Client Interview

Team Name:_____   Date: _____

Client Name: _____

Interview Topics

- Goals and target audience
- Content
- Design requirements
- Delivery requirements

Goals and Target Audience

Identify three long-term goals of your website.

_____

_____

_____

_____

_____

What should the site inspire the audience to do after they visit?

_____

_____

_____

_____

Identify some immediate goals of your website.

_____

_____

_____

Name some key information you want the audience to gain from your site.

_____

_____

_____

_____

_____

_____

Describe content expectations of your target audience.

_____

_____

_____

_____

_____

Other questions.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Audience Background

Describe characteristics of your target audience.

_____

_____

_____

_____

What is the age range of your target audience?

_____

What is the reading level of your target audience?

_____

Does your target audience have special requirements, such as disabilities?

_____

_____

_____

_____

How often is your target audience online?

_____

_____

_____

Describe the most common use of the web by your target audience.

_____

_____

_____

_____

Use a few adjectives to describe how you want the target audience to perceive your site. (Examples: prestigious, friendly, corporate, fun, forward-thinking, innovative, cutting-edge, serious, crazy.)

_____

_____

_____

_____

Other questions.

_____

_____

_____

_____

_____

_____

_____

Content

What should be the title of your site?

_____

What topics should be covered in your site?

_____

_____

_____

_____

_____

_____

_____

Other questions.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Design Requirements

Are there any organization colors, fonts, graphics, or logos that should be included in the design?

_____

_____

_____

_____

_____

Are there any colors or fonts you don't want used on this site?

_____

_____

_____

_____

What are some websites you like? Describe specific elements you like about each site, such as navigation, colors, layout, and other design elements.

_____

_____

_____

_____

_____

_____

Other questions.

_____

_____

_____

_____

_____

_____

_____

_____

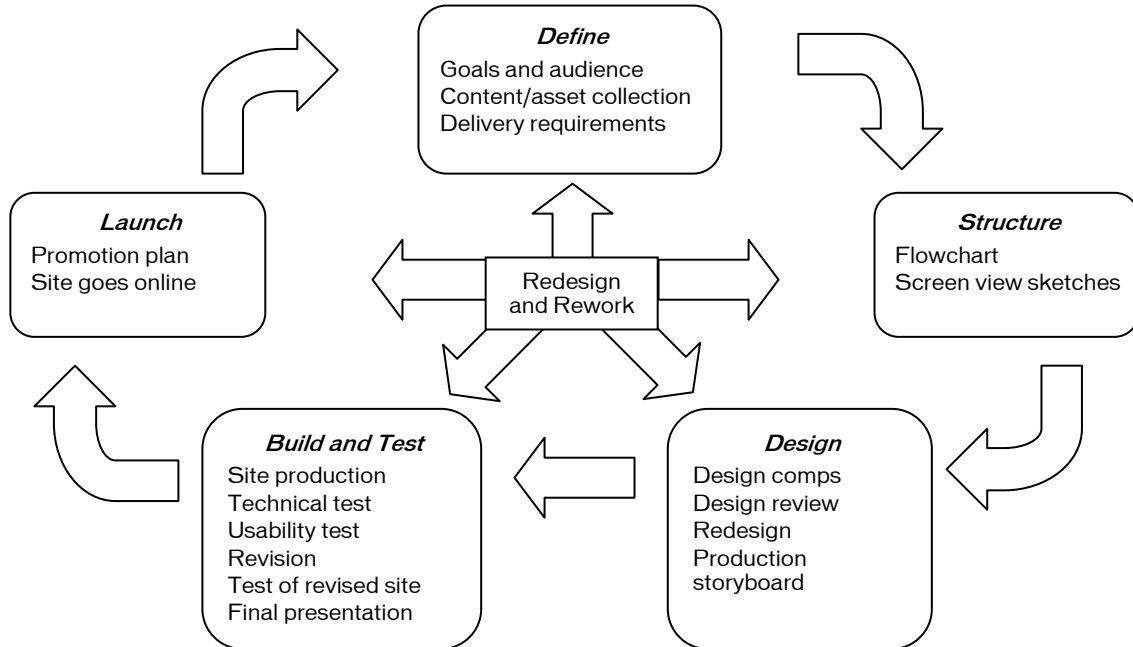## Delivery Requirements

What browsers should this site support?

- Netscape Navigator

- Internet Explorer

- AOL

- Other:

What platforms should this site support?

- Macintosh

- Windows

- Other:

Professional Web Design and Development Process

When planning a web project, professionals break down the design and development process into phases such as the following.

Define
Goals and audience
Content/asset collection
Delivery requirements

Structure
Flowchart
Screen view sketches

Launch
Promotion plan
Site goes online

Redesign
and Rework

Build and Test
Site production
Technical test
Usability test
Revision
Test of revised site
Final presentation

Design
Design comps
Design review
Redesign
Production
storyboard

Note that this process builds in steps for review, redesign, and revision.

Define	Structure	Design	Build and Test	Launch
Goals and target audience	Flowchart	Design comps	Site production	Promotion plan
Content and asset collection	Screen view sketches	Design review	Technical test and bug list	Put site online
Content and style information		Redesign	Usability test	
Delivery requirements		Production storyboard	Revision	
			Test of revised site	
			Final presentation	
			Final revision	

Project Plan
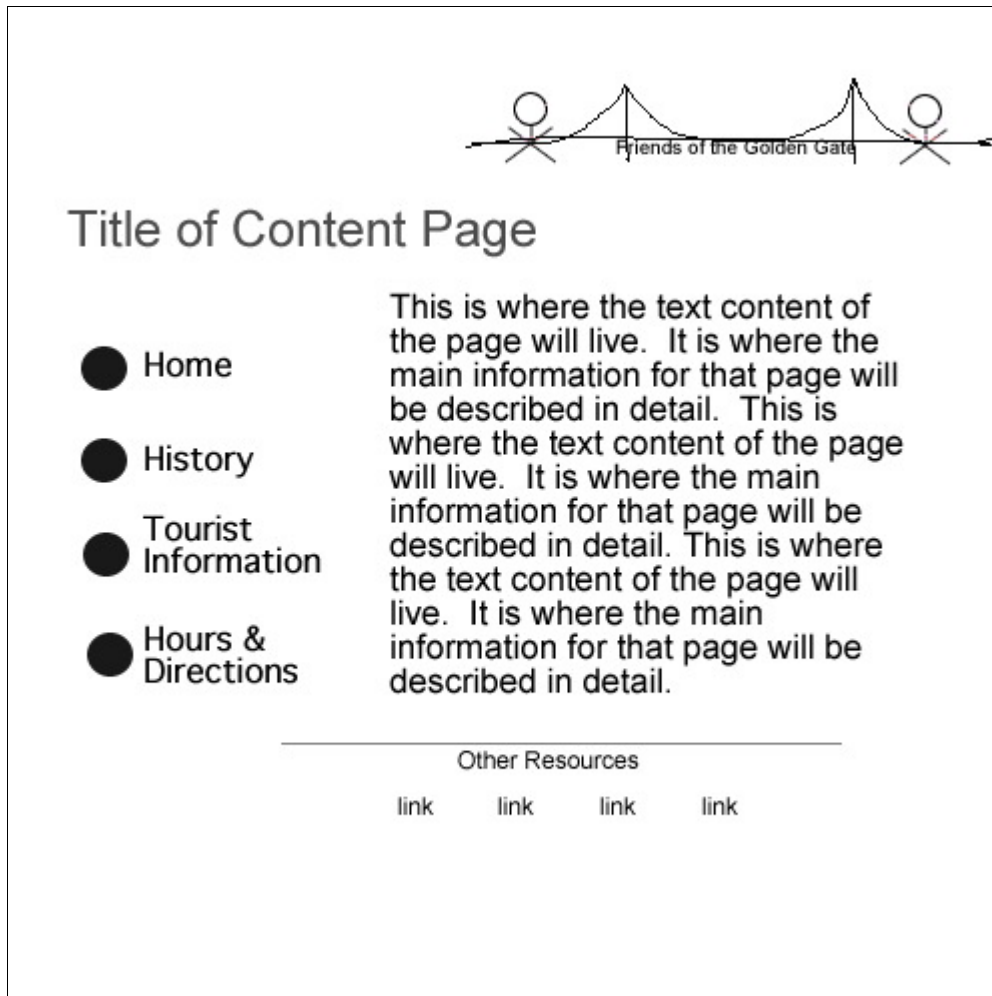
Team Name:_____   Date: _____

Client Name: _____

Think through the phases of your client project and identify the date when each task will be done. Identify an owner for each task who will make sure the task is completed.

Project Phases	Estimated Hours	Date Due	Owner
Define			
Goals and target audience			
Content and asset collection			
Content and style information			
Delivery requirements			
Structure			
Flowchart			
Screen view sketches			
Design			
Design comps			
Design review			
Redesign			
Production storyboard			

Project Phases	Estimated Hours	Date Due	Owner
Build and Test			
Site production			
Technical test and bug list			
Usability test			
Revision			
Test of revised site			
Final presentation			
Final revision			
Launch			
Promotion plan			
Put site online			
Total Time:			= Final Deadline

Sample Screen Views

Title of Content Page

Friends of the Golden Gate

● Home

● History

● Tourist Information

● Hours & Directions

This is where the text content of the page will live. It is where the main information for that page will be described in detail. This is where the text content of the page will live. It is where the main information for that page will be described in detail. This is where the text content of the page will live. It is where the main information for that page will be described in detail.

Other Resources

link link link link

Home > Content   Friends of the Golden Gate

Tourist
Information   History   Hours &
                                            Directions

This is where the text content of the page will
live. It is where the main information for that
page will be described in detail. This is where
the text content of the page will live. It is where
the main information for that page will be
described in detail. This is where the text
content of the page will live. It is where the
main information for that page will be described
in detail.

Silhouette of bridge

Other Resources
link
link
link
link
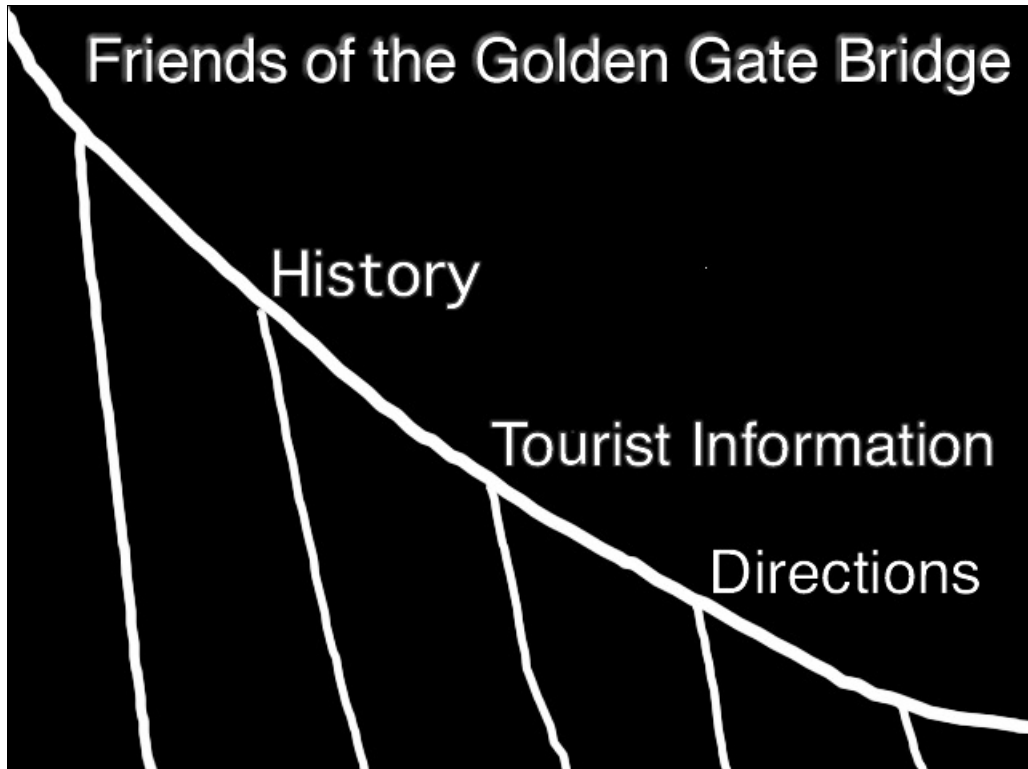
Production Storyboard

Name: _____   Date: _____

Site Name: _____   Page Title: _____ Filename: _____
_____

Page sketch (everything specific to this page; common navigation elements optional)

Background color (name and number) _____

Heading texts (fonts, styles, borders, margins, alignment, padding, and colors) _____

_____

Body texts (fonts, styles, borders, margins, alignment, padding, and colors) _____

_____

Description (what happens on the screen, such as order of display, text, and animation steps)

_____

_____

Navigation (button or link names and destinations) _____

_____

_____

Graphics files (all graphics specific to this page) _____

_____

_____

Production Storyboard

Name: D. Smith   Date: 08-02-05

Site Name: Friends of the Golden Gate   Page Title: Golden Gate Home   Filename: index.html

Page sketch (everything specific to this page; common navigation elements optional)

	Image/Logo
Home	**Heading Text**
History	
Tourist Info	**Body Text**
Hours/Direction	
	Link Body Text **Link Body Text** **Link Body Text**
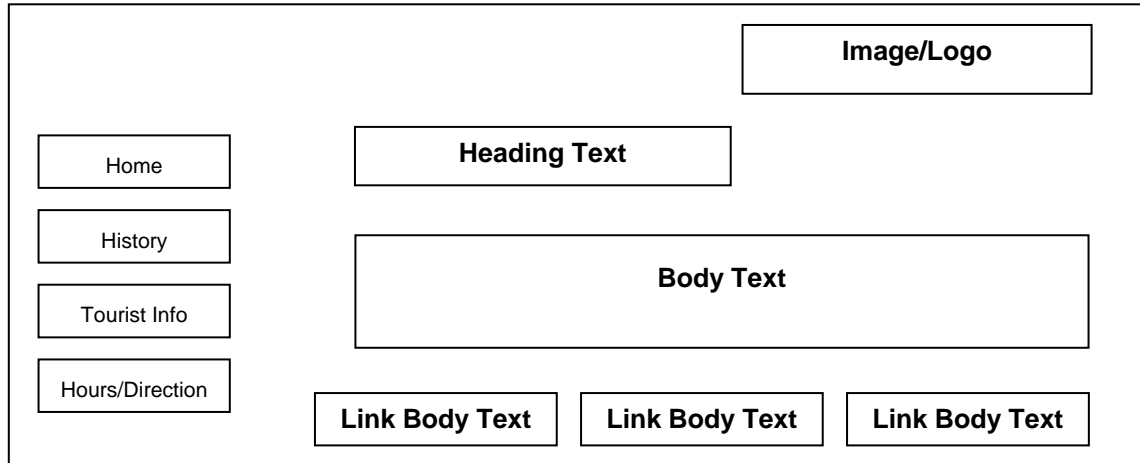
Background color (name and number): cream (#FFFCCC)

Heading texts (fonts, styles, borders, margins, alignment, padding, and colors): Arial, 18 points, bold, left aligned, 6 pixel padding on top and bottom, black text.

