

Introduction to Dreamweaver

This document provides an introduction on using Dreamweaver to create WWW pages. It covers creating a site with site management tools, producing a number of pages with images, links and tables and using some basic HTML.



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Conventions:

In this document, the following conventions are used:

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

Contents

1	Getting started	1
2	Site management	2
2.1	Restricting access to your pages	3
3	Creating a new folder	4
4	Creating a new page	5
4.1	Entering text	5
4.2	Adding objects	6
4.3	Page Title	7
4.4	Saving and testing your page	8
5	Inserting images	8
5.1	Editing images	9
6	Adding links within the page, to other pages and to files	10
6.1	Linking within the page	11
7	Tables	13
7.1	Sorting tables	14
8	Linking to other resources	14
9	HTML – editing in Code View	15
9.1	Adding text	16
9.2	Creating lists	16
9.3	Linking to sites	17
9.4	Adding comments	17
9.5	Roundtrip HTML overview	18
9.6	Cleaning up HTML	19
9.7	Clean up Word HTML	19
10	Putting mathematical formulae on the WWW	19
11	Spelling	19
12	Using Help in Dreamweaver	19
13	Closing Dreamweaver	19
14	Further information	20
15	Testing your website for accessibility	21
15.1	To run an accessibility report on a current document	21
15.2	Inserting accessible media objects to a new document	21

Throughout this guide whenever you see a boxed area like this with the following symbol  this means that there is an activity to carry out relating to the topic you have just read about.

This guide works so that you read information and practice what you have learnt by carrying out the activity.

1 Getting started

This section describes the workspace in Dreamweaver MX.

- 1 Click on the **Start** button, then select **Programs | Web Tools | Macromedia MX | Dreamweaver MX**.

If you wish try out the online tutorial – From the **Help** menu select **Tutorials| Dreamweaver Basics | Exploring the Workspace**

The Dreamweaver workspace is made up of the **Document window** and various panels and toolbars. You will use three main panels/toolbars when you are creating your web pages called the **Insert Bar**, the **Property Inspector** and the **Site Panel**.

Note: if the **Insert Bar** and **Property Inspector** are not visible when you open Dreamweaver they can be opened by selecting them from the **Window Menu**.

The **Document window** displays the current document as you create and edit it. When the Document window is maximized, tabs appear at the bottom of the Document window area showing the file names of all open documents. Clicking these tabs makes it easy to switch between documents.

The **Insert Bar** contains different icons for inserting various types of objects such as images, layers and tables. It consists of a series of overlapping tabbed pages (like worksheets in Excel). If you place your mouse over an icon a description of that icon appears. For the majority of time you will use the icons in the 'Common' tab.



The **Property Inspector** shows the properties for a selected object that you have added to your page, such as the width and height properties of images:



-  Note the small arrow in the bottom right hand corner which allows you to expand this box to see extra options or properties of an object.

The **Site panel** allows you to manage the files and folders that make up your site, and provides a view of all the files contained in your site.

Dreamweaver can display a document in three ways: in Design view, in Code view, and in a split view that shows both the design and code. (To change the view in which you are working, click on a view in the Dreamweaver toolbar). By default, Dreamweaver displays the Document Window in Design view.



Design view in this view, Dreamweaver displays a fully editable, visual representation of the document, similar to what you would see viewing the page in a browser.



Code view is an hand-coding environment for writing and editing HTML, JavaScript, server-language code—such as Microsoft Active Server Pages (ASP) or ColdFusion Markup Language—and any other kind of code. It is not necessary to work in code view to create pages, most of the functionality you will need for your pages can be generated in Design View.



Code and Design view allows you to see both Code view and Design view for the same document in a single window.

