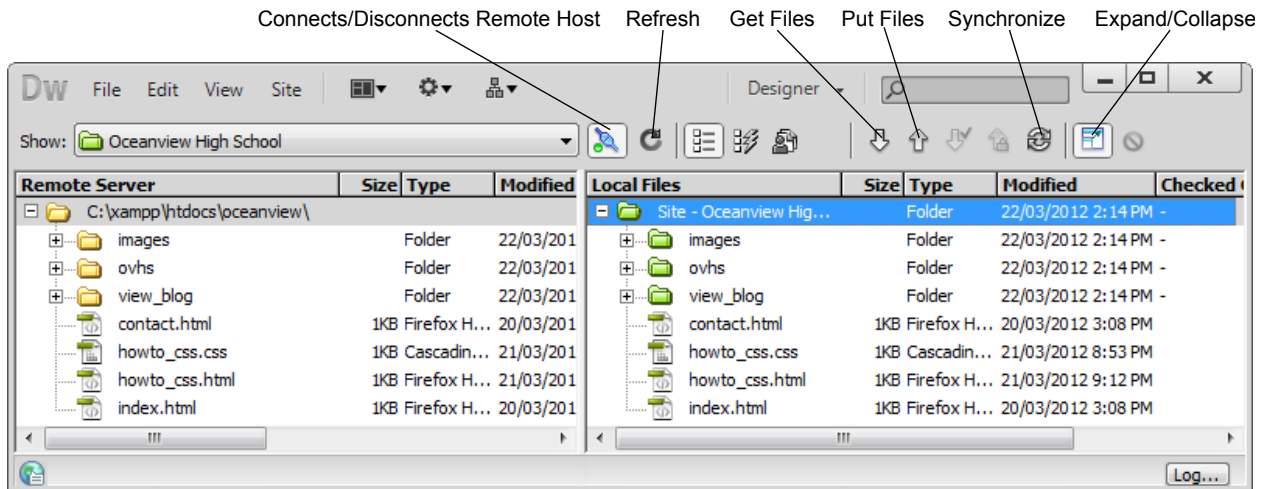


Figure 4 Expanded Files panel

When you transfer a document between a local and remote folder using the Files panel, you have the option of transferring the document’s dependent files. Dependent files are images, external style sheets, and other files referenced in your document that a browser loads when it loads the document.

Note: It’s usually a good idea to download dependent files when checking out a new file, but if the latest versions of the dependent files are already on the local disk, there’s no need to download them again. This is also true for uploading and checking in files: no need if up-to-date copies are already at the remote site.

To upload the entire site for the first time:

1. In the Files panel (Window > Files), select the files to upload.
2. Click the Expand/Collapse button in the Files panel toolbar (Figure 4).

The Files panel expands.

3. Click the Connects To Remote Host button in the Files panel toolbar.

Dreamweaver connects to the web server.

4. Select the root folder for your site in the Local (right) pane.
5. Click the Put Files button in the Files panel toolbar.
6. You may be presented with a dialog box asking if you wish to put the entire site. Click OK.

Dreamweaver uploads the site’s files and opens the Background File Activity dialog box (Figure 5).

Note: To upload one or more folders or files without uploading the entire site, select them and click the Put Files button.

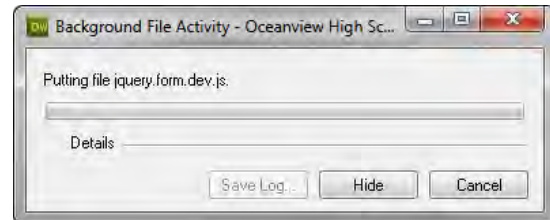


Figure 5 Background File Activity dialog box

To upload a revised version of an existing file:

1. Select the file you have revised.
2. Click the Put Files button in the Files panel toolbar.

Dreamweaver uploads the revised file.

Synchronizing the files on your local and remote sites

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

Before you synchronize your sites, you can verify which files you want to put, get, delete, or ignore. Dreamweaver also confirms which files have been updated after you complete the synchronization.

To synchronize files:

1. (Optional) Select specific files or folders in the Files panel or go to the next step to synchronize the entire site.
2. Click the Synchronize button in the Files panel toolbar to synchronize files.

