

# Dreamweaver® Intermediate II

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*A Workshop for San Diego State University Faculty and Staff*



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## **Where to Find Help When You Need It**

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#### *Help from your Division/College's Computer Consultant*

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

#### *Help from the BATS Web Page*

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

#### *Help in the San Diego State University, Faculty Room*

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

**Location:** Adams Humanities, 1109  
**Phone Number:** x45727  
**Semester Hours:** 7:30am – 6:00pm Monday -Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

#### *Help from the Faculty Computing Help Line*

**Phone Number:** x41348 **E-mail:** [helpline@mail.sdsu.edu](mailto:helpline@mail.sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

#### *Help from the Staff Computing Help Line*

**Phone Number:** x40824 **E-mail:** [staffhelp@sdsu.edu](mailto:staffhelp@sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

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## Introduction

Dreamweaver Templates and Library Items are powerful web site management tools. Good web sites have consistent look and feel. Users know that they are browsing within your web site when they see similar title banners, static navigational elements, and consistent color schemes. This consistency can be easy to achieve in a site that is made up of only a few pages, but what if your site is tens, hundreds, or even thousands of pages? Something as simple as changing banner graphic at the top or inserting a new link in a navigation bar can take hours to perform. Using Dreamweaver Templates and Library Items can turn hours of work into just minutes. They provide master pages that are linked to site pages. A single change to a master page flows to all pages based on this master page, whether it is two pages or two thousand pages.

Dreamweaver templates also provide tools for web designers who work collaboratively. Areas of template can be designated as editable or non-editable. Pages created from a template can have designated regions, which cannot be changed. You may ask the question, Why would someone want to create a web page with some areas that are not editable? An example of this might be a web site maintained by several individuals that have varying degrees of web design skills. Objects such as tables can be locked down so the size of rows or columns cannot be changed on accident (a common problem). However, cells within this table can be set to allow editing. In other words, items such as text or images can be placed in these cells, while the general layout of the table and page are locked.

# Templates

## Creating a New Template

You can make a template from an existing page or creating a new template from scratch.

To create a new page:

- Go to FILE>NEW
- Set up your page using the same procedures you have in the past by inserting text, images, tables, and formatting as needed.

*Once you are satisfied with the design of your web page, you are ready to turn it into a template.*

- Go to the FILE>SAVE AS TEMPLATE
- Close your new template

*A dialog box with the following appears when you close your template, This Template Doesn't Have Any Editable Regions*

- Click OK

## Creating Editable Regions

By default, your template is completely locked. Pages generated from this template have no editable regions and cannot be modified. Because of this, the next step is to make template regions editable. You will do this via the Templates Window-a window dedicated to managing templates. See the procedure below.

- Bring up your Templates window by choosing WINDOW>TEMPLATES

*Within this window, you will see the name of your saved template.*

- To edit this template, double click on the page in the Templates window

- Click on or inside any region you want to make editable (For example, you can make a cell editable by first clicking once inside of it. Or, you can make an object on the page editable by highlighting it.)
- Now, choose Modify>Templates>New Editable Region
- When the New Editable Region dialog box appears, name the region anything you like such as content area one (The names of editable regions can contain spaces and symbols.)
- Click OK
- Continue to create Editable Regions as needed
- When finished Save and Close your template

