

Dreamweaver

Links and Tables



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

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WORKSHOP DESCRIPTION

Overview

Need to create a list of resources to other content on the Web? Want to find out how to control the layout of your Web site? This Dreamweaver workshop teaches you how to take advantage of the Web by adding hyperlinks and tables. Hyperlinks – links for short – allow your Web visitors to connect to additional Web pages in your site or to other sites on the Web. Tables help you arrange content and control spacing on your Web pages. Topics include: creating hyperlinks for text and images, inserting an e-mail hyperlink, generating an anchor and an associated hyperlink on the same page, and inserting and modifying tables.

Prerequisites

Individuals taking this workshop should have a working knowledge of Dreamweaver, browsers, the Web and the ability to effectively work in the Windows or Macintosh OS environment. Participants will be expected to know how to perform all skills taught in the *Dreamweaver: Introduction to Editing Web Pages* workshop with little assistance.

Objectives


Participants attending this workshop will:

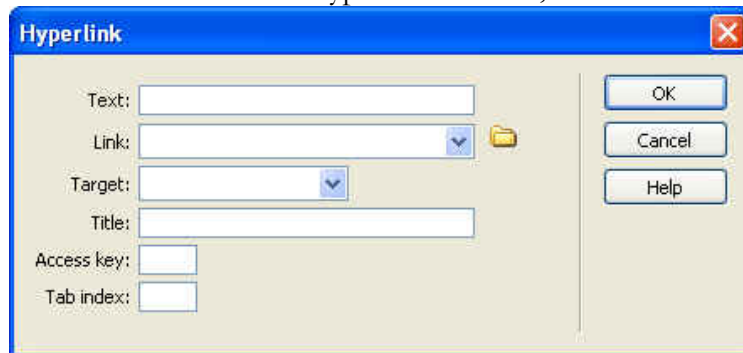
- Use Dreamweaver to:
 - Create hyperlinks for text and images.
 - Insert an e-mail hyperlink.
 - Generate an anchor and an associated hyperlink on the same page.
 - Insert and modify tables.
 - Use FTP to copy files to a Web account.

ADDING HYPERLINKS



To take full advantage of the Web, you need to add hyperlinks to your Web pages. These links allow your visitors to navigate from one page to another in a non-linear fashion, searching for information that best suits him or her. Here are a few ways to add hyperlinks.

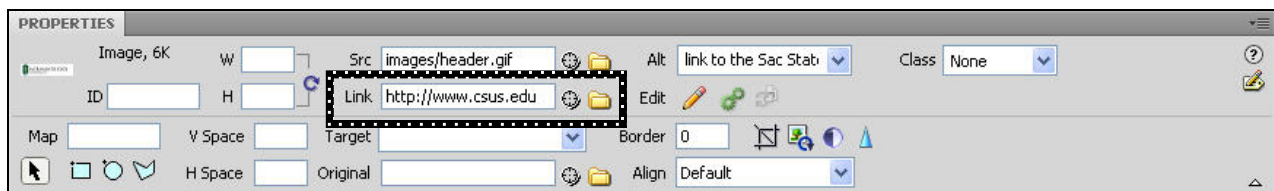
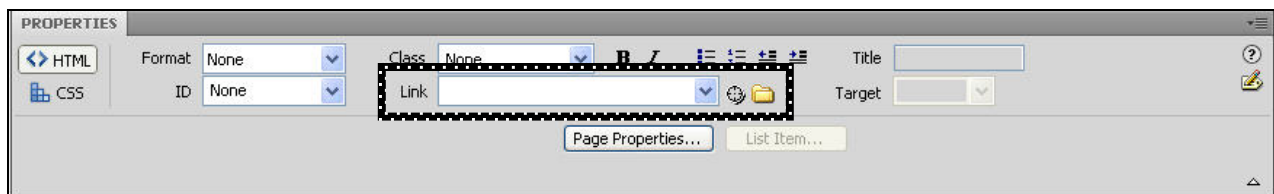
New Text Hyperlink

- step 1.* Click inside your document where you want to place the hyperlink.
- step 2.* Click the **insert hyperlink** button () on the **Objects (Insert)** panel, and fill out the information in the Hyperlink window, such as text and link.



Existing Text or Image Hyperlink

- step 1.* Select the element in your document using one of these methods:
 - **Text:** **Click and drag** using the mouse to highlight the desired text.
 - **Image:** **Click** the image.
- step 2.* Select the file you want to link to by following one of these methods:
 - Click the **pointer icon**  and drag the mouse pointer to the file in the **Site** panel.
 - Click the **folder icon**  and select your file from the **Select File** window.
 - Type the entire Web address in the space next to **Link**. For example, `http://www.csus.edu`.