The Synchronize Files dialog box opens (**Figure 6**).

3. Select the direction in which you want to copy the files:

Put Newer Files To Remote uploads all the local files that don't exist on the remote server or have changed since the last upload.

Get Newer Files From Remote downloads all the remote files that don't exist locally or have changed since the last download.

Get And Put Newer Files places the most recent versions of all the files on both the local and the remote sites.

4. Choose whether to delete the files on the destination site that don't have counterparts on the origin site. (This is not available if you select Get and Put from the Direction menu.)

If you select Put Newer Files To Remote and you select the Delete option, then any files in your remote site for which there are no corresponding local files are deleted. If you select Get Newer Files From Remote, then any files in your local site for which there are no corresponding remote files are deleted.

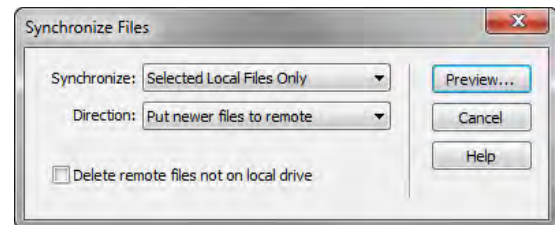


Figure 6 Synchronize Files dialog box

5. Click Preview.

Dreamweaver analyzes the local and remote folders, and then the Synchronize dialog box opens (**Figure 7**).

Note: Before you can synchronize the files, you must preview the actions Dreamweaver performs to accomplish this task.

If the newest version of each chosen file is already in both locations and nothing needs to be deleted, an alert appears informing you that no synchronization is necessary. Otherwise, the Synchronize dialog box appears to let you change the actions (put, get, delete, and ignore) for those files before executing the synchronization.

6. Verify the action that will be performed for each file.
7. Click OK to synchronize the files.

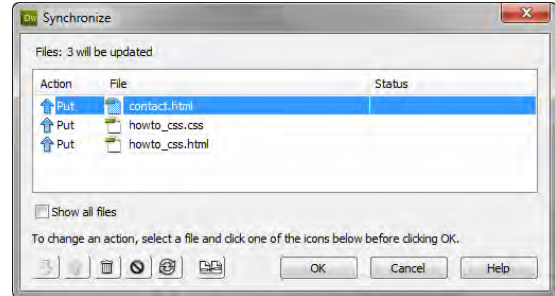


Figure 7 Synchronize dialog box

Downloading files to work on them

Once your website has been published, you may want to download a file so you can revise it. You do so through the Remote Site pane, on the left side of the expanded Files panel.

To download a file:

1. Click the Refresh button in the Files panel toolbar (**Figure 4**) to make sure the files in the Remote Site pane are up-to-date.
2. Select a file to download.
3. Click the Get Files button.

If the file has any dependent files, the Dependent Files dialog box opens (**Figure 8**).

Note: If you do not click Yes within 30 seconds, the Dependent Files dialog box automatically closes and dependent files are not downloaded.

4. Click Yes.

Dreamweaver copies the file and its dependent files to your local folder. The downloaded files appear in the right pane of the expanded Files panel.

5. Click the Disconnects From Remote Host button, and then collapse the Files panel.

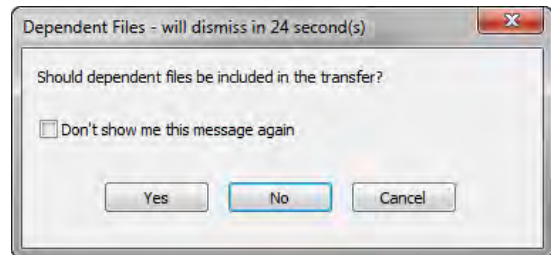


Figure 8 Dependent Files dialog box

How to use templates

You can use an Adobe Dreamweaver CS6 *template* to create multiple pages with the same layout. In a template, you control which page elements should remain constant in documents based on that template and which elements can be changed from page to page. Templates are helpful for building a website in which most pages have the same header, navigation system, and other elements. Using templates helps you save time as well as create and maintain a consistent look when more than one person is developing a site.