2 Site management

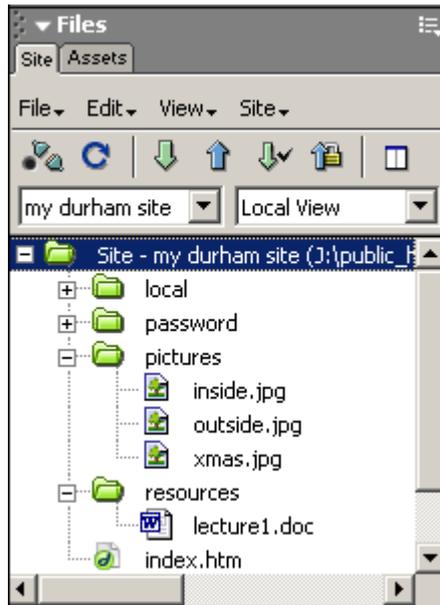
A Web site is a set of linked documents, which are about related topics or have a shared purpose. Dreamweaver is a site creation and management tool as well as a document creation and editing tool. Documents are the pages users see when they visit your Web site. They can contain text and images, as well as sound, animation, and links to other documents.

To help you manage your site, Dreamweaver displays the files in the site as a list of files. Sites can be seen from the **Site panel**. If you cannot see the site panel, go to the **Window** menu and select **Site**.

By default on the Networked PC Service (NPCS) a site has already been set up called '**my durham site**'. If you wish to change the name of this site in the **Site panel** select **Site | Edit Sites**, click **Edit** and change the name.

By default you have access to a **public_html** folder on your **J: drive**, this is where you will store the files and folders associated with your web site. Notice that 'my durham site' automatically points to the files located in **J:\public_html**.

When you begin to build the design for your web site it is advisable to do this using the **Site panel** window. Here you can create files and folders to begin to add structure to your site. All the files that you will create will have a **.htm** extension, this is the file format that is required in order for them to be visible on the web. It is advisable that you create separate folders for different elements of your page for example, images (to include all the pictures used in your site) and resources (to include for example, word documents). Below is an example of how your site may be constructed.



Your site is live from the moment you create a **.htm** file in your **public_html** folder, and it can be accessed by anyone from anywhere in the world. The URL of the site will be:

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

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

You should also note that your web site is listed in the online phone book.

When you create an **index.htm** page in your **public_html** folder on your **J:\drive**, by default your page will be visible when you type the web address (as above) in a browser using your mailname. If you do not create an **index.htm** page visitors will be able to view a list of the directories in your **public_html** folder, therefore it is advisable to create an **index.htm** page.

2.1 Restricting access to your pages

You will notice that when you look in your **public_html** directory on your **J:\drive** you automatically have two sub-directories called **local** and **password**. Do not delete these as you may wish to use them if you would like to restrict access to your pages.

Local directory

If you only want members of the University to access a particular document or web page e.g. **notes.pdf**, save the file in the subdirectory **local** located in your **public_html** directory. The URL for these pages will then be as follows:

<http://www.dur.ac.uk/f.a.bloggs/local/notes.pdf>

Because this file is in the **local** subdirectory, the WWW page will be accessible if a browser is running on a computer which is attached to the University's network. If the browser is running on a computer that is outside the University, a login box will appear, and unless the user can provide an ITS username and password, they will be denied access.

Password directory

If you want to force users to Authenticate as an ITS user (the browser will ask them for their ITS username and password) then place web pages in your **password** subdirectory. This provides additional security. Only put files in the password directory if you really need a person to authenticate: if you just want to restrict access to a member of the University put files into the **local** subdirectory instead.

3 Creating a new folder

Dreamweaver offers a visual representation of your Web site through its **Site panel**. Sites are much easier to manage if you organise your files in folders. You will now create two folders in your **public_html** directory — one for images (pictures) and one for resources and create several files which you will later link together.

The **Site window** enables you to quickly review the structure of a site, to add folders and files and to add, move or modify links.



CREATING NEW FOLDERS

- 1 Ensure the **Site panel** is visible on the right hand side of the work area
- 2 Click on the site folder at the top of the **Site panel window (Site – my durham site (J:\public_html))** if it is not already highlighted
- 3 In the **Site panel** window click **File | New Folder** from the drop down menu.
- 4 Type **pictures**
- 5 Press the **Enter** key on the keyboard.
- 6 Repeat steps 1 – 4 to create a second folder named **resources**.