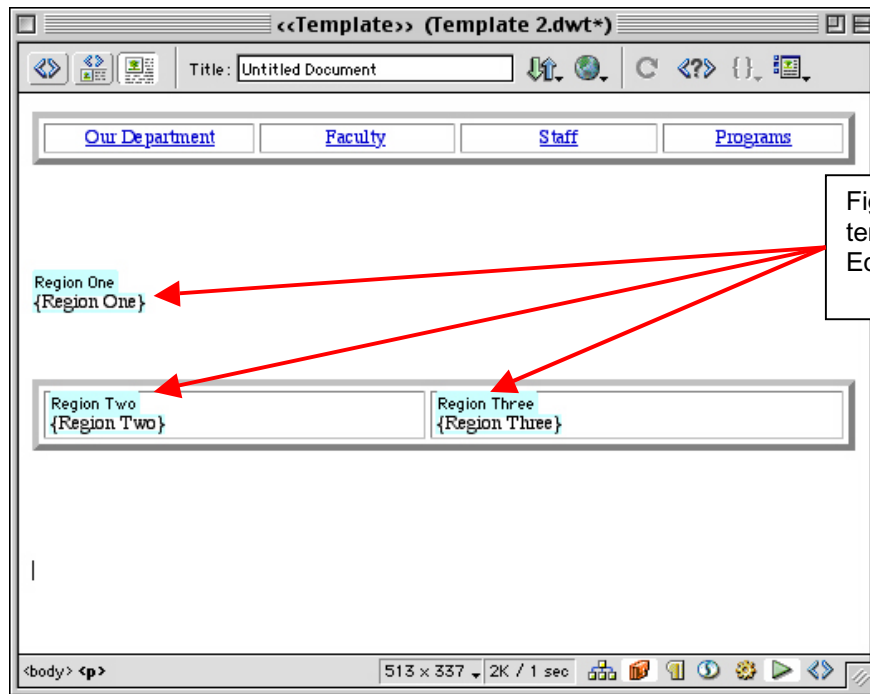


Figure displays an open template with 3 separate Editable Regions

## Creating a Web Page Based on a Template

Now that you have created your template, pages can be created that are based on this template. Follow the procedure below to create pages that are based upon a template.

- Go to the FILE menu and choose New from Template

*The page created from the template has small, highlighted tabs that designate Editable Regions. Notice that other areas of the page cannot be changed.*

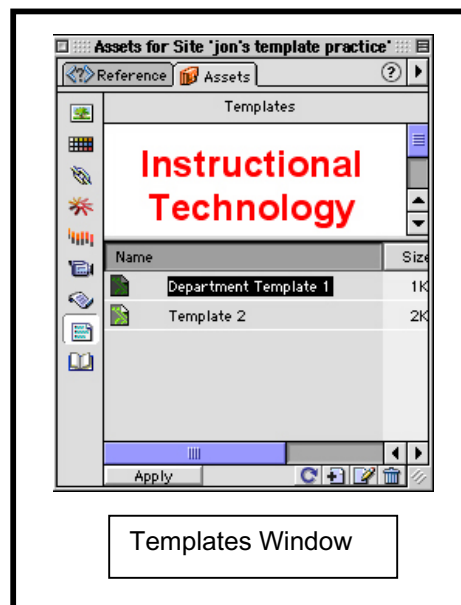
- Make sure to SAVE this file to a location inside your *local* web site folder

## Modifying a Template

From time to time you may want to modify a template. What are the reasons for doing this? For example, you would like to place or alter images or branding throughout your web site. Or, the actual layout of the sites pages needs to be altered. Remember, changes to a template effect all pages based upon this template. Follow the procedure below to modify a template:

- Open the Template window by going to Window>Templates
- Double click upon the template you would like to modify
- Make any changes to the template you like

*Remember, within the template itself you can change anything; however, within pages created from the template, changes can only be made to editable regions.*



- When finished, choose File>Save

*At this point, if there are pages based upon this template, you will be asked, Do you want to update all documents in your local site based upon this template?*

- Click Yes

*A second dialog box appears that tells you how many changes were made to pages within your site.*

- Click Done

You have now updated all pages based upon this template!



**Tip!** Always open and modify your templates via the Templates

Window. Don't alter a template by clicking on it and opening it within the Dreamweaver Site Editor window.

### **Limitations of Templates**

While templates are powerful, they do have some limitations. When you create a page from a template, content between the head opening tag `<head>` and head closing tag `</head>` can't be changed (an exception to this is the page title).

Because of this, you can't place Dreamweaver Behaviors (Javascript) in your page or use Cascading Styles. When used, both these items make changes by inserting code into the `<head>` area of the page. Keep in mind that content in the `<head>` area of a document is often unseen and is needed to make things such as image rollovers or pop-up windows work.

### **Detaching a Page From a Template**

Dreamweaver provides a method you can use if you really need to place content on the page that alters the `<head>` or if you would make changes to a non-editable region. You can *detach* a page that is linked to a template. Caution!

When you detach a page from a template, the page is no longer controlled by the template. Changes within the template no longer affect this page, and the page cannot be reattached to the template. The following describes how to detach a page from a template:

- Choose Modify>Templates>Detach from Template

The entire page is now editable!

