

Hands-on Activities for InTech Lab Workshop

Web Design Basics II – Editing Pages in Dreamweaver

Prepared by Jill Lenz
Presented Spring 2009

During this workshop attendees will explore features in Dreamweaver CS3 that allow management of a web site with multiple pages. We'll also take a closer look at editing HTML source code, attaching a style sheet, Web accessibility, and checking your work.

Upon completion of this workshop, users should become familiar with:

- Editing Text
- Preserving Links When Renaming/Moving Files
- Dreamweaver's Clean up Word HTML Command
- Dreamweaver's Find and Replace command
- Dreamweaver's Built-in Spell Checker
- Dreamweaver's Link Checker
- Dreamweaver's Validator
- Free online HTML and Accessibility Validators



Exercise 1 - Dreamweaver Site Management Review/Create site

Create a new site that refers to the location of RamCT Histology Orientation files
In Clark C143 the complete address is c:\userdata\hands-on\histo\orientation

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Exercise 2 – Edit Text

This exercise replicates the task of modifying text in an existing web page.

1. Open the file **orientation.htm** by double clicking on the file name in the Files panel on the right.
2. Looking at Dreamweaver’s Design window, familiarize yourself with Heidi’s portion of the Web page. You will see there are three parts to her bio that she wants to update.
3. Open the Word document **TA-text-update.doc** that has updated text to replace in the HTML file. This file is located on the desktop in UserData\histo\orientation\. Once you find the file name, double-click on it to open the file in Word.
4. Because Heidi’s updates are in three separate portions of the Web page, you will need to copy and paste three times to replace her old text with the new text.
5. In Word, highlight only the first paragraph with your cursor. Copy the selection.
6. In Dreamweaver, highlight the first paragraph of Heidi’s existing text and paste what you selected in Word over the existing text.
7. Repeat steps 5 and 6 two more times to get the 2nd and 3rd paragraphs from Word and paste over the existing text in Dreamweaver.
8. Save the file with the same name. File > Save or CTRL+S.

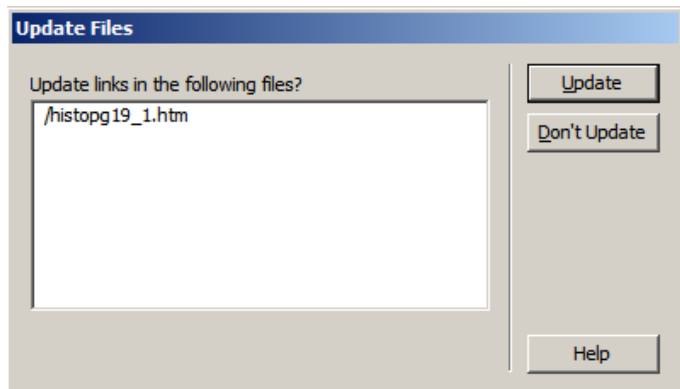
Exercise 3 – Rename a File and Preserve Links in a Dreamweaver Site

This exercise demonstrates the power of Dreamweaver’s Site Management features.

Work in your Dreamweaver site you just created for Histo to standardize/rename files according to the following guidelines:

- Relatively short names
- All lowercase
- No spaces

1. To rename the file “**Mimi peninsula.jpg**” to “**Mimi-peninsula.jpg**” to avoid spaces in file names, select that file in your Dreamweaver Files palette with a single click. Right click on the file name and choose Edit > Rename. Replace the empty space with a hyphen. Click Enter.
2. You will be asked to “Update links” in a list of files. Yes, you want to update links in the following files so your links won’t be broken. Click “Update”.
3. Save your file. (CTRL + S).

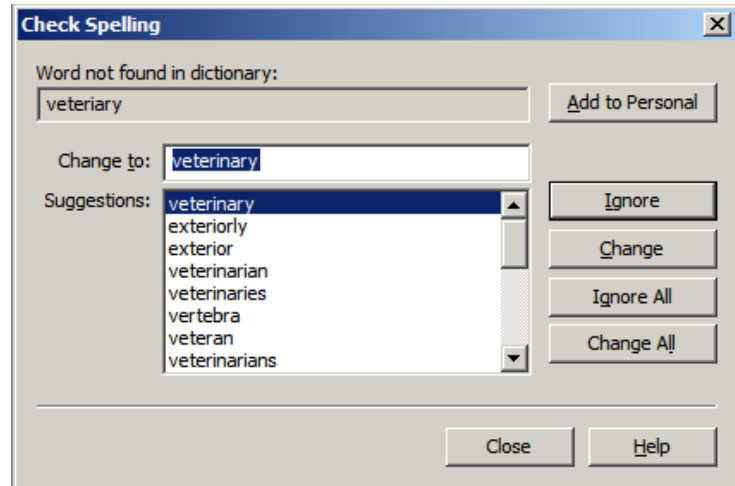


Exercise 4 – Spell Check

CSU Website Guideline: Materials should be carefully checked for proper grammar and spelling.