CREATING NEW PAGES

- 1 Click on the site folder at the top of the **Site panel window (Site – my durham site (J:\public_html))**
- 2 Click **File | New File** from the drop down menu.
- 3 Type **index.htm**

- 4 Repeat steps 1-3 and create another page called **interests.htm**



- 5 Double click the icon next to the file **index.htm** to open it.

Note that **index.htm** has appeared as a tab in the bottom left hand corner of the **Document window**.



COPYING RESOURCES

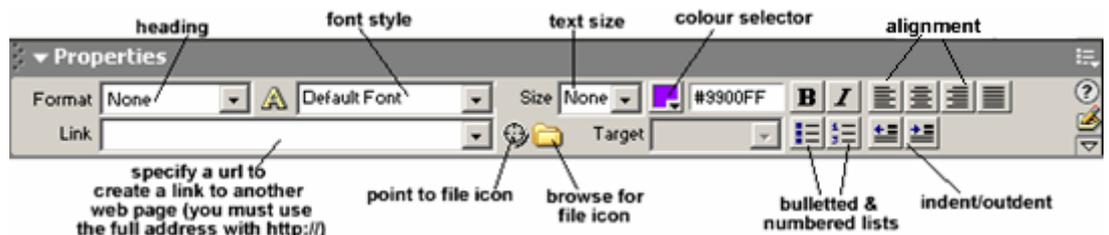
- 1 From the Start menu open Mozilla.
- 2 Go to the following page:
<http://www.dur.ac.uk/its/info/guides/files/www/>
- 3 Right click on the words **Lecture 1**
- 4 In the menu that appears select the **Save Link Target As** option, select the **resources** folder in your **public_html** folder on your **J:\drive**, and click **Save**.
- 5 Right click on the words **outside.jpg** and **inside.jpg** and save the images to your **pictures** folder too.

4 Creating a new page

In this section you will start to create your WWW page in your site by entering text, adding bullet points and horizontal lines, and choosing colours.

4.1 Entering text

When you enter text on your page, any formatting you do to the text is done in the **Property Inspector**. In order for you to format the text you first need to select it using the mouse.





ADDING TEXT

- 1 In the **Document window** in you **index.htm** page type
<Your Name>'s Homepage then press **Enter**
- 2 Highlight this line of text with the mouse. Select **Heading 1** from the **Format** drop down menu in the **Property Inspector**
- 3 Put the cursor on the next line, enter some general information about yourself, and the press **Enter**
- 4 Underneath this type the name 'Experience' and press **Enter**
- 5 Highlight this line of text with the mouse. Select **Heading 2** from the **Format** drop down menu in the **Property Inspector**
- 6 Click **File | Save**
- 7 In the **Site panel** double click on the icon next to **interests.htm** to open it. Add a title
Interests

to the top of this page and format the text by following the instructions above.
- 8 Click **File| Save**.

4.2 Adding objects

For the majority of the time when working with the **Insert bar** you will be adding objects under the **Common** category (this is the default tab that will be visible when you open Dreamweaver). If you click on another tab, you will notice other sets of icons. You may wish to use these when you develop your pages further and need to work with something more specific, for example frames. However for the majority of time you will be working under the **Common** category.

Whenever you add an object to your page from the **Insert bar**, information about that object will appear in the **Property Inspector**, where the properties/attributes of that object can be changed.

You are going to add various objects and modify them in the **Property Inspector**.

You can create bulleted (unordered) and numbered (ordered) lists from new text or existing text.



ADDING LISTS

- 1 On your **index.htm** page underneath the text you have already added click the Bullets (Unordered list) button in the **Property Inspector**. 
- 2 List your skills or experience, pressing **Enter** after each line:
- 3 Press **Enter** 3 times.
- 4 **Numbered lists** (Ordered lists) can be added in the same way using the numbered list button (next to the  **illets** button).



ADDING A HORIZONTAL RULE



- 1 Click between your bulleted and numbered list in your **index.htm** page and click the **Insert Horizontal Rule** icon on the **Insert bar** (Common tab).
- 2 In the **Property Inspector** click on the drop down menu next to pixels and select **%**. This adjusts the width of the line as a percentage of the page size. 
- 3 Enter **75** by the **W** (Width box).
- 4 Click in the **Document window** to view your changes.