Body texts (fonts, styles, borders, margins, alignment, padding, and colors): Body - Times New Roman, 11 points, left aligned, black text. Link Body - Times New Roman, 10 points, left aligned, dark brown text, underlined.

Description (what happens on the screen, such as order of display, text, and animation steps): The navigation buttons will all turn a shade lighter when a site visitor rolls the pointer over one of them. When the pointer is not over any of the navigation buttons, they all display the same darker color.

Navigation (button or link names and destinations):

   Home: Goes to index.html

   History: Goes to history.html

   Tourist Information: Goes to tourist.html

   Hours/Directions: Goes to hours.html

   Links: Each link will go to one of the following:
   San Francisco Museum (http://www.sfmuseum.org/assoc/bridge00.html)
   Geometry of Bridge Construction (http://www.faculty.fairfield.edu/jmac/rs/bridges.htm)
   Pictures of the Golden Gate Bridge (http://www.pcimagenetwork.com/golden/golden.htm)

Graphics files (all graphics specific to this page): ggate_logo.png and ggate_logo.gif.

CSS Styles Panel in Dreamweaver 8

Use the CSS Styles panel to create, view, apply, or edit CSS styles for elements of a web page. In the All mode, the panel has two panes: All Rules and Properties.

Select a style to apply to the selected text in your document.

Show Category View: View the properties of a style rule by property category.

Show List View: View an alphabetical list of possible properties and those that compose the selected style rule.

Show Only Set Properties: View a list of properties that compose the selected style rule.

Unlink CSS Stylesheet/ Delete CSS Rule: Unlink the selected style sheet from the document or remove a rule from a style sheet. When you unlink style sheets and delete rules, all the formatting associated with the style sheet or rule is removed.

Edit Style Sheet/Edit Style: Make changes to the style sheet linked to the document or styles in the current style sheet.

New CSS Rule: Create a new style rule.

Attach Style Sheet: Attach an external style sheet to your current document.

In the Current mode, the panel has three panes: Summary for Selection, About, and Properties.

3 - 78

The Summary for Selection pane displays the CSS properties for the current selection in the document.

The About pane displays the location of the file that contains the rule defining the properties.

The Properties pane allows you to edit the rule's properties and add new properties.
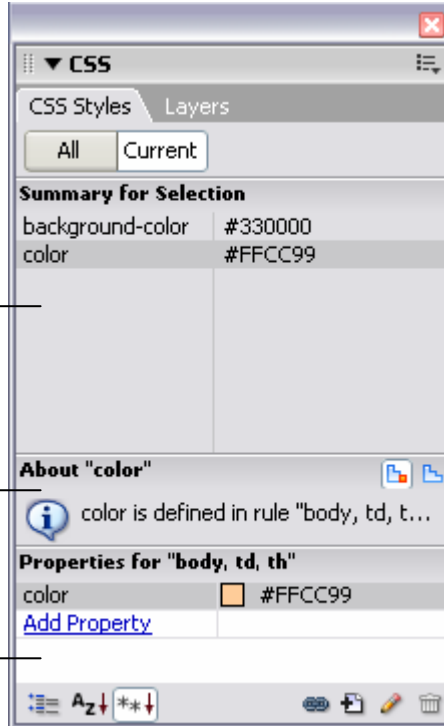
CSS Styles Panel in Dreamweaver 8

Use the CSS Styles panel to create, view, apply, or edit CSS styles for elements in a web page. In the All mode, the panel has two panes: All Rules and Properties. Use the All Rules pane to apply styles to your document and the Properties pane to edit existing properties and add new properties to the selected style.

Label the options available for creating and editing Cascading Style Sheets.
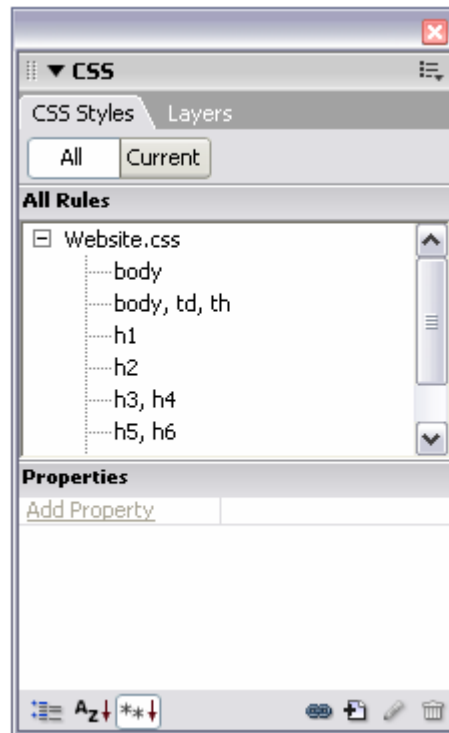
How to Create Cascading Style Sheets

Cascading Style Sheets (CSS) are collections of formatting rules that control the appearance of content on a web page. By using style sheets, you can achieve greater consistency across your website (even if your site consists of only one page). CSS styles provide you with a wide range of options for formatting text. This guide shows you how to take advantage of Cascading Style Sheets both to maintain consistency and to apply characteristics to text—such as a border and background—that you can't apply using the Property inspector alone.

If you've been using Macromedia Dreamweaver 8, you may have been using CSS without knowing it. Dreamweaver formats all text with CSS by default. Every time you change certain text properties in the Property inspector, such as text size and text color, Dreamweaver defines a style for the text. Dreamweaver places these style definitions in the beginning of each web page's code. A collection of these definitions is known as an *internal style sheet*, because it is contained within an individual web page.

Internal style sheets are great for maintaining consistency within a document, but Cascading Style Sheets are especially useful for maintaining consistency across a number of different pages. By using an *external style sheet*—a separate document that holds CSS style information—you can make sure that text appearance is consistent across multiple pages. Not only does a consistent appearance look more professional, but usability experts say that site visitors find what they're looking for more easily on sites where text appearance is consistent.

Define CSS Styles

You can define CSS styles in either of the following two ways:

- You can redefine the properties of an *existing HTML tag*—such as Heading 1, Heading 2, or Paragraph. After you redefine a tag, the text you apply it to will maintain its new appearance when you apply it in the Property inspector.

- You can define a new CSS style, known as a *class.* You can apply a CSS class to any text in your document. Its formatting will overrule the formatting applied to an existing tag.

Whenever possible, redefine existing tags instead of creating new CSS styles. The existing tags provide a useful hierarchy for both you and the users of your site, and they also make it easier for people using screen readers to use your site.

Redefine an existing tag

1. Start Dreamweaver.

2. Create a new HTML document.

3. Save and name the Dreamweaver document.

4. Type some text in the document.

5. Select the text.

6. Using the Property inspector, apply an HTML tag such as Heading 1 to the text.

   The text appears in the default Heading 1 format (**Figure 1**).

7. Make sure the CSS Styles panel is open.

   If it is not, select **Window** > **CSS Styles**.

8. To create a new style, click the **New CSS Rule** button (+) at the bottom of the panel (**Figure 2**).

   The New CSS Rule dialog box opens (**Figure 3**).

9. In Selector Type, select **Tag**.

   This option lets you modify an existing tag.

10. From the Tag pop-up menu, select **h1** (the tag for Heading 1).

11. In Define In, select **This document only** or **New Style Sheet File**.

    This document only option defines the style as part of the document's internal style sheet. *New Style Sheet File* option defines the style as part of an external style sheet.

12. Click **OK**.
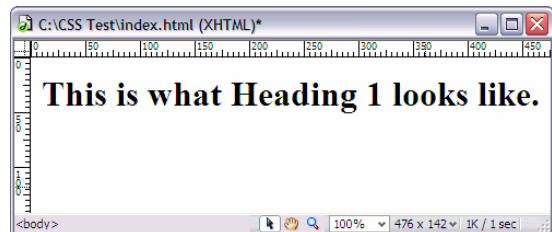
Figure 1 Text with default Heading 1 tag applied
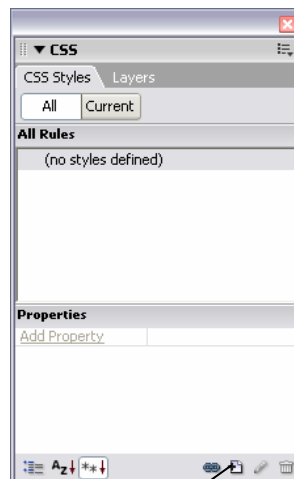
New CSS Rule button

Figure 2 CSS Styles panel
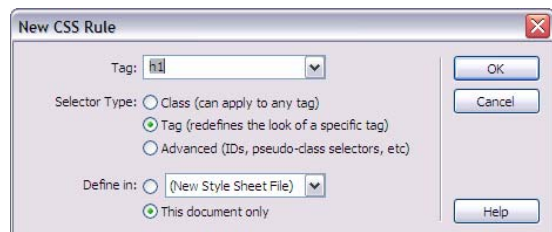
Figure 3 New CSS Rule dialog box

The CSS Rule definition dialog box opens with the Type category selected. The dialog box has the options listed below. (For more details, select **Help > Using Dreamweaver**.)

- *Type* changes text properties such as font, size, and color.

- *Background* controls background properties. For example, you can use a colored background or an image or create a fixed or scrolling background.

- *Block* controls spacing and alignment of text and lines on the document.

- *Box* changes the box that surrounds a block element. It affects properties such as height, width, padding, and margins.

- *Border* changes the border properties around text, such as style, width, and color.

- *List* controls list properties such as text type and bullet appearance.

- *Positioning* defines text position on the page.

- *Extensions* controls page breaks and the visual appearance of the cursor.

13. Select options for Type, such as the following (**Figure 5**):

- Select **Verdana, Arial, Helvetica, sans-serif** from the Font pop-up menu.

- Select **15** from the Size pop-up menu, and leave **pixels** selected for the measurement unit (in the pop-up menu to the immediate right of the Size pop-up menu).

- Type *#006600* in the Color box, or select a color in the Color picker.

Note: All Heading styles are bold by default. If you don't want the text to be boldface, select **Normal** from the Weight pop-up menu.

14. Click **Apply**.

Observe that the Heading 1 text, or the text you chose, in the document has changed. (You may need to move the dialog box.)

15. To change the background, select **Background** in the Category pane on the left.

The Background category of the CSS Rule definition dialog box opens (**Figure 6**).

16. Select a color in the Color picker or type a hexadecimal number in the Background color dialog box, such as **#CCCCCC**. (Make sure the background color is lighter than the color of the text.)
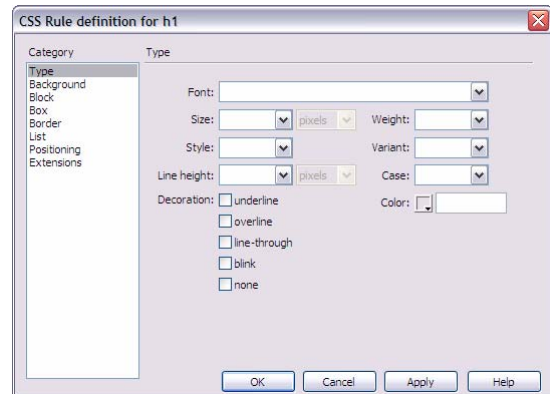
Figure 4 CSS Rule Definition dialog box
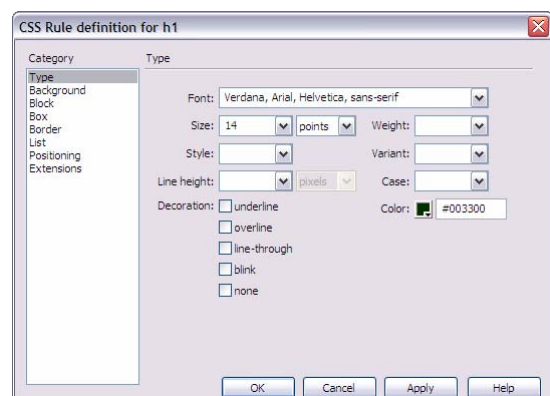
Figure 5 CSS Rule Definition dialog box showing options for formatting text
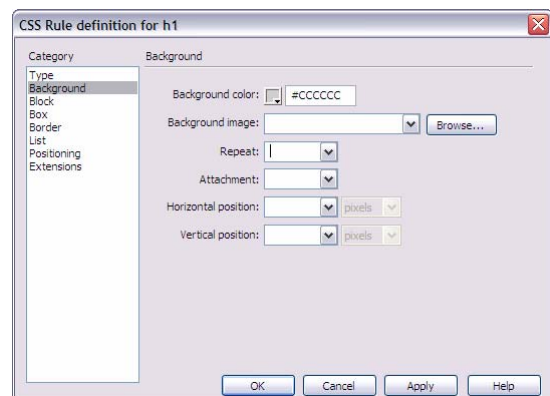
Figure 6 CSS Rule Definition dialog box showing background options

17. Click **Apply** to see your changes.

18. To change the border and its properties, select **Border** in the Category pane.

    The Border category of the CSS Rule Definition dialog box opens (**Figure 7**).

19. Under Style, you can make changes such as deselecting **Same for all** and selecting **solid** from the Top pop-up menu.

20. Under Width, you can make changes such as selecting **1** in the Top pop-up menu, and leaving **pixels** selected as the measurement unit.

21. Under Color, you can make changes such as entering **#006600**, or whatever color you chose in step 13.

22. Click **OK**.

    The CSS Rule Definition dialog box closes.

    Observe that the appearance of Heading 1, or the text you chose, has changed (**Figure 8**).

23. Make sure the CSS Styles panel is open.

    If it is not, select **Window** > **CSS Styles**.