Creating a template

You create templates from existing pages, setting *editable regions* on these pages that will hold content on each page created from the template.

To create a template:

1. Start Dreamweaver.
2. Build a page that contains elements designed to appear on all content pages such as common graphics, a navigation bar, and common layout structures such as div tags (**Figure 1**).

Note: You may want to create navigation elements in Adobe Fireworks CS6 and export them as HTML documents.

3. Select File > Save As Template.
4. In the Save As Template dialog box (**Figure 2**), give the template a name. You can also enter a brief description of the template. Then click Save. If Dreamweaver asks if you want to update links, click Yes.

Dreamweaver creates a Templates folder in your site root folder and saves your template in that folder. Template files have a .dwt file extension.



Figure 1 Common elements on a web page

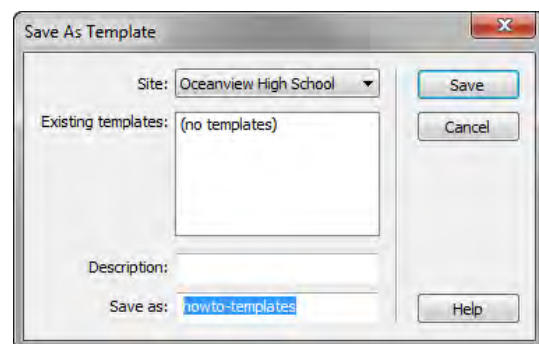


Figure 2 Save As Template dialog box

To create an editable region:

1. In the Layout category of the Insert panel, click Draw AP Div, and then drag on the page to create a new div to represent the editable region in the template.

Note: You also click to indicate where to place the editable region, but using a div gives you more control over page layout.

2. With the div still selected, do one of the following to create an editable region:
 - Select Insert > Template Objects > Editable Region.
 - Right-click (Windows) or Control-click (Mac OS) the region and select Templates > New Editable Region from the context menu.
 - In the Common category of the Insert panel, click the Templates button (**Figure 3**), and select Editable Region from the pop-up menu.

The New Editable Region dialog box opens (**Figure 4**).

3. In the dialog box, enter a unique name for the region, and click OK.

The editable region is within the selected div, and is enclosed in a light blue rectangle on the template (**Figure 5**).

Note: You cannot use the same name for more than one editable region in a particular template. Use only letters and numbers in the name.

4. Save and close the template.

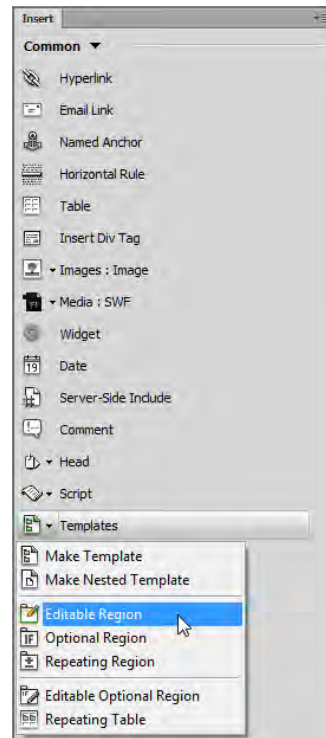


Figure 3 Templates button on the Insert panel

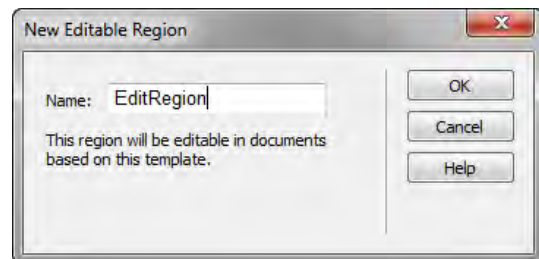


Figure 4 New Editable Region dialog box

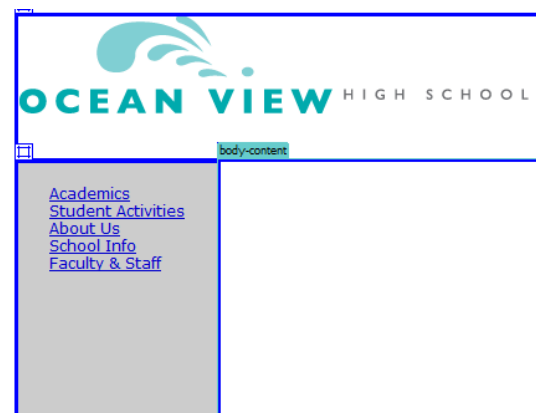


Figure 5 New editable region inside the div

To create a document based on a template:

Once you create a template, you can use it to create new documents.