4.3 Page Title

When you first start Dreamweaver, your default Web page is **untitled**. To add a title, enter some text in the 'title' field in the document toolbar at the top of the screen.



ADDING A TITLE

- 1 Give your **index.htm** page a **Title** e.g. Joe Bloggs Homepage
- 2 Click **File | Save** to save your page
- 3 Open your **interests.htm** page by clicking on the tab in the bottom of the **Document window**
- 4 Modify the title of this page and save the changes.

Specifying a title for your page is important as this is what appears in the title bar in the browser window. It will also be used by search engines to locate your pages.

4.4 Saving and testing your page

You have created a file called `index.htm`, when viewing your pages in a browser this file opens by default using your mailname if no other file is specified. You can view your file on the Internet using Mozilla.

When testing your page, it is important to **Reload** the page in the browser to view your most recent changes.



TESTING YOUR PAGE

- 1 From the Start menu open Mozilla.
- 2 Type the URL of your page in the Location bar

`http://www.dur.ac.uk/mailname`

5 Inserting images

You are going to add your photo to your **index.htm** page (if you are attending an ITS training session, you will have your photo taken. Otherwise, use any image you have available).

When you add images to your pages ensure that you add a description of the image in the Alt field in the Property inspector. This is the text that will be read by people who have text-only browsers or who have graphics turned off. This is important given the new Accessibility Legislation brought out in September 2002 - certain elements of your pages may need modifications to make them more usable and accessible (for more details see Appendix 1).



ADDING IMAGES

First you will copy the photograph to the pictures folder you created earlier on your J:\ drive.

- 1 Go to the page:

`http://www.dur.ac.uk/dreamweaver.train/photos/`

You can either save the size of photo as you see it on this page or if you click on the image you will see a larger sized photo.

- 2 Either way **right-click** on your photo and select **Save Image As**.

- 3 Select the **pictures** folder in the **public_html** folder on your **J:** drive, enter the filename **photo.jpg**, and click **Save**.
- 4 Return to Dreamweaver.
- 5  Place the cursor where you want the image to appear on the **index.htm** page then click the **Insert Image** icon in the **Insert bar**.
- 6 In the dialogue box that opens select **photo.jpg** (from your pictures folder) and click **Select**.
- 7 In the **Image Tag Accessibility Attribute** window type in the **Alternate Text Box**
a photo of me
- 8 Click **OK**
- 9 Save your page.

5.1 Editing images

You will notice that if you click on your image in Dreamweaver handles appear around the edges of it which enable you to resize it. This only affects the appearance of the image on screen - it does not alter the file size of the image. Therefore it is not advisable to resize your images in this way, you need to alter the actual image file using a graphics package. It should be noted that Dreamweaver is a good Web authoring tool, but it is not a graphics editor.

When you insert an image into Dreamweaver you can click the **Edit** button in the **Property inspector** and a graphics package will be launched automatically. This is Macromedia Fireworks. Use it to edit your image. When you save it the changes are automatically updated in Dreamweaver. The main editing that you will do within Fireworks will be resizing an image, you do not need detailed knowledge of the package. By clicking **Modify|image size** you can alter the pixel size of the image and whichever value you change the other value changes relative to this to maintain the dimensions of the image. (If you wish to learn more about creating images for the WWW an ITS course is available for this or you can refer to Guide 135).

You must be aware also that you can easily copy images (and text) from other web pages, but you need to *make sure* that you are not infringing someone else's copyright. If you wish to use images from other sites you will need to contact them and gain their permission before doing so. A useful site for images that is available for your use is: <http://www.freefoto.com>. This has a large database of pictures for you to include copyright free into your web pages, as long as you make a reference to them.