1. Perform a Spell Check in Dreamweaver on the page you just edited by pressing SHIFT+F7 or Text > Check Spelling.
2. The Check Spelling dialog box appears and when a potential misspelling is identified, it offers you the options to “Add to Personal”, “Ignore”, “Change”, etc. Choose the appropriate option.

If you start in the middle of the document, when it gets to the end, it ask if you want to start at the beginning of the document. Answer Yes. You will be notified with the spelling check is completed.

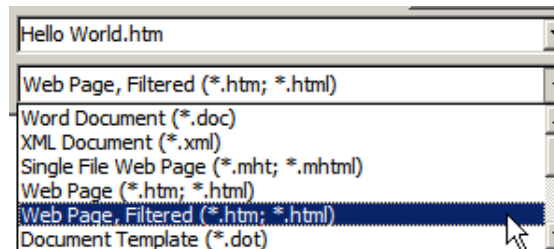


3. Save the file with the same name. File > Save or CTRL+S.

Exercise 5 – Clean up Word HTML

Remove extraneous “bloat” code generated by Word’s “Save as Web Page Filtered” function. This also decreases the number of lines of HTML code and achieves a smaller file size (KB).

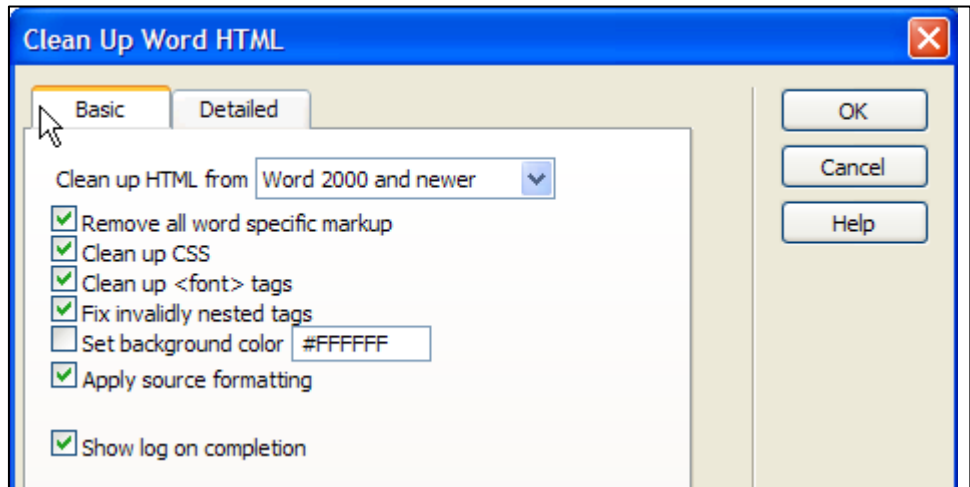
1. Open a new Word document and type the words “Hello World” without the quotes.
2. File> Save As Web Page and choose the type “Web Page, Filtered (*.htm; *.html) and remove any spaces in the file name.



3. Close the Word file.
4. Open this file in Dreamweaver.
5. Note how many lines of code there is in Dreamweaver’s Code window. (To show line numbers in Code View, use the menu commands View > Code View Options > Line Numbers.)

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- Note the meta tag `<meta name=Generator content="Microsoft...">` that shows it was generated from a MS Office product.
- Note the number of lines of inline styles nested in the `<style>` tags.
- Note all the style attributes that begin with “mso”, short for Microsoft Office.
- From the menu, choose **Commands > Clean up Word HTML**
- Select the version of Word that was used to generate the file, “Word 2000 and newer”.
- Select all the options except uncheck **Set background color to #FFFFFF**. Click OK.