1. Select File > New.
2. In the New Document dialog box, select the Page From Template category.

The dialog box displays your sites and all of the templates for the selected site (**Figure 6**).

3. In the Sites list, select the site that contains the template you want to use.
4. Select the template you want to use.
5. Make sure the Update Page When Template Changes option is selected.

With this option selected, Dreamweaver can update all template-based pages if you change the template later.

6. Click Create to create a new template-based page.
The document opens in the Document window.
7. Click in one of the editable regions, and add text.
8. Move the pointer over a page area that is not editable, and observe that you cannot make changes.
9. Save the page.

Editing a template

You can edit a template at any time, even if you have created pages based on the template.

To edit a template:

1. Select Window > Assets.
The Assets panel opens.
2. Click the Templates button on the left side of the panel (**Figure 7**).
A list of the templates for your site appears in the lower pane. The upper pane displays a preview of the selected template. (You may need to scroll the preview pane to see this.)
3. Select the template you wish to edit and do one of the following:
 - Double-click the name of the template.
 - Click the Edit button at the bottom of the panel (**Figure 7**).
4. Edit the template in the Document window, changing non-editable elements or creating editable regions in the template as desired.

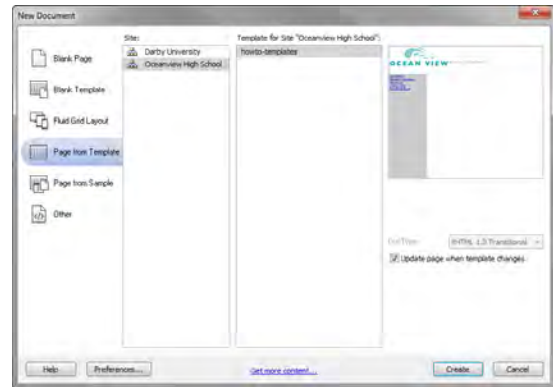


Figure 6 Page From Template category in the New Document dialog box

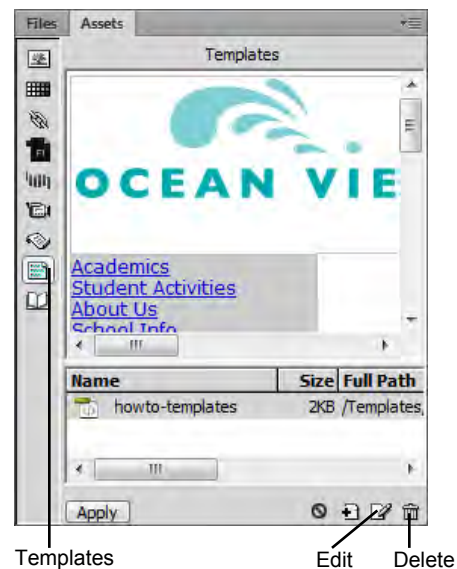


Figure 7 Assets panel

5. Save the edited template by choosing File > Save.

The Update Template Files dialog box opens, with a list of the documents based on your template (**Figure 8**).

6. Click Update to update the documents based on the changes you made in your template.

The Update Pages dialog box displays a summary of the updates performed (**Figure 9**). You may need to select Show log to view the Status information.