RESIZING AN IMAGE

- 1 Go to the website www.freefoto.com
- 2 In the search field type
Durham cathedral
- 3 Choose an image and click on it to view the full image
- 4 Follow steps 2-8 in the ADDING AN IMAGE activity above to add this image to your **interests.htm** page in Dreamweaver
- 5 With the image selected in Dreamweaver, click the **Edit** button in the **Property inspector** this launches the graphics package **Fireworks** 
- 6 When asked to find the source click **No**
- 7 Select **Modify |Canvas| Image size**
- 8 Click the dropdown menus next to the width and height dimension and change pixels to percent
- 9 Change the width percentage value to half the existing size, notice how the height value automatically changes
- 10 Click **Done**

This will take you back into Dreamweaver

- 11 Click the **Reset size** button in the **Property inspector** to view your changes in Dreamweaver.
- 12 **Save** your page.

(Note: if the **Done** button is not visible above the image in Fireworks when you edit it, close the package, return to Dreamweaver and redo steps 6-11)

You may wish to add further images to your page.

6 Adding links within the page, to other pages and to files

In this section, you will create links within your web page and to other web pages. You will also link to a Word document.

You can create links within Dreamweaver using one of the following 2 methods, either linking to an existing web page or linking to a document e.g. Word document:

- 1 Select the text, image or object you want to establish as a link
- 2 Do one of the following:
 - Type the URL directly into the **Link** text box (include **http://**)

- Select the **Browse for file** icon to the right of the Link text box to open the **Select File** dialogue box, where you can browse for the file (these files must be saved in your **public_html** folder, if they are contained elsewhere you will be prompted to copy them to your **public_html** folder when you create the link)



LINKING TO A WEB PAGE

- 1 On your **index.htm** page highlight the text at the top that states your department **e.g. Geography Department**
- 2 In the **Link** field in the **Property inspector** type the URL of your department e.g.

<http://www.geography.dur.ac.uk>

If you do not know the URL, then in Mozilla click Home, then Academic departments. Click on your department and the URL will be displayed for you to copy.

- 3 In Dreamweaver, click anywhere in the Document window, the words **Geography Department** should be underlined and blue.
- 4 If you wish to change the colour of the link to something other than blue, click **Modify | Page properties**, select a new colour next to **Links** and click **OK**.
- 5 Save and test your page.

LINKING TO A FILE

- 1 Under **Third Year**, type **Lecture 1**



- 2 Select the words **Lecture 1** and click the **Browse for File** icon in the **Property Inspector**
- 3 If necessary, change to the **J:\ drive** and select the **resources** folder in the **public_html** folder and change **Files of type** to **All Files**, then select the file **lecture1.doc** and click **Select**.
- 4 Save and test your page.

6.1 Linking within the page

If you have a long web page which may involve a large amount of scrolling you can use the Property inspector to link to a particular section of the page (e.g. the top or the bottom) by creating **Named Anchors**.

Creating a link to a named anchor is a two-step process. First, create a named anchor, then create a link to the named anchor.



INSERTING AN ANCHOR

- 1 On your **index.htm** page click to the left of **your name** at the top of the page.



- 2 From the Menu bar, select **Insert | Named Anchor** or click on the **Insert Named Anchor** icon in the **Insert bar**.
- 3 The **Insert Named Anchor** dialog box will appear. Type:

top



as the **Anchor Name** and click **OK**.

Note a yellow anchor has appeared in your page, this will not be visible in the Browser.

- 4 At the bottom of your page underneath all your text, type the words:

top of page

- 5 Select the words **top of page** that you have just typed.
- 6 In the Link field of the **Property Inspector**, type

#top

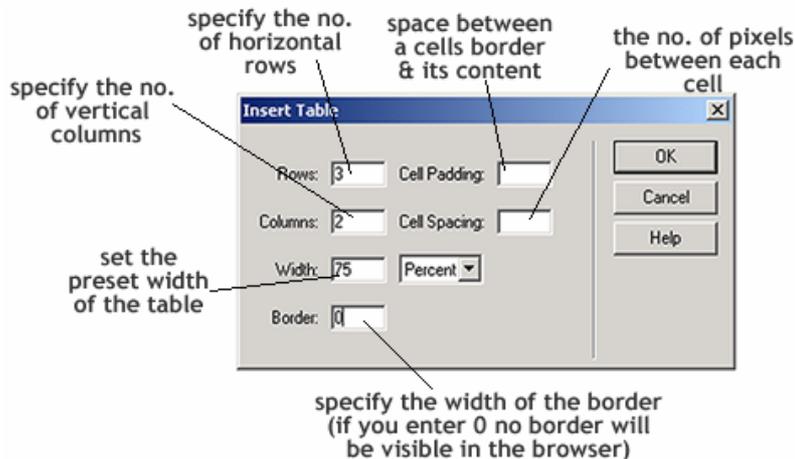
- 7 Save and test your page.