24. Make sure that **All** is selected in the CSS Styles panel.

    Observe that tag now appears under <style> in the All Rules area, indicating that this tag is part of the style sheet. Also observe that properties for this tag appear in the Properties area (**Figure 9**).

25. To make further changes to the tag style, select it and click the **Edit Style** button.

    The CSS Rule Definition dialog box opens.

    Note: You can also make changes using the Properties area of the CSS Styles panel, but it is easier to make changes using the CSS Rule Definition dialog box.

26. To apply the style to new text, select **Heading 1**, or the tag you modified, in the Text Property inspector.
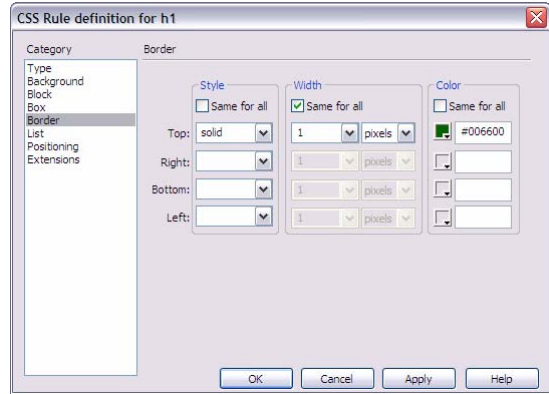
Figure 7 CSS Rule Definition dialog box showing options for formatting borders
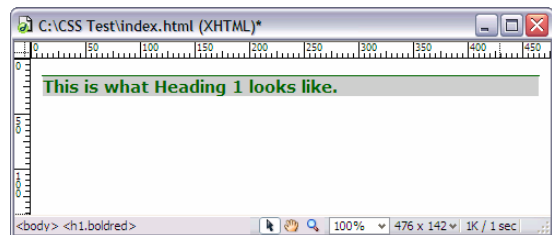
Figure 8 Text with new style formatting applied
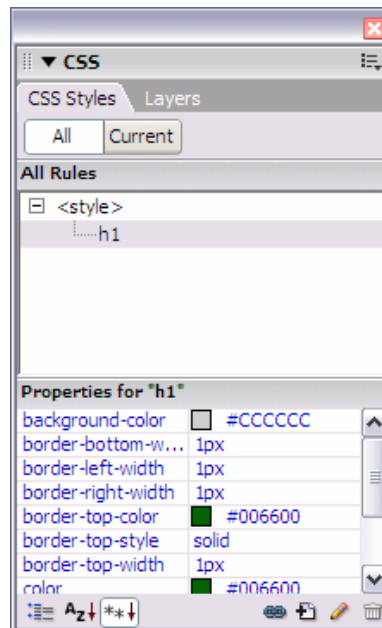
Figure 9 Style added to CSS Styles panel

Create a new style

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 that no formatting is applied to the text (**Figure 10**).

5. Select the text.

6. Make sure the CSS Styles panel is open.

   If it is not, select **Window** > **CSS Styles**.

7. To create a new style, click the **New CSS Rule** button (+) at the bottom of the panel.

   The New CSS Rule dialog box opens (**Figure 11**).

8. In Selector Type, select **Class**.

   This option creates a new style.

10. In the Name box, type a name for the style such as *bold_red*.

11. In Define, select **This document only** or **New Style Sheet File**.

    This document only option defines the style as part of the document's internal style sheet. *New Style Sheet File* option defines the style as part of an external style sheet.

12. Click **OK.**

    The CSS Rule Definition dialog box opens (**Figure 12**).

13. Select the options for Type, such as the following (**Figure 12**):

    ▪ Select **Arial, Helvetica, sans-serif** from the Font pop-up menu

    ▪ Select **12** from the Size pop-up menu, and leave **pixels** selected for the measurement unit.

    ▪ Type *#CC0033* in the Color box, or select a color in the Color picker.

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

    The Block category of the CSS Rule definition box opens (**Figure 13**).

17. In the Letter Spacing box, you can make changes such as typing *3* and leaving **pixels** selected for the measurement unit.

    This setting adds space between each letter.

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

Figure 10 Text with no formatting applied

Figure 11 New CSS Rule dialog box

Figure 12 CSS Rule Definition dialog box showing Type options
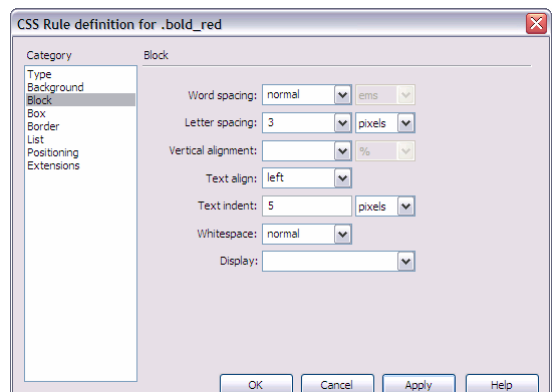
Figure 13 CSS Rule Definition dialog box showing options for formatting text blocks

This indents the first line of each paragraph.

19. Click **OK**.

   The CSS Rule Definition dialog box closes.

20. Select the document text.

21. Make sure the Property inspector is open.

   In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select **Window > Properties**.

22. Select **bold_red,** or the name of your style, from the Style pop-up menu (**Figure 14**).

23. 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 15**).

24. Make sure the CSS Styles panel is open.

   If it is not, select **Window** > **CSS Styles**.

25. Make sure that **All** is selected in the CSS Styles panel.

   Observe that the newly created style, now appears under <style> in the All Rules area, indicating that style is part of a CSS style sheet. Also observe that properties for the style appear in the Properties area.

26. To make further changes to the style, select it and click the **Edit Style** button.

   The CSS Rule Definition dialog box opens.

   Note: You can also make changes using the Properties area of the CSS Styles panel, but it is easier to make changes using the CSS Rule Definition dialog box.
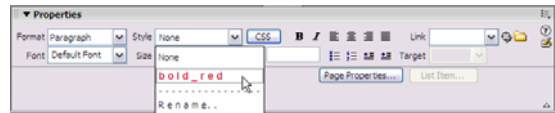
Figure 14 Text Property inspector
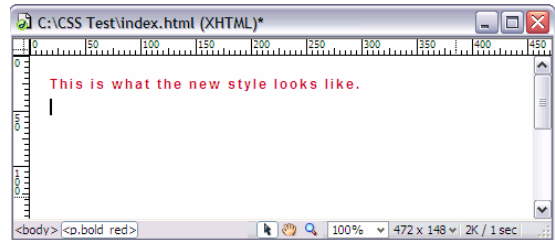
Figure 15 Formatting applied to text

Export a 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.

Export a style sheet

1. Make sure the CSS Styles panel is open.

    If it is not, select **Window** > **CSS Styles**.

2. Make sure that **All** is selected in the CSS Styles panel.

3. Under All, select **<style>**.

4. Right-click (Windows) or Control-click (Macintosh) and select **Export**.

    The Export Styles as CSS File dialog box opens (**Figure 17**).

5. 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, often called *CSS*.

    Dreamweaver exports the CSS file.
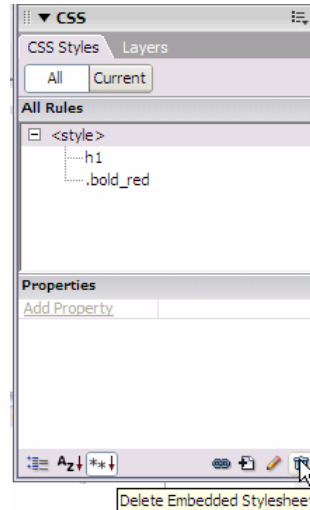
Figure 16 CSS Styles panel
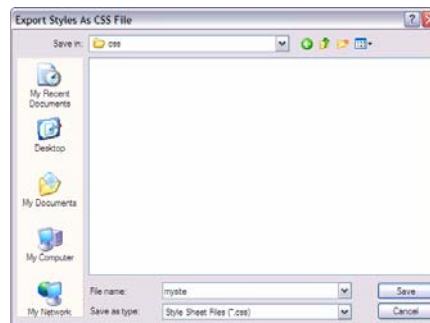
Figure 17 Export Styles as CSS File dialog box

Delete an internal style sheet

6. In the CSS panel under All, select **<style>**.

7. Click the **Delete Embedded Stylesheet** button (**Figure 18**).

    Dreamweaver removes the internal style sheet. Any text in your page that has been formatted with these styles reverts to its default formatting.
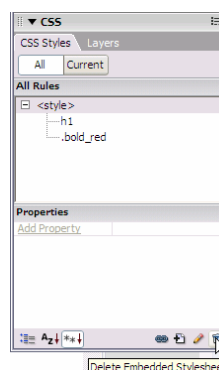
Figure 18 Delete Embedded Stylesheet button

Attach an External Style Sheet

It's preferable to use external style sheets, especially if you have more than one web page. 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 Property inspector, Dreamweaver will automatically create a new internal style sheet.

1. Open a document.

2. Make sure the CSS Styles panel is open.

    If it is not, select **Window > CSS Styles**.

3. Click the **Attach Style Sheet** button (**Figure 19**).

    The Attach External Style Sheet dialog box opens (**Figure 20**).

4. Click **Browse**, navigate to your saved style sheet, select it, and click **OK (Figure 21)**.
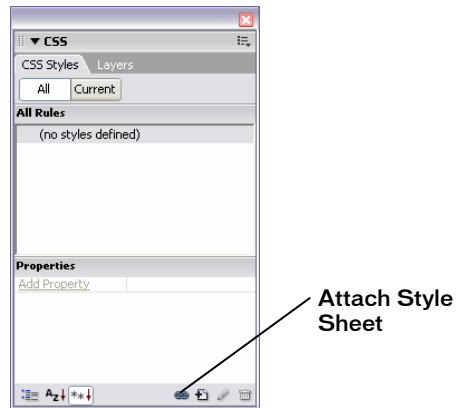
Figure 19 Attach Style Sheet button
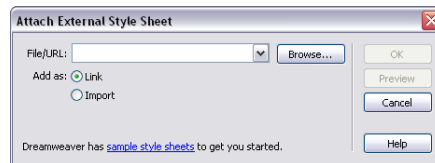
Figure 20 Attach External Style Sheet dialog box

Figure 21 Selecting a CSS style sheet to attach

5. In the Attach External Style Sheet dialog box, click OK (**Figure 22**).

Dreamweaver attaches the style sheet to your document (**Figure 23**).

The style sheet's styles are now available in the Property inspector.

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.
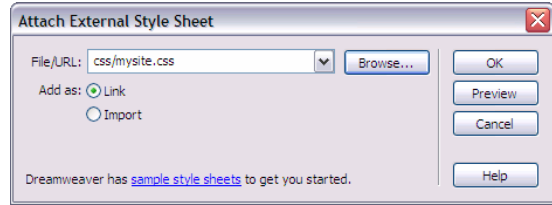
Figure 22 Confirming style attachment
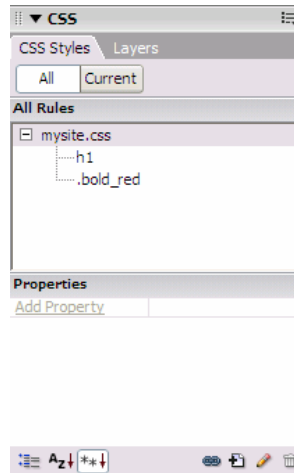
Figure 23 Attached style sheet

Create External Style Sheets

You can also create external style sheets.

1. Start Dreamweaver.

2. Create a new HTML document.

3. Save and name the Dreamweaver document.

4. Make sure the CSS Styles panel is open (**Figure 24**).

   If it is not, select **Window > CSS Styles**.

5. To create a new style, click the **New CSS Rule** button (+) at the bottom of the panel.

   The New CSS Rule dialog box opens (**Figure 25**).

6. In the New CSS Rule dialog box, type a name for the style sheet.

7. Select one of the following types of styles:

   ▪ *Class (can apply to any tag).* Make your own HTML tag by naming a new style and defining its formatting.

      o In the New CSS Rule dialog box, select **Class** for Selector Type.

      o For Name, type the name of your style.

        Note: Class names typically begin with a period and do not have spaces or special characters. Example: .boldredtext (**Figure 26**).

   ▪ *Tag (redefines the look of a specific tag).* Change the default format of any tag in a document.

      o In the New CSS Rule dialog box, select **Tag** for Selector Type.

      o From the Tag pop-up menu, select the type of tag to redefine (for example, **H1 tag**, **body**, or **table**) (**Figure 27**).
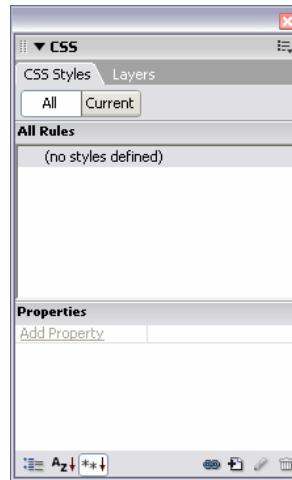
Figure 24 CSS Styles panel
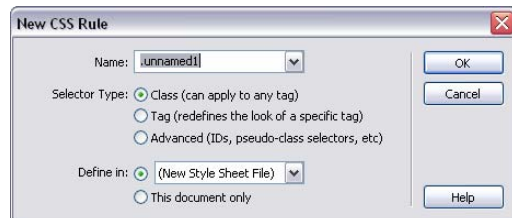
Figure 25 New CSS Rule dialog box
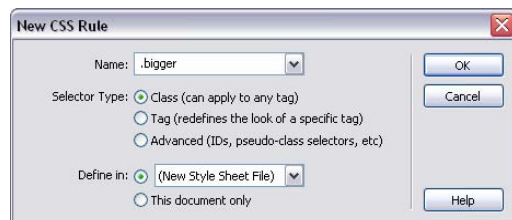
Figure 26 Create your own HTML tag (class)
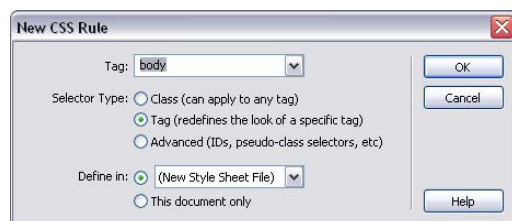
Figure 27 Modify an existing tag

- *Advanced (IDs, pseudo-class selectors, etc.).* You can create various styles for links.

  o In the New CSS Rule dialog box, select **Advanced** for Selector Type.

  o From the Selector pop-up menu, select link characteristic you want to change (**Figure 28**).