7. Click Close.

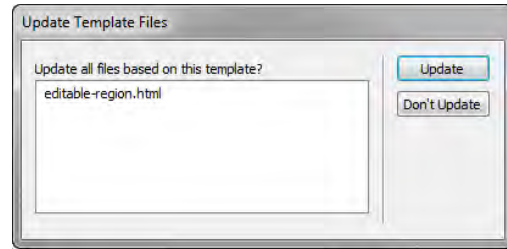


Figure 8 Update Template Files dialog box

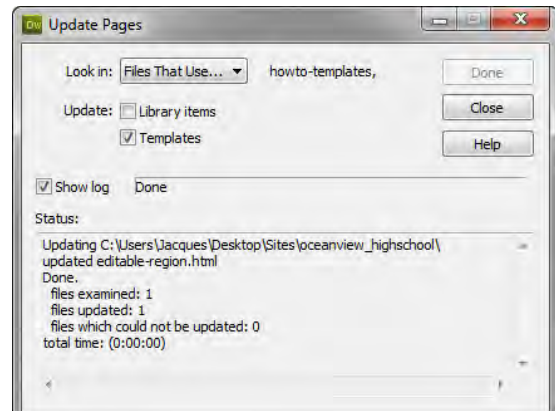


Figure 9 Update Pages dialog box

Deleting a template

To delete a template:

1. Select the template in the Assets panel.
2. Click the Delete button (trash can icon) at the bottom of the panel and confirm that you want to delete the template (**Figure 7**).

The template file is deleted from your site.

Documents that were based on a template you have deleted retain the structure and editable regions the template file had before you deleted it. To turn such a document into a normal HTML file without editable or locked regions, you must detach it from the template.

Detaching from a template

To remove the template structure and constraints from a document based on a template, you can *detach* the document from the template. When a document is detached from its template, you can edit any element, including the regions that were previously locked.

To detach a file from a template

1. To detach a document from a template, open the document.
2. Select Modify > Templates > Detach From Template.

How to lay out a web page with CSS

A CSS page layout uses the Cascading Style Sheets format, rather than traditional HTML tables or frames, to organize the content on a web page. The basic building block of the CSS layout is the *div tag*—an HTML tag that in most cases acts as a container for text, images, and other page elements. When you create a CSS layout, you place div tags on the page, add content to them, and position them in various places. Unlike table cells, which are restricted to existing somewhere within the rows and columns of a table, div tags can appear anywhere on a web page. You can position div tags *absolutely* (by specifying x and y coordinates), or *relatively* (by specifying their distance from other page elements). You can also position div tags by specifying floats, paddings, and margins—the preferred method by today’s web standards.

Creating CSS layouts from scratch can be difficult because there are so many ways to do it. You can create a simple two-column CSS layout by setting floats, margins, paddings, and other CSS properties in a nearly infinite number of combinations. Additionally, the problem of cross-browser rendering causes certain CSS layouts to display properly in some browsers and improperly in others. Dreamweaver makes it easy for you to build pages with CSS layouts by providing 16 pre-designed layouts that work across different browsers.

Using the pre-designed CSS layouts is the easiest way to create a page with a CSS layout, but you can also create CSS layouts by using absolutely-positioned elements (AP elements). An *AP element* in Dreamweaver is an HTML page element—specifically, a div tag or any other tag—that has an absolute position assigned to it (**Figure 1**). The limitation of Dreamweaver AP elements, however, is that since they are absolutely positioned, their positions never adjust on the page in relation to the size of the browser window.

Once you become more experienced you will be able to create page layouts by inserting div tags manually and applying CSS positioning styles to them.