7 Tables

Tables are used for the display of tabular data.



You can control almost all of a table's features through the **Property inspector**. To insert a table select the icon from the **Insert Bar**. An **Insert table** dialogue box will open where you can specify various parameters:



ADDING A TABLE

- 1 On your **index.htm** page click return underneath your name and department at the top.
- 2 Click the **Table** icon in the **Insert bar**
- 3 In the **Insert Table** dialogue box, enter **4 Row** and **2 Columns** and change the **Width** to **80 percent** and the **Border** to **1**, then click **OK**.
- 4 An **Accessibility Options for Tables** window will open, in the **Caption** field type **Education**
- 5 In the **Header** box select **Column**, click **OK**

The table will be selected automatically and information about the table will appear in the **Property inspector**.

- 6 Click the drop down menu next to the **Align** field and select **Center**

ADDING TEXT TO THE TABLE

- 1 In the table cells, enter information about your education history.

Notice the text will automatically wrap to the next line when it reaches the edge of the cell.

7.1 **Sorting tables**

Tables can be sorted by one or two columns provided they do not contain merged cells.

To sort a table select **Commands** then **Sort Table**. You can sort your table by column either alphabetically or numerically.

8 **Linking to other resources**

You can create links to resources such as lecture notes (which could be a Word document, an Adobe pdf (portable document format) file or a PostScript file), a PowerPoint presentation, and reading lists. Note: you can view pdf files using a plug-in to a web browser, but to create them you need Adobe Acrobat. An advantage of using pdf files is that you do not need access to the original program (e.g. Microsoft Office) to view them. The Acrobat Reader is already available on the Networked PC service and the UNIX service at Durham and can be obtained for free from the Adobe section of the [UK Mirror service](#).

For this section you are going to link to a library catalogue and to video and audio files.



LINKING TO THE LIBRARY CATALOGUE

- 1 On the **interests.htm** web page add a heading of **Reading list** and edit this text as you wish in the Property Inspector.
- 2 Underneath the heading type the following text:

Laurillard, D. Rethinking university teaching: a framework for the effective use of educational technology
- 3 In **Mozilla** go to the University Library page
<http://www.dur.ac.uk/library>
- 4 In the **Search** list select **Author** and type **Laurillard**
- 5 Click the **Search** button. Select the first edition – 1993.
The OPAC reference for this book should appear.
- 6 Select and copy the URL using **Edit|Copy (Ctrl/C)** which begins:
<http://library.dur.ac.uk/search/a?SEARCH=laurillard>
- 7 On the **interests.htm** page in Dreamweaver, select the text **Laurillard, D. Rethinking university teaching: a framework for the effective use of educational technology**. Click in the **Link** field in the **Property inspector** and paste the URL using **Ctrl/V**.
- 8 Add further books to your reading list if you wish.
- 9 Save your page and test your link.

If you get strange results when you test your link, it might be because Dreamweaver has subtly changed the address of the link. Any links which involve a plus character (+) will not work without some editing. Switch to **Code view** and re-paste the OPAC URL into the document.

9 HTML – editing in Code View

Hypertext Markup Language (HTML) is the native language of the WWW. As you create and work with documents, Dreamweaver automatically generates the underlying HTML. The HTML Source inspector is used to create or edit the HTML source code.



To view the HTML in your page click the **Show Code View** icon in the top left corner of your page.

The **Code view** displays the source code for the current document. You will see the text that you have typed in as well as some HTML tags, which are colour coded and appear in angle brackets e.g. **<title>**.

The document starts with the `<html>` tag and if you scroll to the end you will see that it finishes with the `</html>` tag.