    - *Link* controls the normal state of the link. The default color is blue.

    - *Visited* controls the link format after a visitor has clicked it. The default color is purple.

    - *Hover* controls the link format as the mouse moves over the link. The default color is red.

    - *Active* controls the link format while it is being clicked. The default color is red.

8. For Define In, select **New Style Sheet File**.

9. Click **OK**.

   The Save Style Sheet File As dialog box opens (**Figure 29**).

10. Name and save the style sheet in your local root folder.

11. Make sure **Site Root** is selected in the Relative To box.

12. Click **Save**.

13. Use the CSS Rule Definition dialog box to set the formats for the new style.

14. Click **OK**.

    The new external style sheet is automatically attached to the current document and listed in the CSS Styles panel (**Figure 30**).

Figure 28 Create an Advanced rule
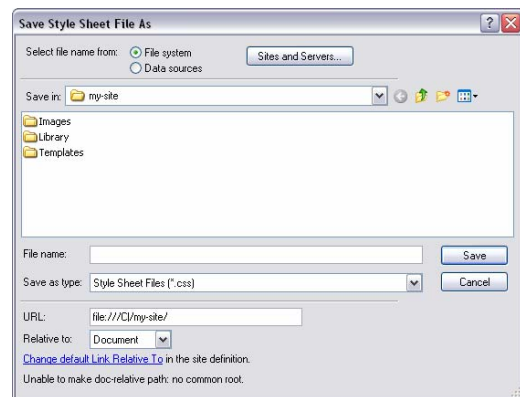
Figure 29 Save Style Sheet File As dialog box
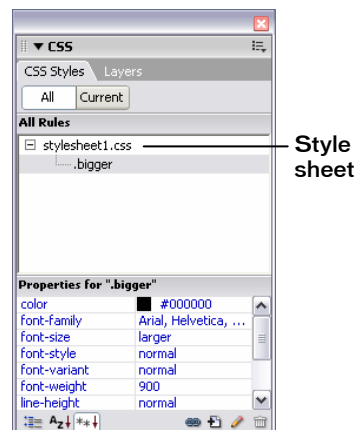
Figure 30 New external style sheet

Edit Styles

1. To view a style sheet's rules, click the **plus symbol** beside the style sheet you want to edit in the CSS Styles panel.

   Dreamweaver displays style sheet's rules.

2. Select the rule you want to edit.

3. At the bottom of the CSS Styles panel, click the **Edit Style** button (**Figure 31**).

   The CSS Rule Definition dialog box for the selected style opens (**Figure 32**).

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

   The changes take effect immediately.
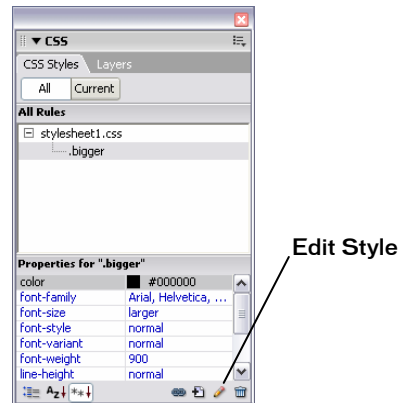
Figure 31 The Edit Style button
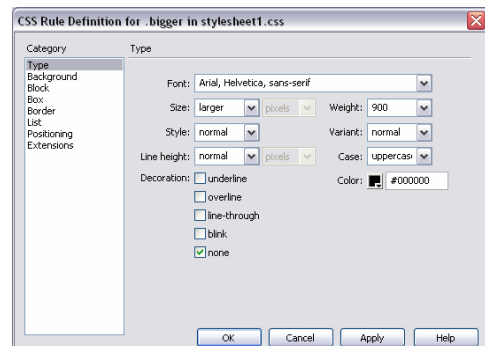
Figure 32 Modifying CSS rule definitions

How to Use Templates

You can use a Macromedia Dreamweaver 8 *template* document 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. 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.

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 tables (**Figure 1**).

   Note: You may want to create navigation elements in Macromedia Fireworks 8 and export them as HTML documents.

3. Select **File > Save as Template**.

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

Create an editable region

Editable regions in a template are the parts of the page layout that can be changed in files based on the template. Locked (non-editable) regions are the parts of the page layout that remain constant from page to page. All regions in a new template are locked, so to make the template useful, you must make some regions editable.

1. Position the insertion point where you want to insert an editable region in the template.

   For example, you might want to use a table cell for content that is specific to each page—that is, content that changes from one page to another.

2. Do one of the following to create an editable region:

   - Select **Insert > Template Objects > Editable Region**.

   - Right-click (Windows) or Control-click (Macintosh) the region and select **Templates > New Editable Region** from the context menu.

   - In the Common category of the Insert bar, click the **Templates** button (**Figure 2**), and select **Editable Region** from the pop-up menu.

   The New Editable Region dialog box opens (**Figure 3**).

Figure 1 Common elements on a web page

Figure 2 Templates pop-up menu
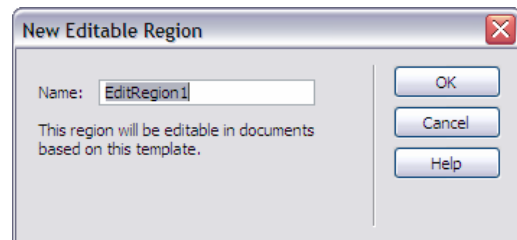
Figure 3 New Editable Region dialog box

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

   The editable region is enclosed in a blue rectangle on the template.

   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.

5. Close the template.

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 **Templates** tab.

   The name of the dialog box changes to New from Template (**Figure 4**).

3. In the Templates For 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.

Edit a Template

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

1. Select **Window > Assets**.

   The Assets panel opens.

2. Click the **Templates** button on the left side of the panel (**Figure 5**).

   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 6**).

Figure 4 Templates tab in the New from Template dialog box
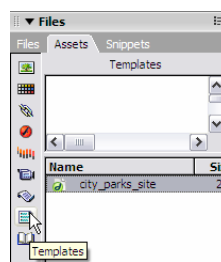
Figure 5 Templates button in Assets panel
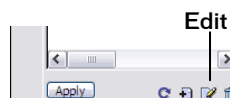
Figure 6 Edit button in Assets panel

4. Edit the template in the Document window, changing non-editable elements or creating editable regions in the template as desired.

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 7**).

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

If you have renamed or deleted any editable regions, the Inconsistent Region Names dialog box opens (**Figure 8**). It lists the regions in the documents based on the template that no longer exist in the template.

Note: If you have enabled check in/check out, and the files to be updated are currently checked in, Dreamweaver asks to check these out before it can update them.

7. Select a region from the list.

8. From the Move content to new region menu, select a new region in which you want to place the content from the selected region (**Figure 8**).

9. Repeat steps 7 and 8 for the remaining regions in the list.

10. Click **OK**.

The Update Pages dialog box displays a summary of the updates performed (**Figure 9**).

11. Click **Close**.
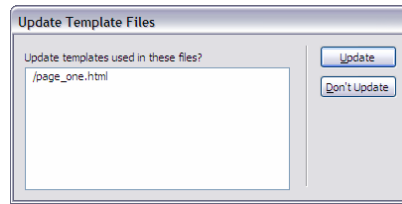
Figure 7 Update Template Files dialog box
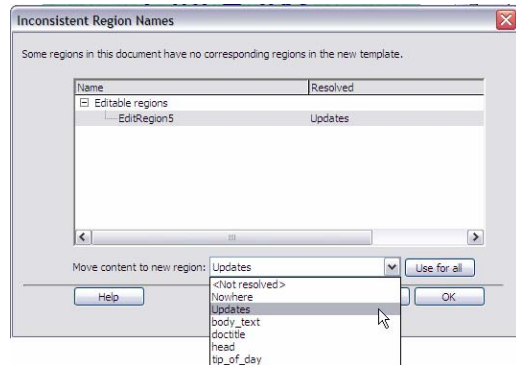
Figure 8 Inconsistent Region Names dialog box with Move Content to New Region menu
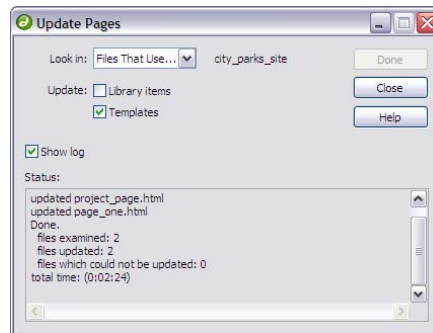
Figure 9 Update Pages dialog box

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.

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.

Detach 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.

1. To detach a document from a template, open the document.

2. Select **Modify > Templates > Detach from Template**.

How to Use Libraries

You can use a Macromedia Dreamweaver 8 *library* to store page elements such as images, text, sounds, or tables you want to reuse throughout your website. When you insert a library item, Dreamweaver actually inserts a link to the library item. If you later need to make changes to a library item, such as changing some text or an image, updating the library item automatically updates each instance of the item on every page into which you've inserted it.

Create a Library Item

1. Select an element of a document (such as an image or text) to save as a library item.

2. Select **Window > Assets**, click the **Library** button, and then click the **New Library Item** button at the bottom right of the Assets panel (**Figure 1**).

3. Enter a name for the new library item: Make sure **Untitled** is selected, type a name, and press **Enter** (Windows) or **Return** (Macintosh) (**Figure 2**).

   Each library item is saved as a separate file (with the file extension .lbi) in the Library folder of the site's local root folder.
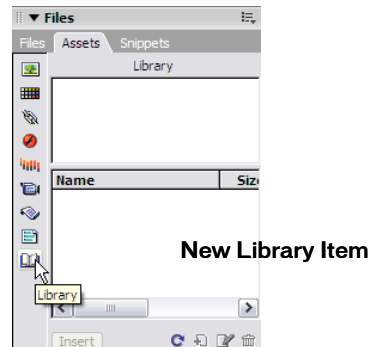
Figure 1 Library and New Library Item buttons
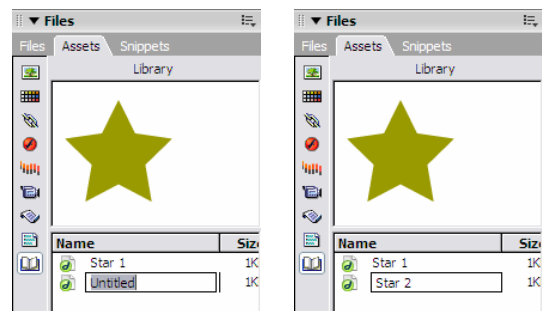
Figure 2 Naming a new library item

Insert a Library Item

1. Position the insertion point in the Document window where you want to insert a library item.

2. Make sure the Library panel is open. If it is not, select **Window > Assets** and click the **Library** button on the left side of the Assets panel (**Figure 3**).

   The Assets panel opens and shows the Library category.

3. Drag a library item from the Assets panel to the Document window, or select an item and click the **Insert** button at the bottom of the panel.
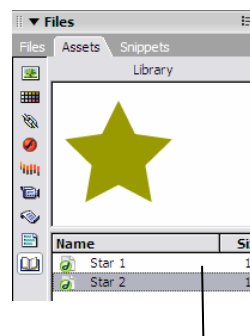
Figure 3 Library button

Edit a Library Item

1. Select **Window > Assets** and click the **Library** button on the left side of the Assets panel.

    The Library category of the Assets panel opens.

2. Select a library item.

3. Click the **Edit** button at the bottom of the Assets panel.

    Dreamweaver opens a new window for editing the library item (**Figure 4**). This window is much like a Document window. You can tell it is a Library item by the .lbi filename extension on the document's tab. On a Macintosh, the background is also gray.

4. Edit the library item and then save your changes.

    The Update Library Items dialog box opens, with a list of the files that use the library item (**Figure 5**).

5. Click **Update** to replace the original library item with your edited version in the files that use the library item.

    The Update Pages dialog box opens.

6. To see a report on the updating process, make sure **Show log** is selected (**Figure 6**).

7. Click **Close**.
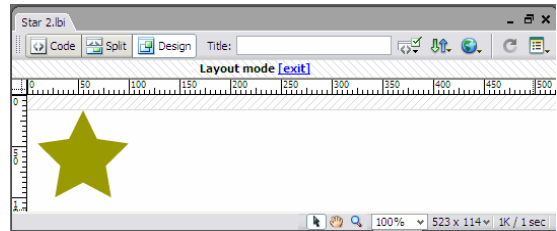
Figure 4 Library editing window
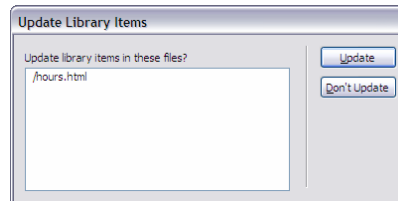
Figure 5 Update Library Items dialog box
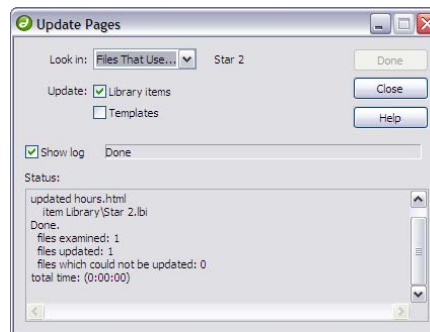
Figure 6 Update report

Update All Documents to Use Current Library Items

If you do not choose to update documents that use library items as you edit individual library items, you can later update all pages in the site with the current version of all library items.

1. Make sure the library item with which you want to update documents is open.

2. Select **Modify > Library > Update Pages**.

    The Update Pages dialog box opens (**Figure 7**).

3. From the Look In pop-up menu, select **Entire Site**, and then select the site name from the adjacent pop-up menu.

4. Make sure **Library Items** is selected in the Update section.

5. Click **Start**.

    Dreamweaver updates the documents and provides a report on the updating process (**Figure 8**). If you have updated documents at the time you edited library items, this report confirms that no additional updating was required.