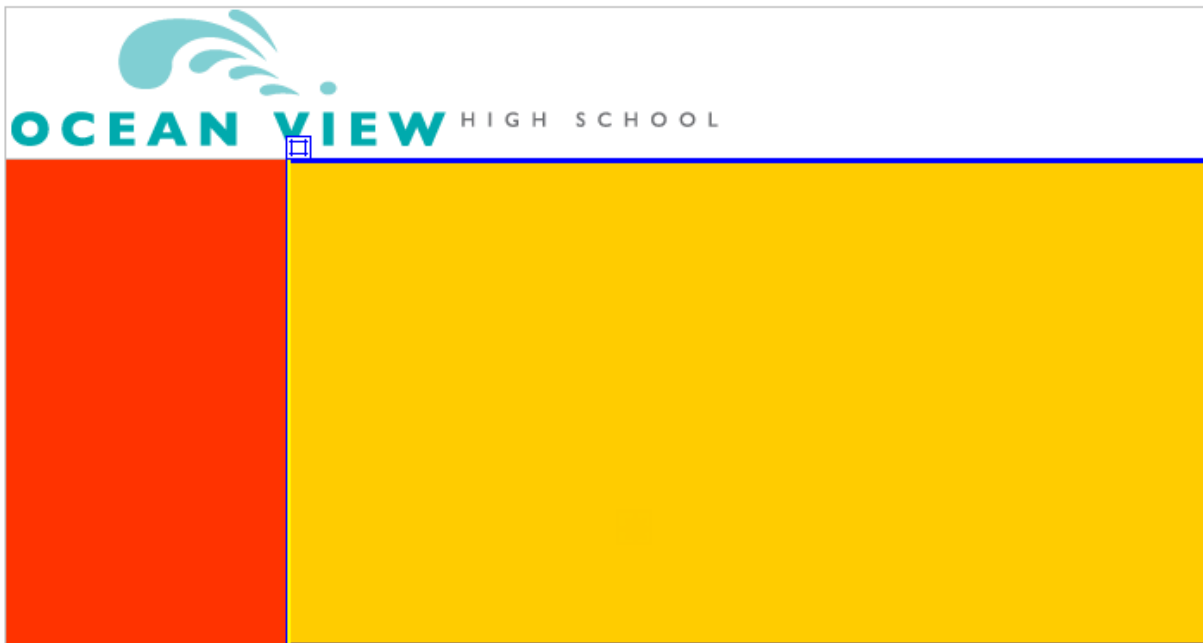


Figure 1 AP elements in the Dreamweaver Document window

Inserting an AP div tag

Start this activity by creating a new, blank page and inserting an AP div tag. AP elements can contain text, images, or any other content that you can place in the body of an HTML document.

To insert an AP div tag:

1. Start Dreamweaver.
2. Select File > New.

The New Document dialog box opens (**Figure 2**).

3. With the Blank Page category selected, click HTML under Page Type and <none> under Layout.
4. Click Create.

A new untitled HTML document opens.

5. Save the new page.

The new file is added to the Files panel.

6. Select the Layout category in the Insert panel and confirm the Standard mode button is selected (**Figure 3**).
7. Click the Draw AP Div button.

The mouse pointer changes to a cross when you move it over the Document window.

8. To create the div that will define an area of your page, drag a rectangle in the Dreamweaver document.
9. Click the border of the div to select it.

Handles appear along the border (**Figure 4**) and the div properties appear in the Properties panel.

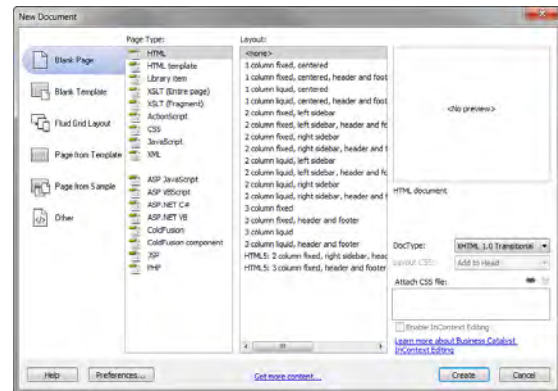


Figure 2 New Document dialog box

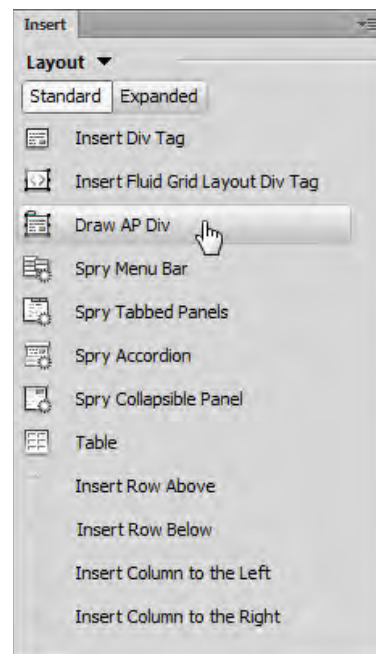


Figure 3 Insert panel, Layout category

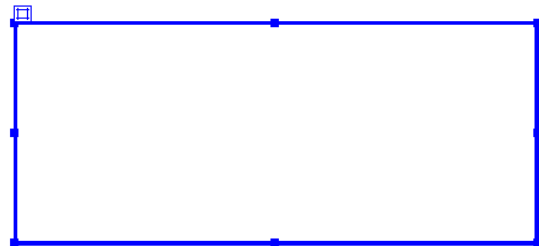


Figure 4 Div inserted and selected

10. Make sure the Properties panel is open (**Figure 5**).

It is docked at the bottom of the screen. If the Properties panel is not open, select Window > Properties.