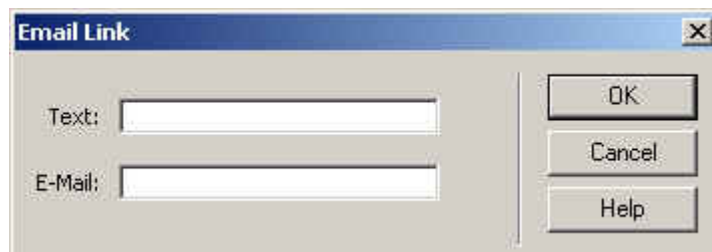
EXERCISE 1 Text and Image Hyperlinks



1. If you have not already done so, create a site using the **dw-links-tables** folder that you were given.
2. Open the file **technews.htm** in Dreamweaver.
3. Add a new text hyperlink in the left-side navigation area (before "Questions") that links to the file **sample_page1.htm**. Choose your own text for the link.
4. Add a hyperlink to the text "special offers listed on the website" of *Sac State OneCard Discounts* story that links to the Web address listed after it.
5. Save your work and preview your changes in a Web browser.

New Text E-mail Hyperlink

- step 1.* Click inside your document in the **Design** view where you want to place the text e-mail hyperlink.
- step 2.* Click the **insert e-mail link** button  on the **Objects (Insert)** panel, and fill out the information on the following window.




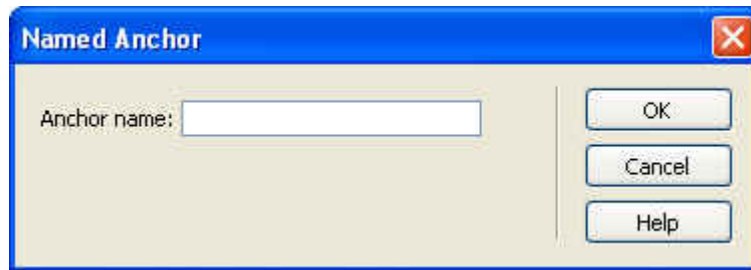
Existing Text E-mail Hyperlink

- step 1.* **Click and drag** using the mouse to highlight the desired text.
- step 2.* In the **Properties** panel type the e-mail address in the space next to **Link**. When creating an e-mail hyperlink, your link value should be similar to `mailto:me@csus.edu`, where you replace `me@csus.edu` with an e-mail address. The `mailto:` text is required to make this an e-mail hyperlink.

The Named Anchor – Hyperlink to a Specified Position on a Web Page

Named anchors let you set markers in a Web page, which are often placed at a specific topic within a Web page. You can then create links to these named anchors, which quickly take your visitor to the specified position. Creating a link to a named anchor is a four-step process.

- step 1.* Click in your document where you want to insert the new anchor.
- step 2.* Create a new anchor point by selecting **Insert > Named Anchor** or clicking the **insert anchor** button  on the **Objects (Insert)** panel.



- step 3.* Type an appropriate name for the new anchor and then click the **OK** button.

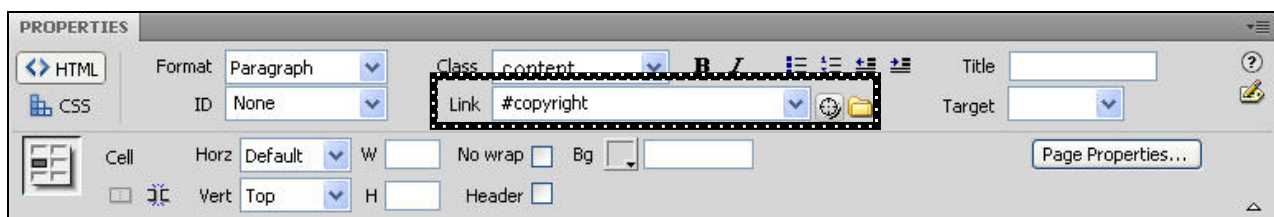
An anchor point appears as an element in the **Design** view as a yellow shield with the image of an anchor on it. The anchor point is not displayed when your page is viewed in a browser.

Copyright

- step 4.* Create a hyperlink to your new anchor point using the method previously described in this document to create a hyperlink.