6. Click **Close**.
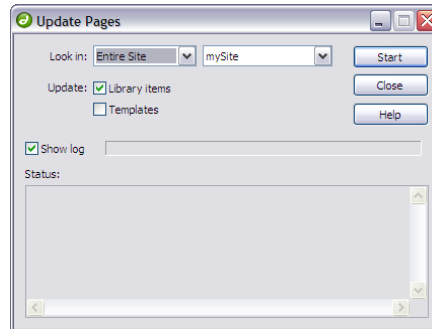
Figure 7 Update Pages dialog box
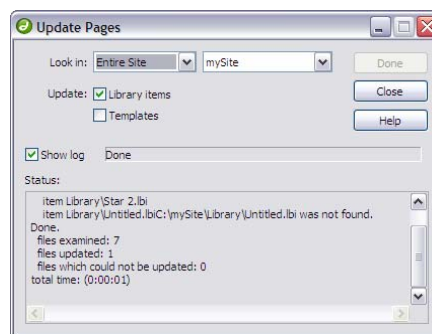
Figure 8 Update Pages report

How to Add Flash Movies and Flash Video to a Website

To add interest and interactivity, you can add Macromedia Flash movies and Flash video to your site. Flash movies contain Flash content, while Flash videos incorporate video from other sources, such as a video camera. For example, you might add an instructional Flash movie about model rocketry, or a slide show, or some video that documents a community event.

Adding Flash Movies (SWF Files)

1. Open Macromedia Dreamweaver 8 and open the document in which you want to insert a Flash movie.

2. Make sure the **Common** category of the Insert bar is selected.

3. Click the down arrow on the **Media** button and select **Flash** from the pop-up menu (**Figure 1**).

   The Select File dialog box opens (**Figure 2**).

4. Locate and select the Flash movie, and then click **OK** (Windows) or **Choose** (Macintosh).

   A Flash content placeholder, rather than a scene from the Flash movie itself, appears in your document (**Figure 3**). This is because the page is *pointing* to the Flash SWF file. When a visitor opens this page, the browser plays the SWF file.
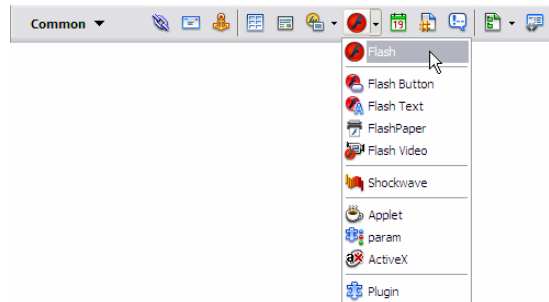
Figure 1 Flash button
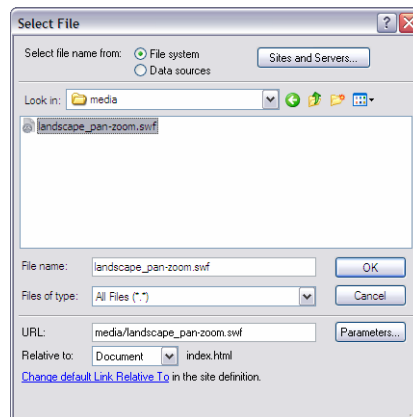
Figure 2 Select Flash movie
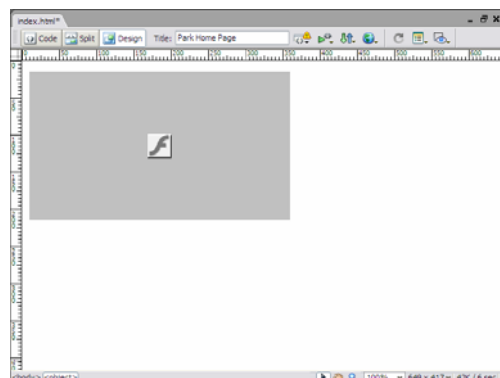
Figure 3 Flash content placeholder

Set play options

To determine how the movie plays when the page loads, you set options in the Property inspector (**Figure 4**).

5. Make sure the Flash content placeholder is selected.

6. In the Property inspector, select the **Loop** option to cause the movie to repeat as long as the visitor is on the page.

7. Select the **Auto play** option to cause the movie play when the page loads.

8. 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.
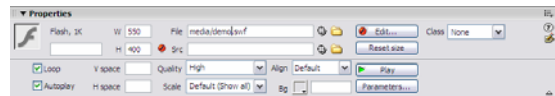
Figure 4 Flash Property inspector

Adding Flash Video (FLV Files)

Flash video plays like any other video content. When you add Flash video, Dreamweaver also inserts a set of playback controls. These controls appear in a browser when a visitor opens the page.

1. Click the down arrow on the **Media** button on the Insert bar and select **Flash Video** from the pop-up menu (**Figure 1**).

    The Insert Flash Video dialog box opens (**Figure 5**).

2. Click the **Browse** button beside the URL text box.

3. Locate and select the Flash video, and then click **OK** (Windows) or **Choose** (Macintosh).

4. Make sure **Progressive Download Video** is selected in the Video Type menu at the top of the dialog box.

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

    Note: The Streaming Video option requires the use of a Macromedia Communication Server.

5. Click the **Detect Size** button to fill in the Width and Height boxes.

    Dreamweaver requires this information to include the video.

6. Select a skin from the **Skin** pop-up menu.

    This determines the appearance of the Flash video playback controls (**Figure 6**).

7. Select the **Auto play** option to cause the video to play when the page loads.

8. Select the **Auto rewind** option to cause the video to rewind automatically when it reaches the end.
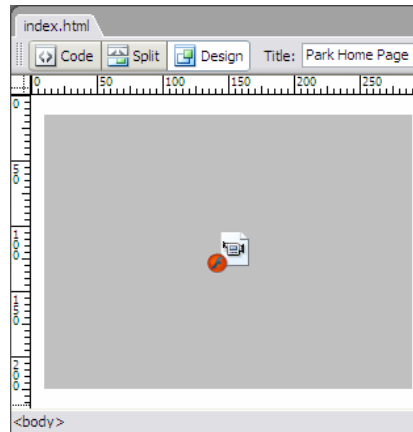

Figure 5 Insert Flash Video dialog box

Figure 6 Flash video in a browser with Clear Skin selected

9. Click **OK** to close the dialog box and insert the video.

   A Flash Video placeholder appears in your document (**Figure 7**).

10. Select **File > Preview in Browser** and select a browser from the submenu to preview the page and test the video.

Figure 7 Flash Video placeholder

How to Check Files In and Out

When you are working on a collaborative team, you can use Macromedia Dreamweaver 8 to check files in and out from local and remote servers. Checking out a file is like declaring "I'm working on this file now—don't touch it!" When a file is checked out, Dreamweaver displays a checkmark next to the file's icon in the Site panel and also displays the name of the person who checked out the file. Checking in a file makes the file available on the remote server to other team members to check out and edit at their workstations. Checking in also lets other team members see the changes you have made.

Check Out Files

Use the Site panel to check out files on a remote server.

1. In the Files panel (**Figure 1**), select your local site from the Site menu.

2. Click the **Expand/Collapse** button in the site panel (**Figure 1**).

   You can now see your remote site and local site panes side-by-side (**Figure 2**). You can also toggle between these two windows when the Site panel is collapsed.

3. Select one or more files in the Remote Site pane and click the **Check Out File(s)** icon at the top of the Site panel (**Figure 2**).

   The Dependent Files dialog box opens (**Figure 3**).

   Dependent files are files that are used or displayed in one of your selected files.

4. To download dependent files along with the selected files, click **Yes**. Otherwise, click **No**.

   Dreamweaver displays a checkmark beside each file you check out, along with your name.
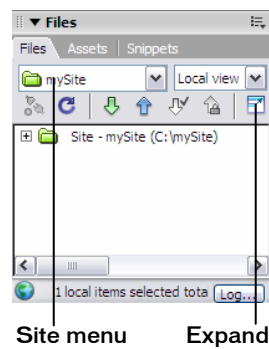
Figure 1 Files panel
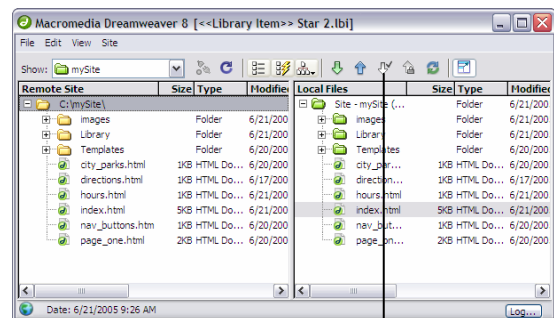
Figure 2 Files panel expanded to show remote site
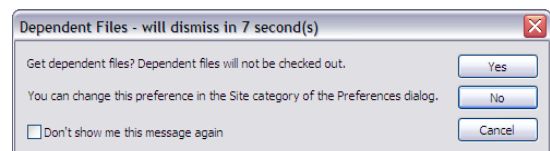
Figure 3 Dependent Files dialog box

Check In Files

You can edit checked-out files on your workstation. When you finish working on checked-out files, remember to check them back in so other team members can access them.

Use the Site panel to check in files to a remote server.

1. In the Site panel, select your local site from the Site menu.

2. Select one or more checked-out or new files in the Local Files pane of the site panel.

3. Click the Check In icon at the top of the Site panel (**Figure 4**).

    The Dependent Files dialog box opens (**Figure 5**).

4. To check in dependent files along with the selected files, click **Yes**. Otherwise, click **No**.

    Dreamweaver displays a lock in the Local Files pane next to each file you check in, and it clears the checkmark that was displayed in the Remote Site pane when you checked out the file (**Figure 6**).

    Provided your site administrator has enabled it, you can view or print any locked file in the Local Files pane. The lock reminds you that you cannot edit the file and save it, however, unless you first check it out.

5. Click the **Expand/Collapse** button to collapse the Files panel.
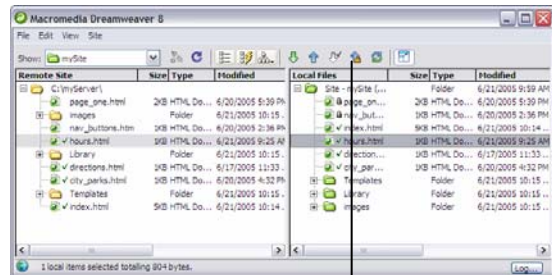
Figure 4 Check In icon
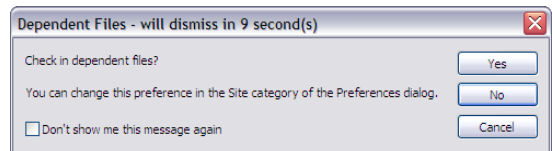
Figure 5 Dependent Files dialog box
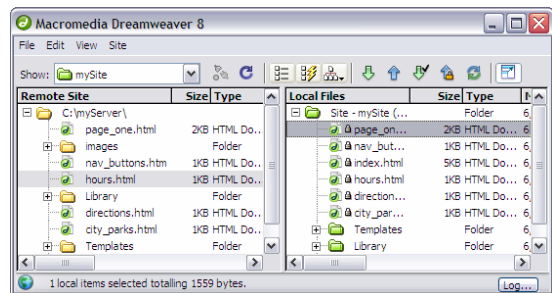
Figure 6 Checked in files

Undo Check Out

Sometimes, after you check a file out and make changes to it, you may want to discard these changes. The Undo Check Out command enables you to check a file in without saving changes.

1. In the Site panel, select your local site from the Site menu.

2. Select one or more checked-out files in the Local Files pane of the site panel.

3. Right-click (Windows) or Control-click (Macintosh) and select **Undo Check Out** from the context menu.

How to Create a Calendar

The Calendar extension for Macromedia Dreamweaver 8 is a quick way to create an editable calendar. Uses include company calendars, school calendars, and community event listings that can be updated and changed easily.

1. Download and install the Calendar Object extension from the Macromedia site: www.macromedia.com/exchange/dreamweaver/

   Note: To download free extensions, you need to be a Macromedia member. Membership is free. To fined the Calendar Object, you may need to click the Search Exchanges button and enter *Calendar Object* as the keyword for your search. The Calendar Object extension is free to download.

2. Start Dreamweaver.

3. Select **Insert > Calendar**.

   The Insert Calendar dialog box opens (**Figure 1**).

4. Set preferences as you choose in the Insert Calendar dialog box.

5. Click **OK**.

   The calendar month appears in the document.

6. To add information to a day, click in its cell and type.
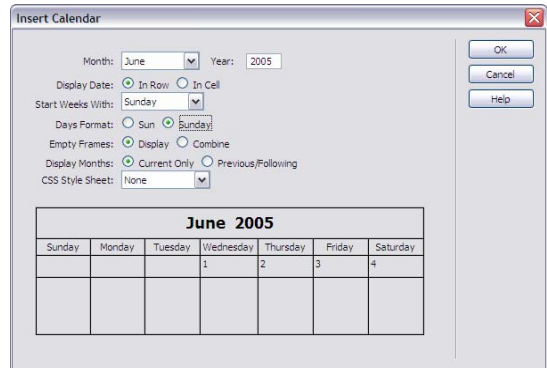
Figure 1 Insert Calendar dialog box

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 Macromedia Dreamweaver 8, 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 on the Insert bar contains buttons for creating forms and inserting form elements.

Figure 1 Forms category on the Insert bar

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 web administrator. This guide helps you make the user interface of a form.

Set Up the Form

1. Open a page in Dreamweaver.

2. Select the **Forms** category on the Insert bar (**Figure 2**).

3. Place the insertion point on the page where you want to insert a form, and click the **Form** button (**Figure 3**).

   A blank form appears, with a red dotted outline (**Figure 4**). You place all form elements inside this outline.

   Form options appear in the Property inspector.

4. From the Method pop-up menu in the Property inspector, select either **GET** or **POST**.

   - *GET* appends the form contents to the URL specified in the Action text box.

   - *POST* sends the form contents in the body of a message such as an e-mail message.

5. In the Action text box, type the URL or CGI script that will process the form.
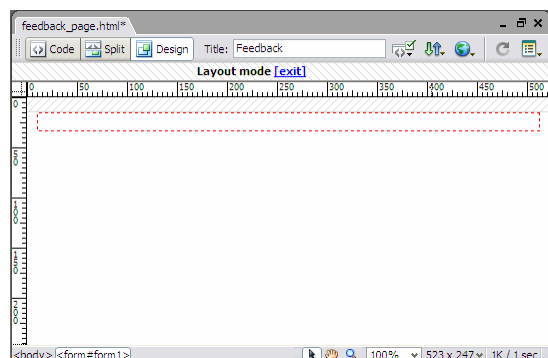
   Note: Get this information from your web administrator.
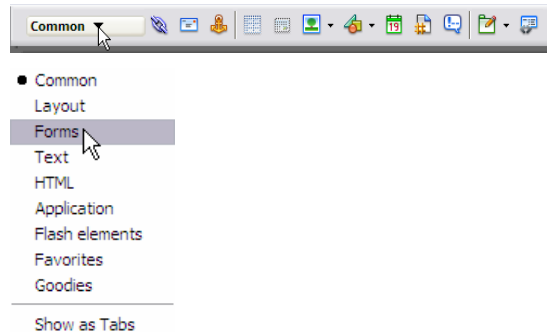
Figure 2 Category menu on Insert bar

Figure 3 Form button

Figure 4 Blank form

Add Form Elements

Using the Forms category on the Insert bar, 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

Add a text field

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

1. Click the **Text Field** button on the Insert bar.

   The text field appears in the blank form (**Figure 5**). The Input Tag Accessibility Attributes dialog box opens.