Also near the top is the `<head>` tag which encloses information about the document. The page title appears within the `<title>` and `</title>` tags.

The contents of the document appear between the `<body>` tag near the top of the page and the `</body>` tag near the end of the document.

9.1 Adding text

Text can be added in Code view. Paragraphs are defined by the `<p>` and `</p>` tags. Tags are case insensitive so it does not matter if you type `<P>` or `<p>`. HTML treats multiple spaces as one and ignores any line breaks you might add by pressing the return key.



ADDING TEXT IN CODE VIEW



In your `index.htm` page click the **Show Code View** icon

- 2 Click **Return** after Line 10 (approx) which ends with `</h2>`
- 3 Type
`<p>This is my first web page</p>`

Note: Dreamweaver will automatically create the closing tag (`</p>`) for you.

- 4 Click in the **Document** window to see the text displayed.

Any HTML that you type in Code view is not rewritten by Dreamweaver. If you type invalid HTML then Dreamweaver highlights the tags as invalid markup items when you return to **Design View**.

9.2 Creating lists

You can add extra items to bulleted (unordered) and numbered (ordered) lists from new text or existing text in the HTML Inspector window.

The tags `` and `` are used to start and end a bulleted (unordered) list and the tags `` and `` are used to start and end a numbered (ordered) list. The tags `` and `` are used to start and end items on the list.



CREATING LISTS

1 Click at the end of the line `research` (approx Line 26) and press **Enter**.

2 Type

```
<li>other</li>
```

and press **Enter**.

Note again: Dreamweaver will automatically create the closing tag (``) for you.

3 Click in the Document window and you should see “other” has been added to the list.

9.3 Linking to sites

Links are created using the `<A>` anchor tag. You are going to create a link to the University of Durham home page.



CREATING AN HTML LINK

1 Find the link you created to you department (approx Line 10)

E.g.

```
<a href="http://www.dur.ac.uk/Geography/">Geography Department</a>
```

Click at the end of the line and press **Enter**.

2 Type

```
<p><a href="http://www.dur.ac.uk/">University of Durham</a>
```

3 Click on the **Show Design view** icon to see your changes in the **Document window**

4 **Save** the file and test the link.

9.4 Adding comments

Comments may be used in HTML to explain the HTML code or provide other information. The comments will not appear in **Design View**.



ADDING COMMENTS

- 1 Return to Dreamweaver, and click in front of **Lecture 1** in **Design view**.
- 2 Select **Insert | Text Objects | Comment** from the Menu bar.
- 3 Type
Lecture notes last updated October 2000
and click **OK**.
- 4 Click on the **Show Code View** icon.
You will see the following HTML code in the HTML window.

```
<!--Lecture notes last updated October 2000 -->
```
- 5 To edit the comment, select the **Comments** icon in the Document window and edit the text in the **Property Inspector**.

A comment is normally invisible when you view a page with a web browser. Comments can only be seen outside Dreamweaver if you look at the source code of the page in your browser.



If you look at a page in Dreamweaver in **Design View**, comments are shown with a little marker. Click on this to see the text displayed in the **Properties Inspector**.

9.5 Roundtrip HTML overview

Roundtrip HTML allows you move your documents between Dreamweaver and a text-based HTML editor, such as Notepad, with little or no impact on the content and structure of the document's HTML source code.

The main features of roundtrip HTML are:

- By default, Dreamweaver rewrites overlapping tags, closes open tags that aren't allowed to remain open, and removes extra closing tags when you open an existing HTML document.
- Dreamweaver highlights invalid tags for HTML that it does not support in the document window. If the invalid tag is selected, the error and how to correct it are shown in the Property inspector.
- Dreamweaver does not change tags that it does not recognize, for example XML tags, because it has no criteria by which to judge them valid or invalid.

9.6 Cleaning up HTML

The **Clean Up HTML** command (in the **Commands** menu) can be used on existing HTML documents to remove empty tags and change invalid HTML code.