## Library Items

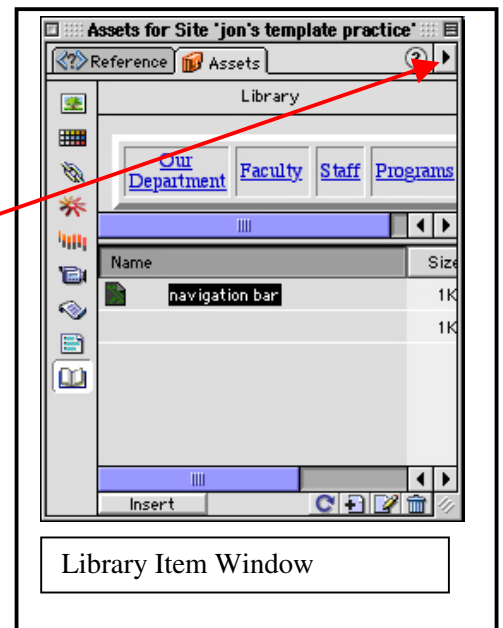
Library Items are similar to templates. Like templates, Library Items can be used to apply changes to multiple pages. While templates control entire page design, library items are used for individual page elements.

### Creating a New Library Item

- Make sure the Library window is open
- Choose Window>Library
- In the Library window, click on the small black arrow in the upper right hand corner and choose, new Library Item

*You will see a new, untitled library item within the Library Window.*

- Click on the word Untitled and rename your Library Item with any name you like
- Open your library item by double clicking on its icon
- Create any object you would like, such as a navigation bar, image map, or graphic



- Save your library item

### **Using Library Items**

- Open any page you would like your Library Item to be included in
- Drag the icon of your Library Item to this new page

### **Editing Your Library Item**

Library Items should only be edited via the Library Item window. Follow the procedure below to edit your Library Items:

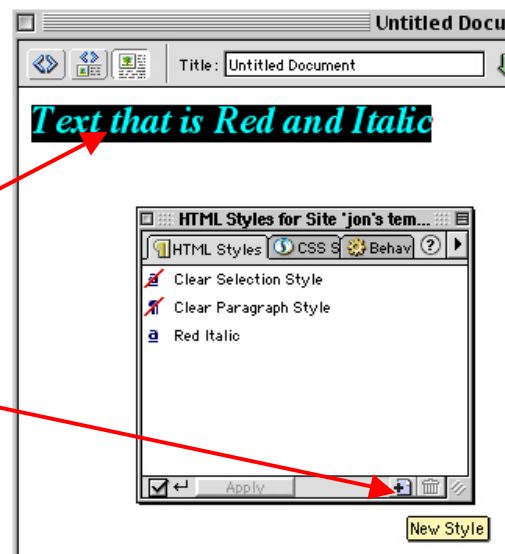
- Double clicking any Library Item within the Library Item Window
- Making your changes as needed
- Save Your Work

# HTML Styles

One of the easiest ways to format a document quickly is by using HTML Styles. With HTML STYLES, you can create specific text formatting attributes and easily apply them to any text within your site. HTML Styles also are compatible with all browser types.

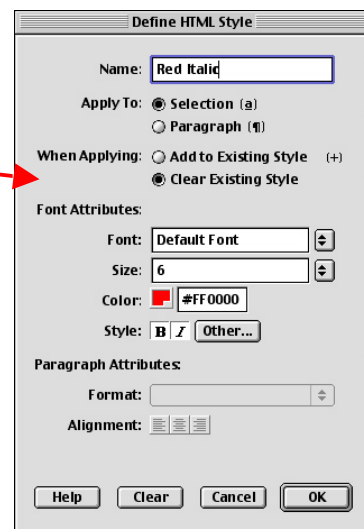
## Creating a Style

- Open any existing web page or create a new one if you like
- Choose Window>HTML Styles
- Within this web page, apply formatting to any text
- Once you are satisfied with your formatting, make sure the text is highlighted
- Click the New Style icon at the bottom of the HTML Styles window



A HTML Styles dialog box will open. This allows you to continue to define a style that is based upon your selected text.

- Enter a name for your style
- Choose any additional attributes you would like
- Click OK





**Tip!** Always open and modify your HTML Styles via the HTML Styles Window. Don't alter a style by clicking on it and opening it within the Dreamweaver Site Editor window.

### **Editing HTML Styles**

- Within the HTML Styles window, double click the icon of any style you edit
- Make changes as needed

### **Clearing HTML Styles**

- Highlight the text that is formatted with a style that you would like to remove
- Within the HTML Styles window, choose `Clear Selection Style` or `clear Paragraph Style`

## **Handout References**

Dreamweaver 4 Hot Hands-On Training  
Garo Green developed with Lynda Weinman  
Peachpit Press  
1249 Eight Street, Berkeley, CA 94710