2. In the Input Tag Accessibility Attributes dialog box, enter a label for the text field. You can leave the other fields in the dialog box at their default values.

3. Enter a unique name for the text field in the Property inspector's Textfield text box. You may use any combination of letters, numbers, and an underscore (_).

4. In the form Property inspector, 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 on the Insert bar.
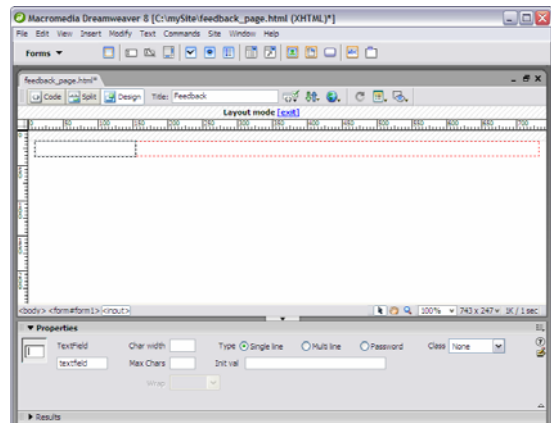
Figure 5 Example of text field
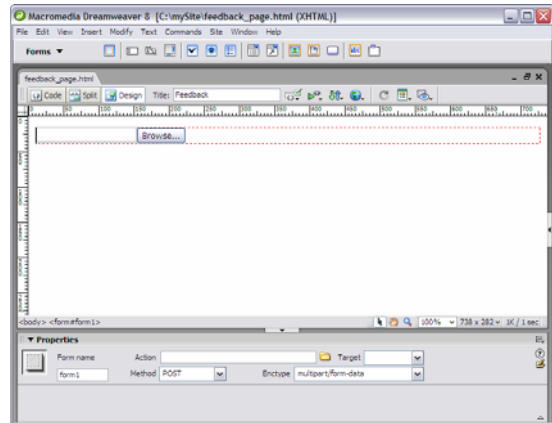
Add a file field

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 text fields, except it also contains 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.

1. Click the **File Field** button on the Insert bar.

   The file field appears in your document (**Figure 6**).

2. In the Property inspector's FileField Name text box, enter a name for the file field object.

3. In the Char Width text box, specify the maximum number of characters visitors will see in the field.

4. In the Max Char text box, specify the maximum number of characters the field will hold.

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

Figure 6 Example of file field

Using Checkboxes and Radio Buttons

Visitors click a checkbox or radio button to make a choice. With checkboxes, visitors 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.

Add a checkbox

1. Click the **Checkbox** button on the Insert bar.

   The checkbox button appears in your document (**Figure 7**).

2. In the Property inspector's Checkbox Name text box, type a unique, descriptive name for the checkbox.

3. In the Checked Value text box, 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*.

4. For Initial State, select **Checked** if you want an option to appear selected when the form first loads in the visitor's browser.
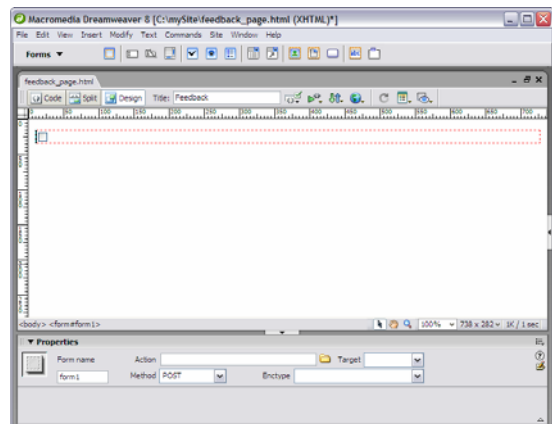

Figure 7 Example of checkbox

Add a group of radio buttons

Radio buttons are typically used in groups.

1. Click the **Radio Group** button on the Insert bar to insert a group.

   The Radio Group dialog box opens (**Figure 8**).

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. 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**.
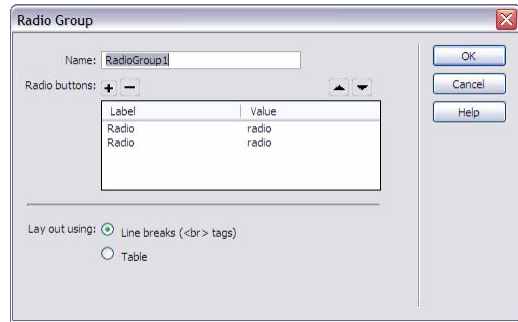
Figure 8 Radio Group dialog box

Using Lists and Menus (List/Menu)

Lists and menus allow visitors to select options from a list or pop-up menu. With a scrolling list, 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.

Add a scrolling list

1. Click the **List/Menu** button on the Insert bar.

    A list/menu field appears in your document (**Figure 9**).

2. In the Property inspector, enter a unique name for the list in the List/Menu text box.

3. For Type, select **List**.

4. 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.

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

6. Click the **List Values** button to add the list items.

    The List Values dialog box opens (**Figure 10**).

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

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

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

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

11. To have one of the items in the list selected by default, select that item in the Initially Selected text box in the Property inspector.
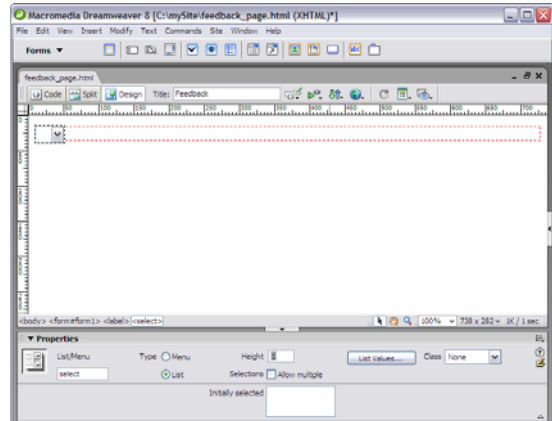

Figure 9 Example of scrolling list
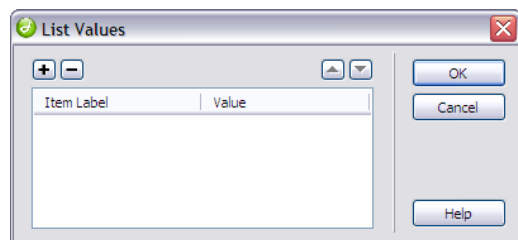
Figure 10 List Values dialog box

Add a pop-up menu

1. Click the **List/Menu** button on the Insert bar.

    A List/Menu field appears in your document
    (**Figure 11**).

2. In the Property inspector, enter a unique name for the
    list in the List/Menu text box.

3. For Type, select **Menu**.

4. Click the **List Values** button to add the menu items.

    The List Values dialog box opens (**Figure 12**).

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

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

7. To add another item to the menu, click the **plus** (+)
    button.

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

    Note: To see these values, you need to preview this
    page in a browser.

9. To have one of the items in the menu selected by
    default, select that item in the Initially Selected text box
    in the Property inspector.
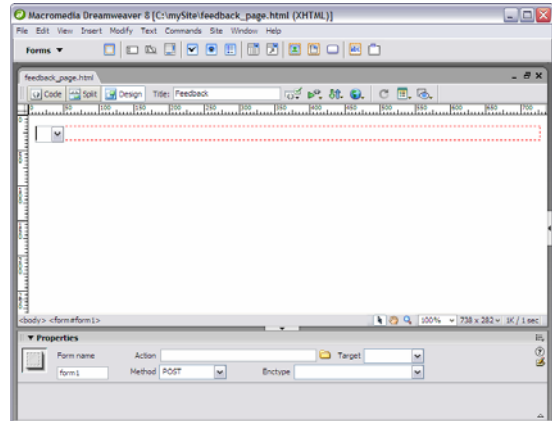
Figure 11 Example of pop-up menu
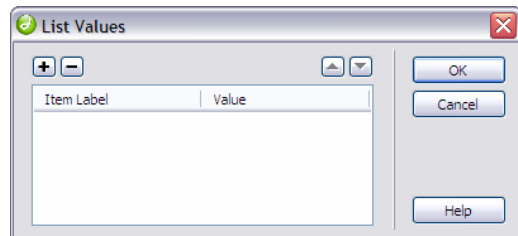
Figure 12 List Values dialog box

Add a jump menu

A jump menu is a pop-up menu with options that link to documents or files. 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.

1. Click the **Jump Menu** button on the Insert bar.

    The Insert Jump Menu dialog box opens (**Figure 13**).

2. Complete the dialog box.

    For more information, click the Help button in the
    dialog box.

3. Click **OK**.
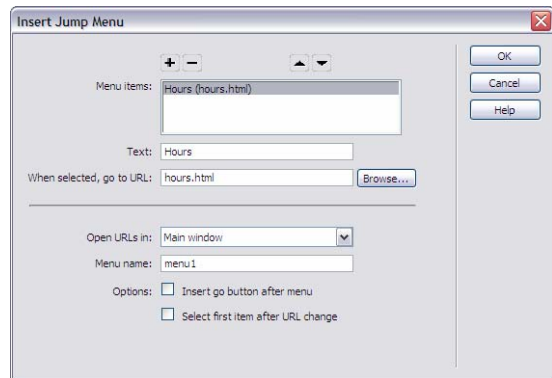

Figure 13 Insert Jump Menu dialog box

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.

Add a standard text button

1. Click the **Button** button on the Insert bar.

   A text button field appears in the document (**Figure 14**).

2. Enter a name for the button in the Property inspector's Button Name text box

   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.

3. In the Property inspector's Value text box, enter the text you want to appear on the button.

4. Select the type of Action.
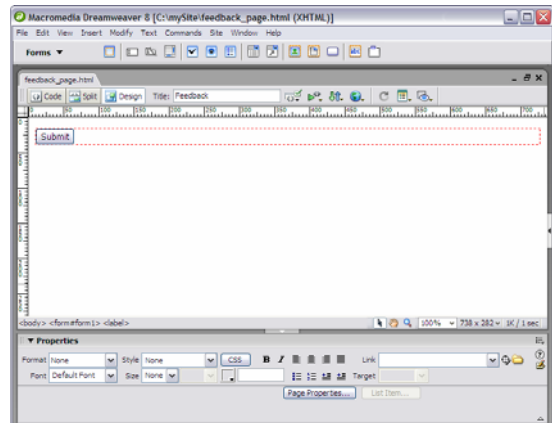
Figure 14 Example of text button

Add 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.

1. Click the **Image Field** button on the Insert bar.

    The Select Image Source dialog box opens (**Figure 15**).

2. Locate and select the image to use as the submit button icon; then click **OK** (Windows) or **Choose** (Macintosh).

    The graphical submit button appears in your document (**Figure 16**).

3. In the Property inspector, enter a unique name for the image in the ImageField text box.

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

4. In the Alt text box, type alternate text you want to appear in place of the image for text-only browsers.
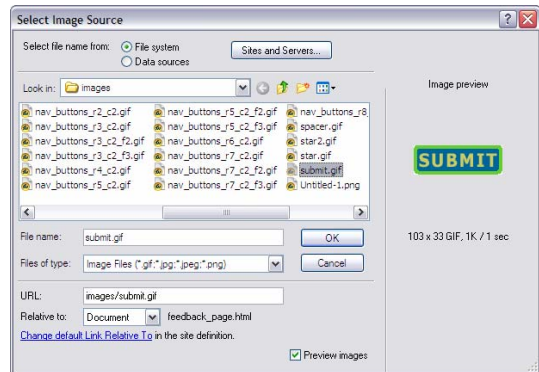
Figure 15 Select Image Source dialog box
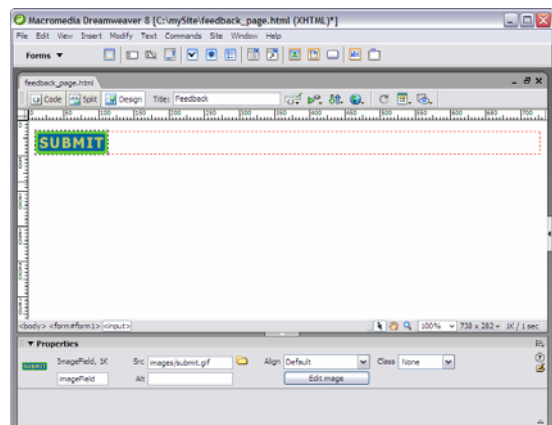
Figure 16 Example of graphical submit button

How to Create Image Maps

An *image map* is an image that has been divided into regions, or hotspots. When a visitor clicks a hotspot on your site page, an action occurs; for example, another web page opens. An example is a geographic map that links each country in the map to another page in your site or an external website containing information about that country.

Create an Image Map

1. Open Macromedia Dreamweaver 8 and open the document in which you want to create an image map.

2. Make sure the **Common** category is selected on the Insert bar (**Figure 1**).

3. Click the down arrow on the **Images** button and select **Image** from the pop-up menu (**Figure 2**).

   The Select Image Source dialog box opens.

4. Locate an image for the image map, select it, and click **OK** (Windows) or **Choose** (Macintosh).

   The image is added to the page (**Figure 3**).