9.7 Clean up Word HTML

The **Clean Up Word HTML** command (in the **Commands** menu) can be used to remove the extraneous HTML code created when Word documents are saved as HTML files. The code that Dreamweaver removes is primarily used by Word to format and display documents as they appeared in Word, and is not needed to display the HTML file. It is important to keep a copy of your original Word (.doc) file as you may not be able to reopen the HTML document in Word.

10 Putting mathematical formulae on the WWW

See <http://www.dur.ac.uk/its/services/web/publishing/software/maths/> for information on this subject.

11 Spelling

You can now check the spelling of your document.

- 1 From the Menu bar, click **Text|Check Spelling**.

You can change or ignore any incorrect spellings.

- 2 From the Menu bar, click **File** and then **Save**.

12 Using Help in Dreamweaver

The Dreamweaver help pages contain Contents, an Index and a Search facility. The Contents is organised by topic and includes a guided tour and a tutorial.

- 1 Select **Help**, then **Using Dreamweaver** or press the **F1** key.
- 2 Select **Help | Tutorials**. You may want to look at this later.

13 Closing Dreamweaver

- 1 From the Menu bar choose **F**ile then **S**ave.
- 2 Then choose **F**ile then **E**xit.

14 Further information

Further information about all aspects of creating and publishing WWW pages, including links to online tutorials and useful tools may be found in the ITS WWW pages at

<http://www.dur.ac.uk/its/services/web/publishing/>

Examples of using the WWW in teaching and learning may be found at

<http://www.dur.ac.uk/its/lt/projects/>

Information for books on MX

Dreamweaver MX Bible (2002), Joseph W. Lowery, Hungry Minds, ISBN: 0764549316

Sams Teach Yourself Macromedia Dreamweaver MX in 24 Hours (2002), Bruce B. Sams, ISBN: 067232346X

Appendix 1 – Accessibility

15 Testing your website for accessibility

Dreamweaver assists you in creating accessible pages that contain useful content for screen readers and comply with government guidelines. You will have noticed that Dreamweaver prompts you to enter accessibility attributes whenever you insert page elements. Reporting to determine if sites meet U.S. law and international standards using compliance checker and reference content. An accessible environment has been created in Dreamweaver including using the keyboard to create shortcuts, large fonts and screen reader support to work easily with assistive technology.

The best way to ensure that your site is accessible to all users is to design your site according to the W3C (Web Content Accessibility) guidelines (<http://www.w3.org/TR/WCAG10/>). Then, either use the Dreamweaver reports feature to check that you have implemented the guidelines correctly or use a Accessibility Checking Assistant e.g. LIFT (for further information please refer to the ITS Accessibility web pages <http://www.dur.ac.uk/its/services/web/accessibility/>)

15.1 To run an accessibility report on a current document

- 1 Open the document you want to check in Dreamweaver
- 2 Choose **File | Check page | Check Accessibility**

The report results appear in the **Site Reports** panel

- 3 Select any line in the report, and click the **More Info** button on the left side of the Site Reports panel for a description of the problem and suggestions for fixing the problem.

The information appears in the **Reference panel**

- 4 Double click any line in the report to view the corresponding code in the Document window.

In the Document window, in **Code View**, edit or add attributes to the appropriate tags to make your content comply with accessibility guidelines. To use the tag editor to assist in coding, select code, right-click and choose **tag editor**.

15.2 Inserting accessible media objects to a new document

For Dreamweaver to prompt you to add the necessary information to make your pages accessible you need to select the relevant information in your **Preferences**.

Select **Edit | Preferences | Accessibility**

Here you can select the objects and be shown the attributes of that particular object. The objects where accessibility guidance is

applicable are when inserting form objects, frames, media, images and tables. It is useful to select all of these so that you are prompted each time you add one. You also have the option to select Large Fonts for your pages. By default these are already selected on NPCS.

Dreamweaver help provides further help with adding accessible media objects for each of the ones listed above.

The accessibility validation feature in Dreamweaver MX uses technology from UsableNet. UsableNet includes fix wizards for complex tables, forms and images. To check your page is accessible you can enter the URL of your web page here and gain a full accessibility report of your page by going to

<http://www.usablenet.com>

Other useful information is available from the Techdis web site

<http://www.techdis.ac.uk/seven/>