There are two ways to format your link value:

- a.* As “#anchorname”, where “#” is required to link to a named anchor and anchorname is the name of your newly created anchor point from Step 3 above (example below).
- b.* As the full Web address followed by “#anchorname”, to link the visitor to an anchor on another Web page. For example, `http://www.csus.edu#bridge`




EXERCISE 2 E-mail and Name Anchor Hyperlinks

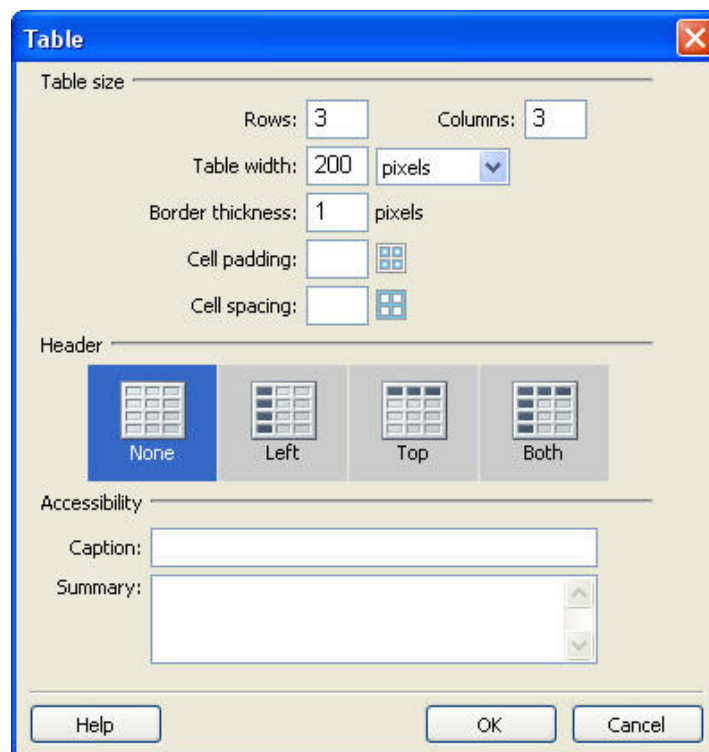


1. Open the file **technews.htm** in Dreamweaver.
2. Make the existing text “questions@csus.edu” an e-mail link.
3. Add named anchors before the titles “Copyright” and “Instructional Materials Accessibility Checklist.”
4. Create two new text hyperlinks before the first story that links to the two new anchors you just created in the previous step.
5. Save your work and preview your changes in a Web browser.

USING TABLES

Inserting a Table

You can insert a table into your document by clicking the insert table button  on the **Objects (Insert)** panel or from **Insert > Table**. A dialog box allows you to enter your desired table size parameters.



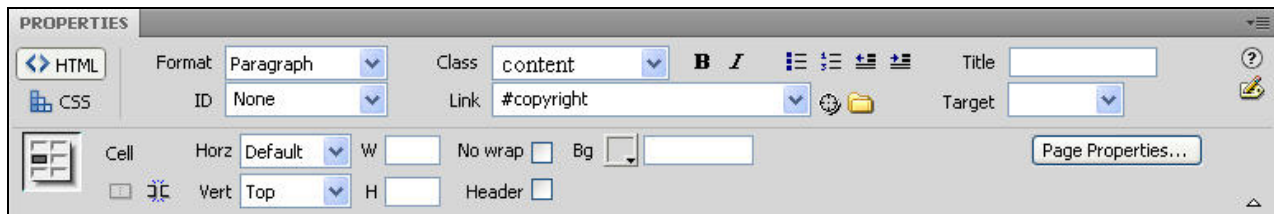
- **Cell Padding** determines the number of pixels between a cell’s content and the cell boundaries.

- **Cell Spacing** determines the number of pixels between adjacent table cells.
- **Width** determines how wide the table will be, expressed as a number of pixels or a percentage of the area in which it is placed.
- **Border** determines the width of the outline of the table (the table border) – a border of zero means the border is not visible in the browser (a dotted line will appear in Dreamweaver but not in the browser).

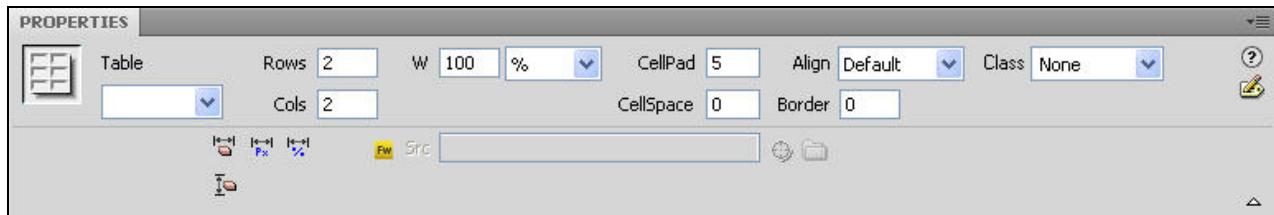
Modifying a Table

After your table is inserted you can modify the table and cell properties.

- **To modify cell properties:** Click inside the cell, then make your changes using the bottom portion of the **Properties** panel to edit fields such as content alignment, width, height and background color.