5. Select the image in the Document window. In the Property inspector, type a name for the map in the Map text box.

   Note: Naming conventions for image maps follow the same rules as filenames: no spaces or special characters.
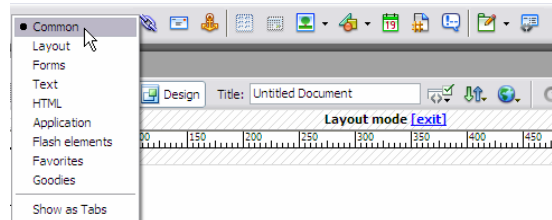
Figure 1 Common category of Insert bar
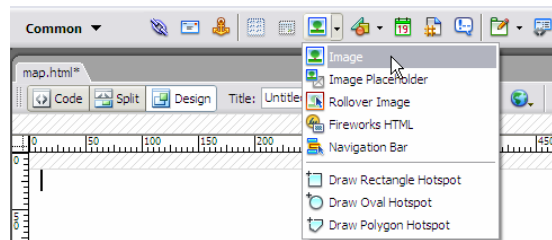

Figure 2 Images pop-up menu
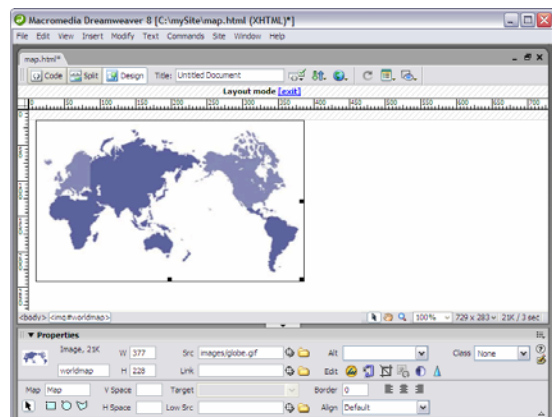
Figure 3 Image inserted

6. Select one of the hotspot tools located below the Map name, and draw a rectangle, circle, or polygon around a part of the image (**Figure 4**).

7. In the Hotspot Property inspector (**Figure 5**), do the following:

   - Add a link to a page in your site or to an external URL.

   - Type a descriptive phrase for the link destination in the Alt text box.

8. Repeat steps 6 and 7 to add other hotspots in the image map.

9. Save the page.

10. Select **File > Preview in Browser** and select a browser from the submenu to preview the page and test each link.
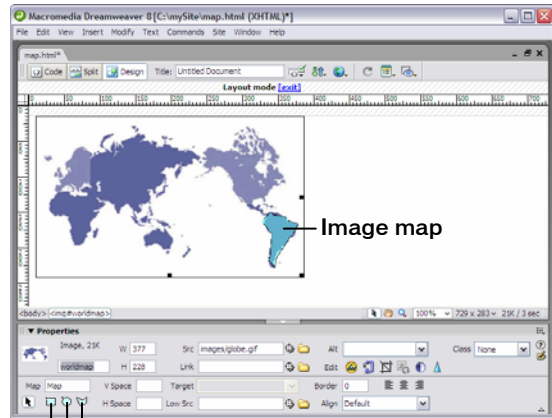
Figure 4 Image map
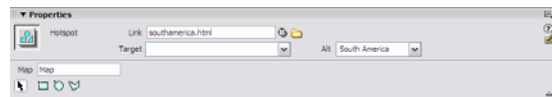
Figure 5 Hotspot Property inspector

How to Create Rollover Images

A *rollover* is an image that changes when the pointer moves across it. A rollover actually consists of two images: the primary image (the image displayed when the page first loads) and the rollover image (the image that appears when the pointer moves over the primary image).

Rollover images add highlighting or design effects by drawing viewer attention when the images are swapped. One example is a button that highlights or changes color when the pointer passes over it.

Create a Rollover Image

1. Open Macromedia Dreamweaver 8 and open the document in which you want to create a rollover image.

2. Make sure the **Common** category is selected on the Insert bar. Click the down arrow on the **Images** button and select **Rollover Image** from the pop-up menu (**Figure 1**).

   The Insert Rollover Image dialog box opens (**Figure 2**).

3. Use the Insert Rollover Image dialog box to set up your rollover:

   - *Image Name:* Type a name for the rollover image.

   - *Original Image:* Click **Browse** and select the image to be displayed when the page loads.

   - *Rollover Image:* Click **Browse** and select the image to be displayed when the pointer rolls over the original image.

   - *Alternate text:* Type the text you want to appear as alternate text for the image.

   - *When Clicked, Go To URL:* Click **Browse** and select the file (or type the path to the file) to be opened when the image is clicked.

5. Click **OK** to close the dialog box.

6. Save the page.

7. Select **File > Preview in Browser** and select a browser from the submenu to preview the rollover image and test the link.
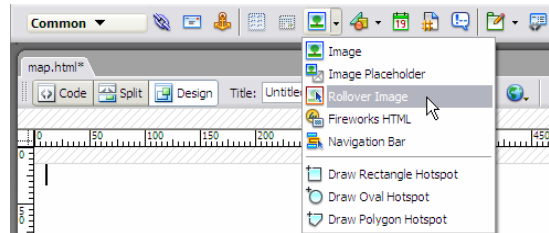
Figure 1 Images pop-up menu
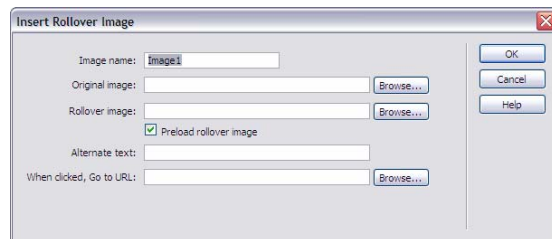
Figure 2 Insert Rollover Image dialog box

How to Create Pop-up Menus

Pop-up menus are menus that are displayed in a browser when a site visitor moves the pointer over or clicks a trigger image. Items in a pop-up menu can have URL links attached to them for navigation.

You can use pop-up menus to display multiple links within a small space. They provide navigation flexibility without long download times. You can define the appearance of the pop-up menu so it matches the overall look and feel of your website. A pop-up menu is similar to a table: each menu item is like a table cell. You can customize the menu by choosing from a selection of font types, cell colors, and background image styles.

Create Pop-up Menu Entries

1. Open Macromedia Fireworks 8.

2. Open or create the image that will trigger the pop-up menu.

   Note: The trigger image may be a text object or a graphic. Be sure to set the canvas dimensions to account for the size of the pop-up menu; you can trim the canvas after you build the menu to adjust the size.

3. Click the trigger image to select it.

4. Select **Edit > Insert > Rectangular Slice** to insert a slice over the trigger image (**Figure 1**).

   Note: To create a slice that is not rectangular, you can use the Polygon Slice tool. See Fireworks help for more information.

   When a slice is selected, a circle with cross hairs appears in the center of the slice. This is called a *behavior handle*.

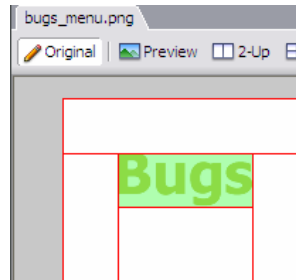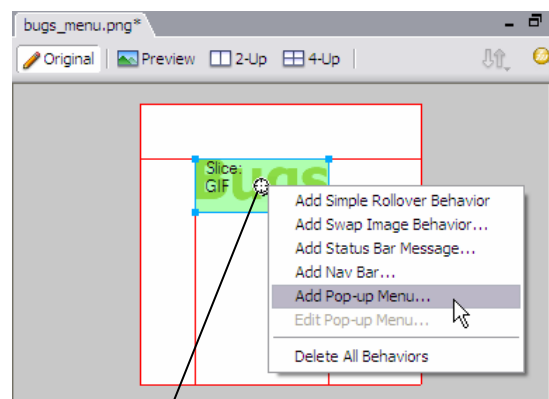5. Click the behavior handle and select **Add Pop-up Menu** from the context menu (**Figure 2**).


**Figure 1** Slice

Behavior handle

Figure 2 Behavior handle context menu

The Pop-up Menu Editor opens (**Figure 3**).

6. In the Content tab of the Pop-up Menu Editor, double-click to place the insertion point in the first Text box (**Figure 4**). Enter the text for a menu item. Press **Tab** to move to the Link box, and enter the name of the file it links to.

7. To add a new menu item, click the **Add Menu** (+) button and repeat step 6.

8. To delete a menu item, select the item and click the **Delete Menu** (–) button.

9. After you have entered all the menu items, click **Next** or click the **Appearance** tab.
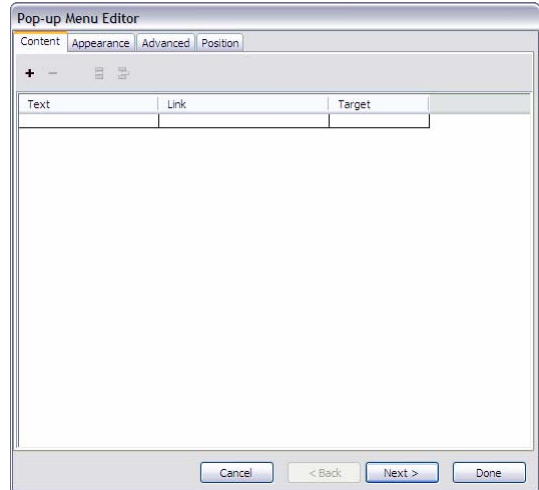
Figure 3 Pop-up Menu Editor
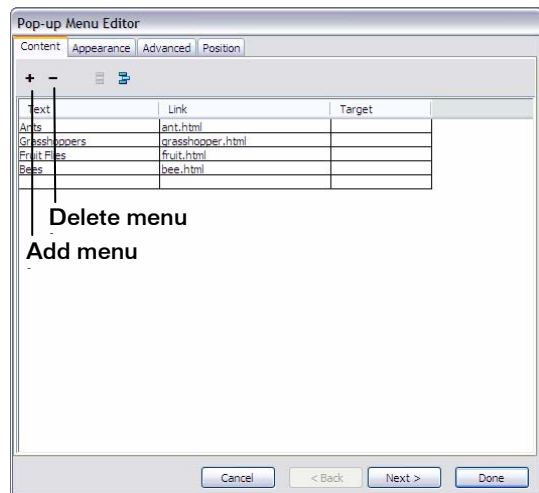
Figure 4 Pop-up Menu Editor with menu entries

Set the Appearance of a Pop-up Menu

On the Appearance tab of the Pop-up Menu Editor, you can format the text, apply graphic styles to the Over and Up states, and select vertical or horizontal orientation for the pop-up menu.

10. Select either **HTML** or **Image** for Cells (**Figure 5**).

Note: *HTML* sets the menu's appearance using only HTML code; this setting produces pages with smaller file sizes. *Image* gives you a selection of graphic image styles to use as the cell background; this setting produces pages with larger file sizes.

11. Select **Vertical Menu** or **Horizontal Menu** from the Orientation pop-up menu near the top of the Appearance tab.

Settings you choose immediately appear in the preview window near the bottom of the Appearance tab.

12. Select font type, font size, and text styles for your menu items.

13. Select text and background (Cell) colors for the Up state and the Over state.

These states are similar to button states. The Up state of a menu item is its default appearance in the menu. The Over state is the appearance of the menu item when the pointer passes over it.

14. If Image is selected as the cell type, select a graphical style for the Up state and the Over state (**Figure 6**).

15. Click **Next** or click the **Advanced** tab (**Figure 7**) if you want to change cell or border attributes.
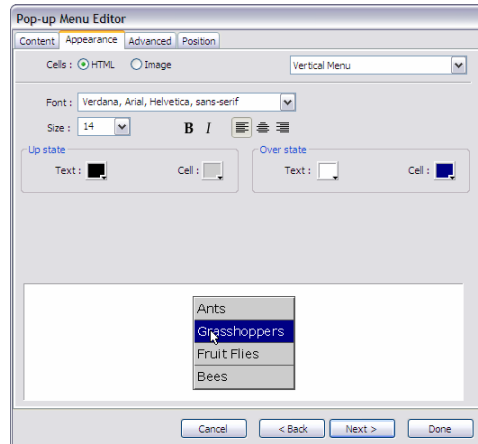

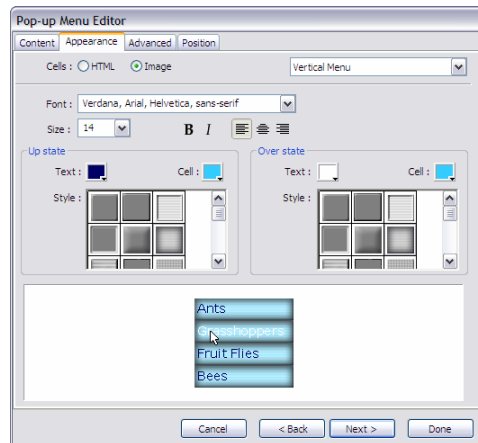**Figure 5** Appearance tab of Pop-up Menu Editor
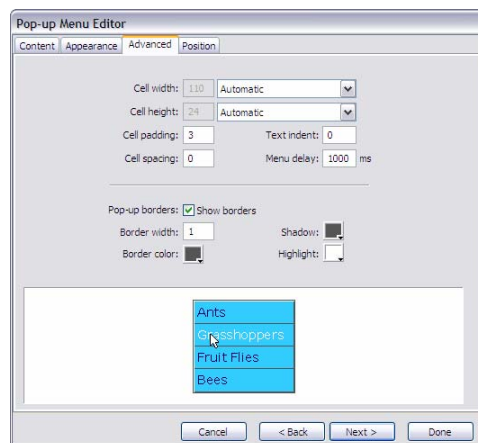

Figure 6 Graphical style for cells

Figure 7 Advanced tab of Pop-up Menu Editor
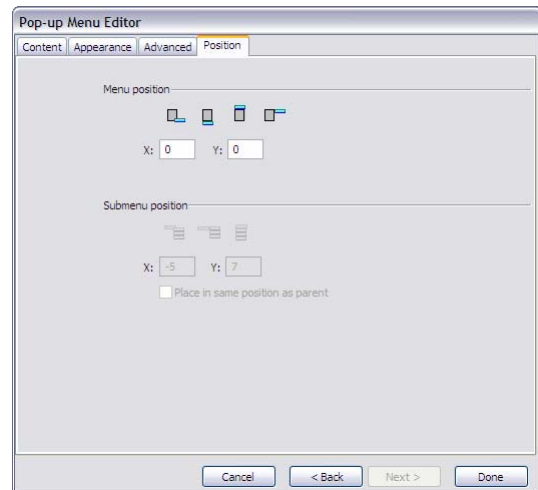
Set the Position of a Pop-up Menu

16. Click **Next** or click the **Position** tab in the Pop-up Menu Editor (**Figure 8**).

17. Click a **Menu Position** button to position the pop-up menu relative to the trigger slice.

    Note: Alternatively, you can enter X and Y coordinates. Coordinates of 0, 0 align the upper left corner of the pop-up menu with the upper left corner of the trigger slice.

18. Click **Done**.

19. To preview your pop-up menu, select **File > Preview in Browser** and select a browser from the submenu.

Figure 8 Position tab of Pop-up Menu Editor

Edit a Pop-up Menu

1. To edit a pop-up menu, select the slice to which your menu is attached and double-click the pop-up menu's blue outline in the workspace, or click the behavior handle and select Edit Pop-up Menu (**Figure 9**).