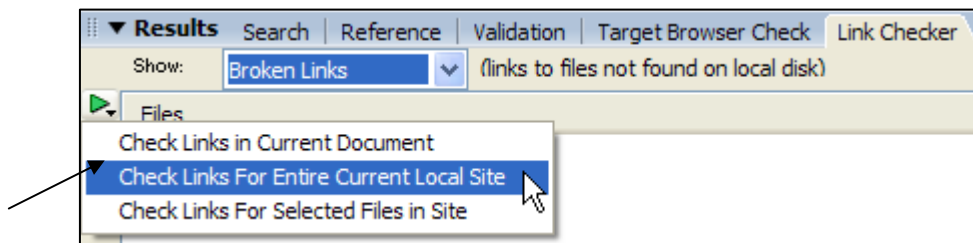


- When done, a results log displays what was removed.

- How many lines of code do you have now?
- Save the file as **cleaned_up_word.htm**.

Exercise 6 – Check Links in Dreamweaver

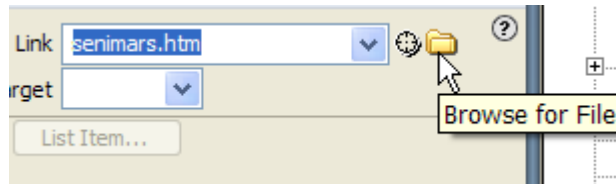
- Create a new site that refers to the location of the **e-insight** files.
In Clark C143 the complete address is c:\userdata\hands-on\e-insight
- At the bottom of the Dreamweaver window, locate the Results palette. If you don't see it, you can access it under Window > Results.
You may need to expand the palette by clicking on the right pointing arrow.



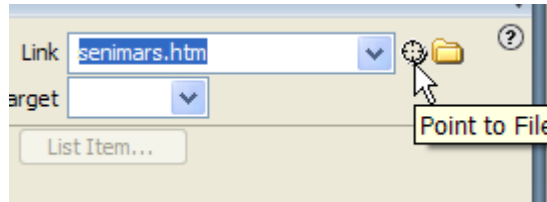
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3. Choose the tab labeled “Link Checker”
4. Under Show: choose **Broken Links**
5. Under the Green drop down arrow, choose **Check Links for Entire Current Local Site**
6. Any broken links found will be listed in the Results box. To correct links, you can click on one of the results and the page will automatically open and take you to the correct line of code to manually correct.
7. Choose the file **/2009/February/index.htm** with a double-click and the file will open and the cursor will be at the location of the broken link. This link can be fixed in the Properties box in two ways

a. Browse for file



b. Point to file



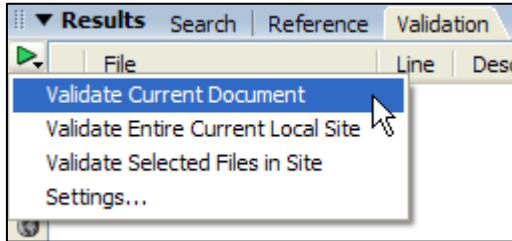
Either of these two methods will re-path your links correctly.

8. Save the file (CTRL + S).
9. Choose the file **/2009/February/KromaTID.htm** to correct by double clicking on it.
10. Fix the path to the source image link by browsing or pointing to the correct file in your site (index.htm). Hint: the file is located in the images subfolder. You may have to expand the subfolder with a click on the plus sign to the left of the folder to see all the image files.
11. File > Save with same name.
12. Run the Link Checker again to confirm you have corrected all the broken links.

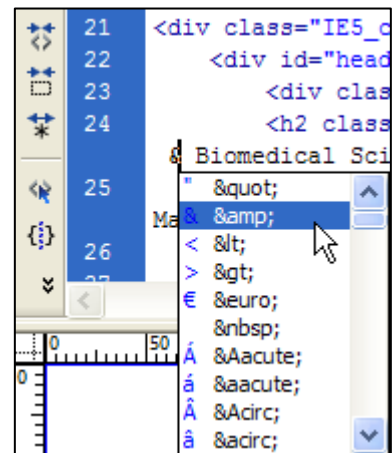
Exercise 7 – Validate your HTML

Dreamweaver has a built-in validation tools to check for errors in HTML coding. It’s a good place to start then run the same pages through another online validator.