11. Click in the CCS-P Element ID box and enter a name for the div.

Choose a unique name that will help you remember the div’s contents, such as *header* or *navigation*.

Note: “CSS-P” is a commonly accepted abbreviation for “CSS Positioning”.

12. Click the Bg Color box and select a color in the color picker.

The div changes to the selected color.

13. Click once outside the new div to deselect it.

A thin black line appears around the div. This line does not appear in a browser. If you do not see the line, select View > Visual Aids > CSS Layout Outlines.

14. Continue adding divs for all the sections on your page. You can place divs directly alongside one another (**Figure 6**).

15. Open the AP Elements panel (Window > AP Elements).

You’ll see that Dreamweaver has added the new divs to the list of AP Elements (**Figure 7**).

Note: Select Prevent Overlaps to constrain the positions of AP elements when they are created, moved, and resized, so that they don’t overlap.

16. Save your page.

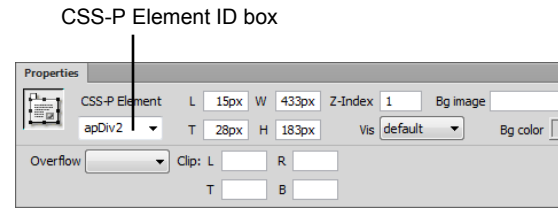


Figure 5 Properties panel

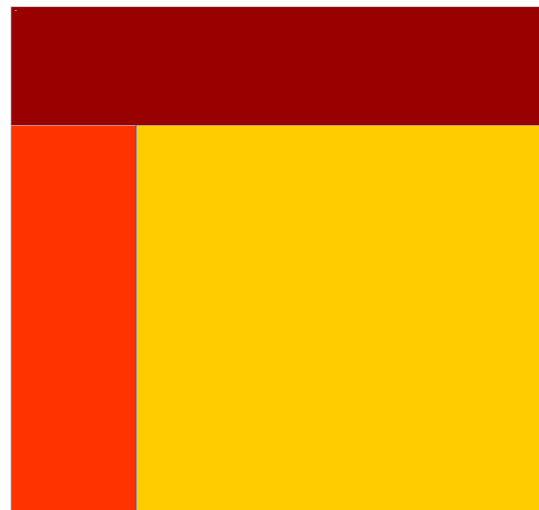


Figure 6 Multiple divs on page

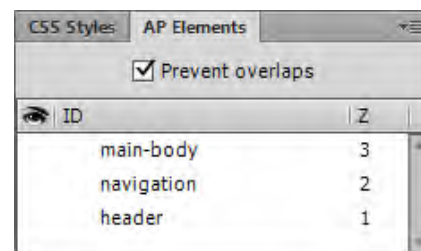


Figure 7 AP Elements panel

Resizing divs

You can resize an individual div or simultaneously resize multiple divs to make them the same width and height.

Note: If the Prevent Overlaps option is selected in the AP Elements panel, you will not be able to move a div so that it overlaps another div.

To resize a div:

1. Select a div by clicking its border or by clicking the div's name in the AP Elements panel.
2. Do one of the following to resize the div:
 - To resize by dragging, drag any of the div's resize handles (**Figure 8**).
 - To resize one pixel at a time, hold down Control (Windows) or Option (Mac OS) while pressing an arrow key.

Note: The arrow keys move the right and bottom borders of the div; you can't resize the top and left borders with this technique.

 - In the Properties panel, type values for width (W) and height (H).