    The Pop-up Menu Editor opens.

2. Set options in the Pop-up Menu Editor just as you did when you created your pop-up menu.
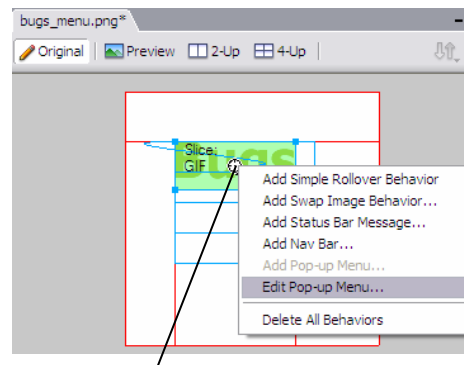
Behavior handle

Figure 9 Behavior handle context menu

Export a Pop-up Menu for Use in Macromedia Dreamweaver 8

To save the pop-up menu so it will be active on your website, export the document as HTML.

1. While still in Fireworks, trim any excess canvas surrounding your image by choosing **Modify > Canvas > Trim Canvas**.

2. Save the file.

3. Select **File > Export**.

   The Export dialog box opens (**Figure 10**).

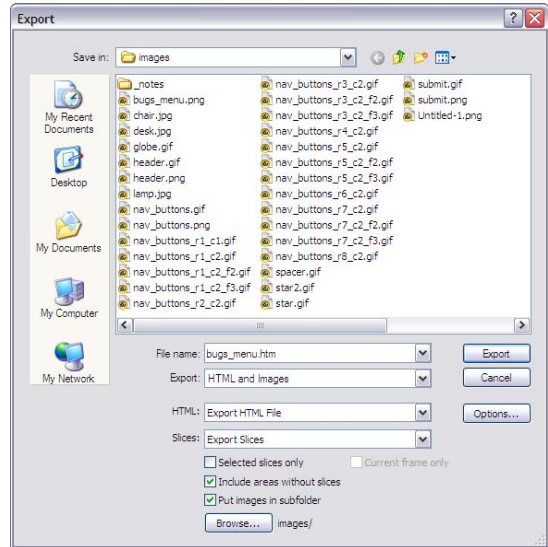4. Navigate to the appropriate folder in your local root folder, such as Images.

5. Give the pop-up menu a short, descriptive name.

6. Select **HTML and Images** from the Save As type menu.

7. Make sure the option **Put Images in Subfolder** is selected.

   Note: Putting all the exported image files in a subfolder is a good way to manage those files.

8. Click **Export**.

9. Close Fireworks.

Figure 10 Export dialog box

Import a Pop-up Menu into Dreamweaver

1. Start Dreamweaver.

2. Open the document into which you want to import the pop-up menu.

3. Position the insertion point where you want the pop-up menu to appear.

4. Make sure the Common category is selected on the Insert bar. Click the down arrow on the **Images** button, and select **Fireworks HTML** (**Figure 11**).

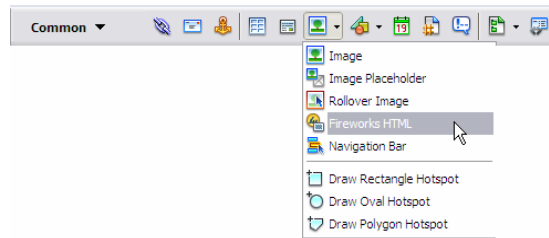   The Insert Fireworks HTML dialog box opens (**Figure 12**).

5. Click **Browse** and select the pop-up menu HTML file.

   Note: The Images subfolder contains the sliced images for your pop-up menu.

6. Click **OK**.

   The pop-up menu is inserted into your Dreamweaver document.

7. Select **File > Preview in Browser** and select a browser from the submenu to test the menu and the links for the menu items.

Figure 11 Insert Fireworks HTML

Figure 12 Insert Fireworks HTML dialog box

How to Prepare Photographs

Presenting photos on a web page can be challenging because pictures have to work well with the text, colors, and design of the site. In Macromedia Fireworks 8, you can adjust the tone of photographs or mask them with shapes that work better with the overall design of the site.
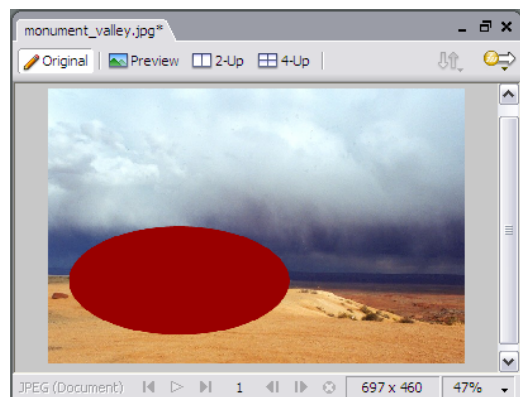
Masking Photographs

Masks are bitmap or vector images placed on top of a photograph that leave visible only the part of the photograph that is inside the masking image. You can use masks to create cut-out effects or transparency effects on photos.

Create a bitmap mask

1. Start Fireworks and open the photograph to be masked (**Figure 1**).

2. Select a drawing tool such as the Brush, Pencil, Rectangle, or Ellipse tool and draw a masking region on the photo (**Figure 2**).

3. Select **Edit > Cut** to move the bitmap mask to the Clipboard.
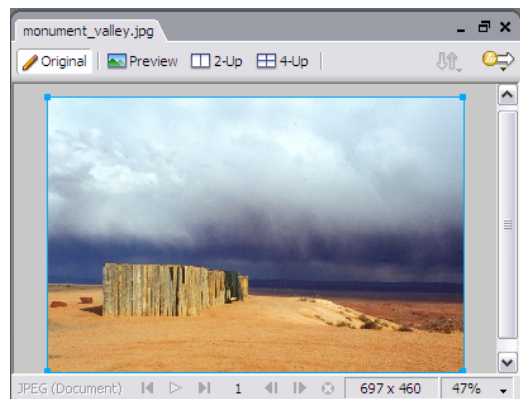

Figure 1 Photograph to be masked
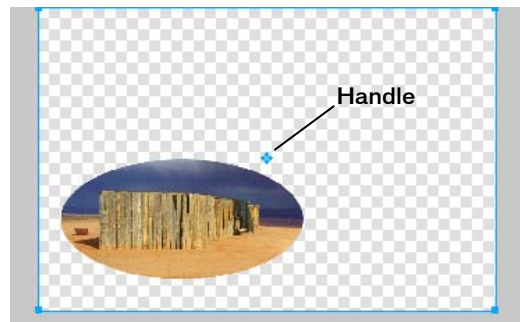

Figure 2 Bitmap mask

4. Select the photograph and select **Edit > Paste as Mask**.

   Only that portion of the photograph in the area outlined by the bitmap mask is visible (**Figure 3**).

5. Click the image thumbnail on the Layers panel (**Figure 4**).

   A light blue handle appears in the image (**Figure 5**). You can use this handle to adjust the position of the image within the mask.

6. Drag the image to rearrange its position under the mask.

7. Save the file as a Fireworks PNG. This will let you edit the mask later.

8. Select **Edit > Export** to export the image as a JPEG or GIF file.
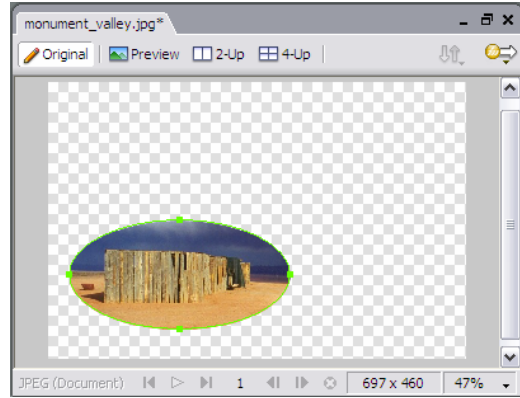
Figure 3 Photograph visible through mask
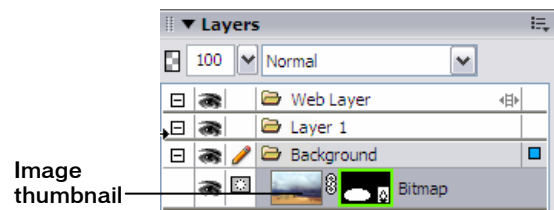
Figure 4 Image thumbnail on Layers panel

Figure 5 Image with handle

Feather and add effects to masks

1. Select the bitmap mask thumbnail in the Layers panel (**Figure 6**).

2. In the Fill section of the image Property inspector, select **Feather** from the Edge menu (**Figure 7**) and increase the Amount of Feather. (Either type a higher number in the text box to the right of the Edge menu or click the down arrow and drag the slider.)

   The edge of the mask is feathered (**Figure 8**). You can see the feathering better if you deselect the image.

3. To add a Glow, select the image thumbnail (not the mask) on the Layers panel.

4. In the Property inspector, click the **Add Filters** (+) button and select **Shadow and Glow > Inner Glow** from the pop-up menu (**Figure 9**).

   The Inner Glow pop-up window opens (**Figure 10**).

5. Increase the **Offset** and **Width** of the glow until you can see it in the masked image.

6. Adjust the **Softness**, **Opacity**, and **Color** until you achieve the desired effect.

7. When you finish, click outside the window or press **Enter** (Windows) or **Return** (Macintosh) to close the window.

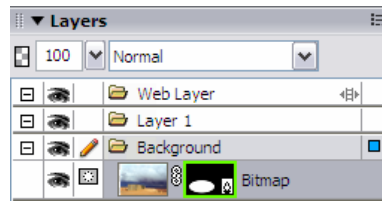8. Save and export the image as a JPEG or GIF file.
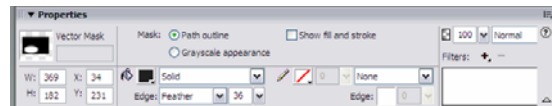
Figure 6 Bitmap mask thumbnail selected

Figure 7 Image property inspector
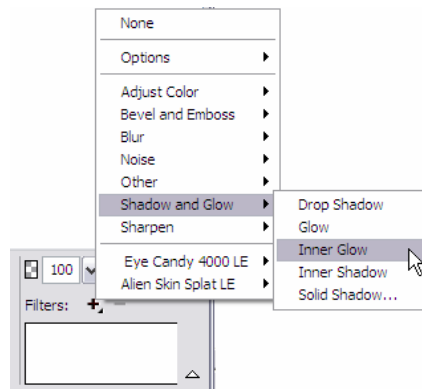
Figure 8 Feathered mask
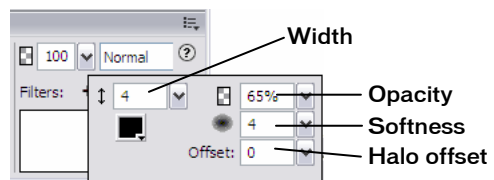
Figure 9 Add Filters pop-up menu

Figure 10 Inner Glow pop-up window

Create a text mask

1. Start Fireworks and open the photo to be masked.

2. Create text to become the mask for the image (**Figure 11**).

3. Adjust the text size and font and select **Edit > Cut** to move the text to the Clipboard.

4. Select the photo and select **Edit > Paste as Mask**.

   The image appears only in the area outlined by the text mask (**Figure 12**).

5. Click the image thumbnail in the Layers panel (**Figure 13**).

   A light blue handle appears in the center of the image (**Figure 14**).

6. Drag the image center point to rearrange the position of the image under the mask.

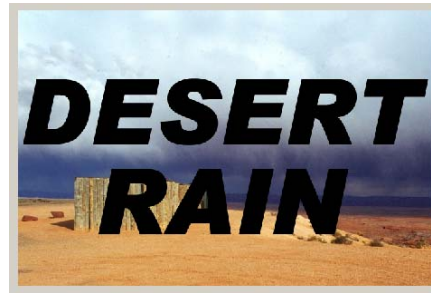7. Save and export the image as a JPEG or GIF file.

Figure 11 Text to mask image

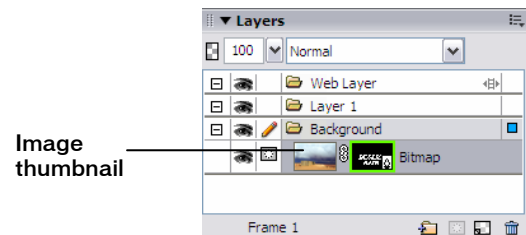**Figure 12** Photograph visible through text mask

Figure 13 Image thumbnail selected

Figure 14 Text mask with handle

Adjust the Color Tone of Photos

1. Select the bitmap image for color adjustments.

2. Select **Filters > Adjust Color > Hue/Saturation**.

   The Hue/Saturation dialog box opens (**Figure 15**).

3. Make sure the **Preview** option is selected.

4. Drag the **Hue**, **Saturation**, and **Lightness** sliders to create the desired color feel for the photo.

   Note: As an alternative to dragging a slider, you can type a number in the associated text box.

5. To adjust the general color of the photo, select the **Colorize** option in the Hue/Saturation dialog box.

6. To apply an antiqued look to the photo, select **Commands > Creative > Convert to Sepia Tone**.

7. To make the photo black and white, select **Commands > Creative > Convert to Grayscale**.
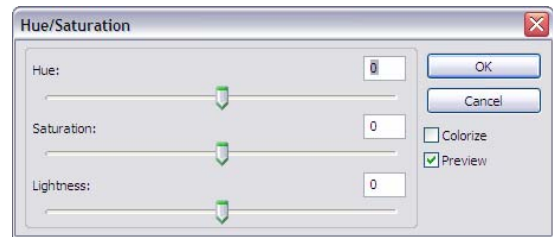
Figure 15 Hue/Saturation dialog box

How to Promote a Website

Team Name:_____ Date: _____

Investigate how to use search engines on the web to promote a website. When you submit the URL for your site to a search engine, people can locate your site based on information you provide about your site.

Go to www.searchenginewatch.com/webmasters/ for search engine submission tips.

Find a search engine that offers free submission of websites.

Site name and URL: _____

Submission procedure: _____

_____

_____

_____

_____

Find a search engine or promotion site for which you pay to submit your site.

Site name and URL: _____

Cost to submit: _____

Submission procedure: _____

_____

_____

_____

_____

Is this search engine or promotion site worth the cost? Why or why not? _____

_____

_____

_____

_____