1. At the bottom of the Dreamweaver window, locate the Results palette.
2. Choose the tab labeled “Validation”
3. Under the Green drop down arrow, choose **Validate Current Document**

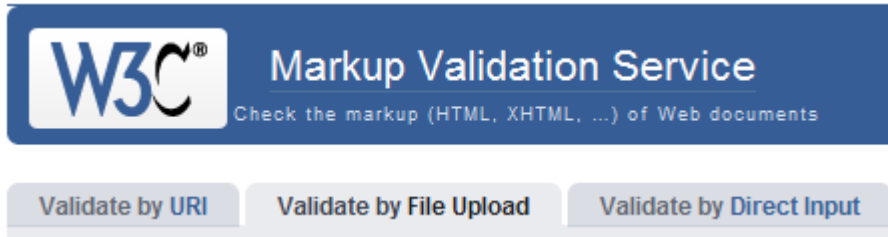


4. Any coding errors will be listed in the Results box. To correct errors, you can click on one of the results and the page will automatically open and take you to the correct line of code to manually correct.
5. In this exercise the “&” is flagged on line 24 in the file 200\January\index.htm. The description in the Results box explains that “&” should be replaced with equivalent of “&”, the character string that HTML recognizes for this character.
6. Double-click on the error in the properties box then when your cursor lands on that line of code, highlight the “&” then type it in again and a help box will display with a list of character strings to choose from. You want to choose the second one in the list, “&”. With a double-click and it will appear in the code.
7. Save your file. (CTRL +S)
8. Once error-free in Dreamweaver, test with the online validator from the W3C <http://validator.w3.org/>



Exercise 8 – Validate with the W3C Validator

1. Open Internet Explorer
2. To use the W3C Markup Validation Service, type in the URL <http://validator.w3.org/>



3. Choose the tab “Validate by File Upload”.

Note that this Validator can only check one page at a time. The page can be “live” on a server, or you can validate by “File Upload” which allows you to browse for a local file, or “Validate by Direct Input” where you copy and paste code from an HTML into the Validator.

4. Click on the “Browse” button and choose the file at this location:

Desktop\UserData\hands-on\e-insight\2009\January\index.htm

5. Click the “Check” button.
6. Your results will be returned in the refreshed page. You want to strive for no errors.

This document was successfully checked as XHTML 1.0 Transitional!

Exercise 9 – Validate for Accessibility

Cynthia Says <http://www.cynthiasays.com>

This Validator can only check pages that are live on a server.

For an example, test the CSU home page at <http://www.colostate.edu/>

WAVE <http://www.wave.webaim.org>

Reading these reports takes some knowledge and practice, but are very useful.

Contact Jill Lenz if you need help with these reports on your College-related external Web pages.

Tip: Before propagating new web pages from an existing file, make sure the existing file validates for correct coding and accessibility!

Resources

1. University-level

ACNS/CTSS

- Google Apps for CSU <https://eid.colostate.edu/gmail/>
- Spring 2009 Training Schedule featuring Dreamweaver and Google Apps Sites workshops https://wsprod.colostate.edu/cwis5/registration/reg_viewschedule.asp?iDepartment=25
- CTSS contact info
 - Phone 491-7276
 - Email help@lamar.colostate.edu
 - Walk-in assistance 224 Weber Building
 - For students, faculty and staff

CSU Dept. of Web Communications

- CSU Web Site Requirements http://graphicstandards.colostate.edu/index.asp?url=toolbox_web
- CSU Web Accessibility Standards <http://accessibility.colostate.edu/CSUstandards.htm>
- CSU Web Access Checklist <http://accessibility.colostate.edu/chaccess.rtf>

2. College-level

- CVMBS Web Server Space Request <https://www.cvmbs.colostate.edu/netserv/resrcreq/>
- CVMBS Web Server File Transfer Request contact cvmbswebadmin@colostate.edu
- RamCT Training and Support: Jamie Bethel, jamie.bethel@colostate.edu

3. Industry-wide

- HTML Tips
 - HTML Goodies – Primers > HTML <http://www.htmlgoodies.com/>
 - W3 Schools <http://www.w3schools.com/html/>
 - Avoid Tag Misuse <http://www.w3.org/TR/CSS-access>
- Web Design
 - Quiet Structure <http://www.andyrutledge.com/quiet-structure.php>
 - Getting started on a site design <http://www.sitepoint.com/article/wire-frame-your-site>
 - Information Architecture http://www.digital-web.com/articles/getting_ia_done_part_ii/
 - The Net Mechanic Webmaster Tips Newsletter <http://www.netmechanic.com/news/>
- CSS
 - CSS Box Model <http://css.weblogsinc.com/2006/03/29/fun-and-painless-box-model-demo/>
 - ATRC/CTSS workshop materials on CSS http://www.colostate.edu/Depts/ATRC/presentations/2005/css_class/structures.htm
- Accessibility
 - Cynthia Says <http://www.cynthiasays.com/>
 - WAVE <http://wave.webaim.org/>