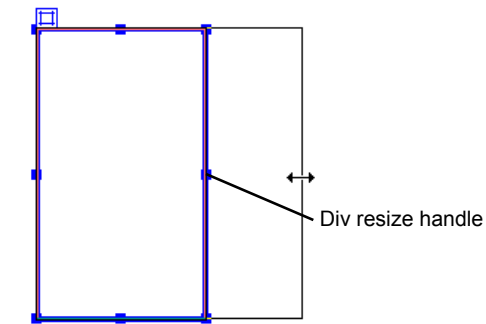


Figure 8 Resize by dragging

Moving divs

You can move divs in Design view in much the same way you move objects in most basic graphics applications.

Note: If the Prevent Overlaps option is selected in the AP Elements panel, you will not be able to move a div so that it overlaps another div.

To move a div:

1. Select one or more divs.
2. Do one of the following:
 - To move by dragging, drag the div's selection handle (**Figure 9**).
 - To move one pixel at a time, use the arrow keys.

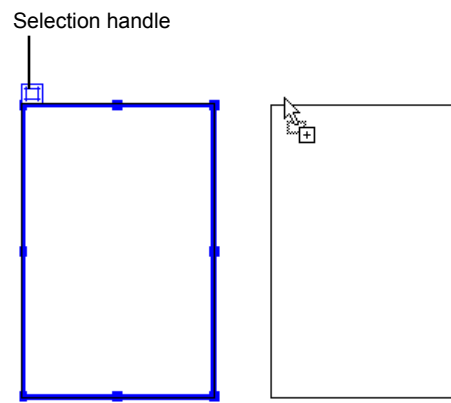


Figure 9 Moving a div

Adding content to divs

You can add images, text, and other content (such as Flash movies) to your divs just as you would elsewhere in a web page.

To add content to a div:

1. To insert an image in a div, click in the div and select Insert > Image.

Note: Make sure the div is sized large enough to hold the image or other content. If the div is sized smaller than the image, the div may not display correctly in all browsers.

2. In the Select Image Source dialog box, locate and select an image to insert (such as a page banner). Then click OK (Windows) or Open (Mac OS).

The image appears in the div (**Figure 10**).

3. To format the image in the div, select the image and select formatting elements in the Properties panel.
4. To add text to a div, click in the div and type text or paste text copied from another document.



Figure 10 Div with image added

Viewing div tags by using Live view

You can use a feature called Inspect mode in Live view to view the code generated by adding the div tags.

To view div tags using by using Inspect mode in Live view:

1. Click the Live button in the Control panel (**Figure 11**).
Live view is enabled. This means that the page appears as it will in a web browser.
2. Click the Live button again to deactivate Live view.
3. Click the Split button.
Code and Design view (Split view) view is enabled. This lets you see the code alongside the design display.
4. Click the Live button again to activate Live Code view.
5. In the Design view, click on a div's selection handle, or an image placed within a div and observe that the div tag is highlighted in the Code view (**Figure 11**).

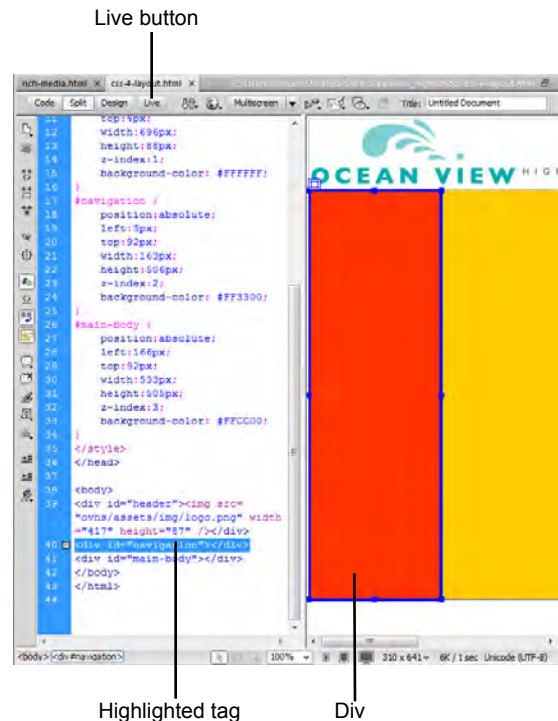


Figure 11 Split Code/Live view