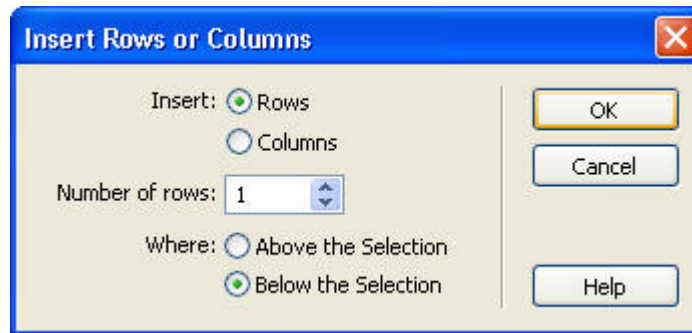
- **To modify table properties:** Click inside the table then click `<table>` at the bottom of the **Document** window in **Design** view to select the entire table. Make changes from the **Properties** panel to fields such as the number of rows and columns, width, height, cell padding, cell spacing, and border thickness.



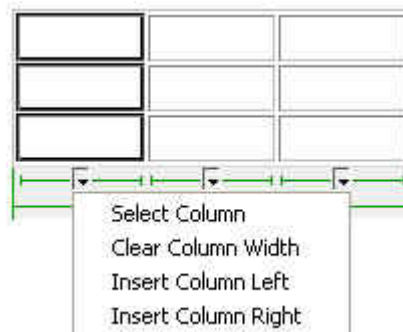
- **To insert a row or column:** Click inside the table and then click the **Modify** menu and select **Table**. The **Modify Table** menu is displayed below. You have several options to choose from.

Select Table	Ctrl+A
Merge Cells	Ctrl+Alt+M
Split Cell...	Ctrl+Alt+S
Insert Row	Ctrl+M
Insert Column	Ctrl+Shift+A
Insert Rows or Columns...	
Delete Row	Ctrl+Shift+M
Delete Column	Ctrl+Shift+-
Increase Row Span	
Increase Column Span	Ctrl+Shift+]
Decrease Row Span	
Decrease Column Span	Ctrl+Shift+[

- **Insert Row** will insert a single identical row *above* where you clicked in the table.
- **Insert Column** will insert a single identical column *to the left* where you clicked in the table.
- **Insert Rows or Columns** will allow you to insert one or more rows or columns, either above or below where you clicked inside the table (a.k.a. “the selection”).



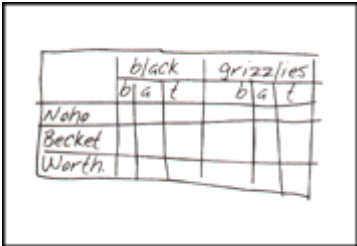
- **To make other table adjustments:** Click inside the table to display the *table-editing visual feedback* feature (green lines under each column and one under the entire table). Next, click on one of the column or table arrows next to a green line. Select an option from the menu.



Mapping Out Your Table

Before you begin designing a complex table it is important that you map out your table on paper, especially if you plan to use it to control the page layout. This will give you an idea of how you want it to look and may save you time when you actually create it in Dreamweaver.

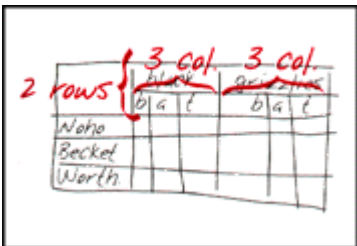
1. Draw your table on a sheet of paper.



	black	grizzlies
	black	black
Noho		
Becket		
Worth		

Figure 1 - Draw your sample table by hand

2. Determine which cells should be combined (merged).
3. Create your table in Dreamweaver with the maximum number of rows and columns using the **Inserting a Table** process. Be sure to combine (merge) the necessary cells to get the look you want.



	black	grizzlies
	black	black
Noho		
Becket		
Worth		

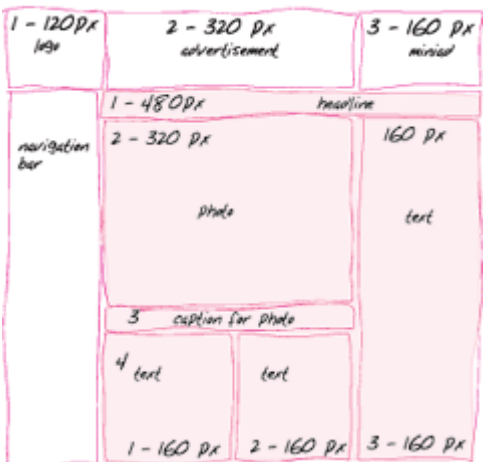
Red annotations: '2 rows' with a bracket on the first two rows; '3 col.' with a bracket on the first two columns of the first row; '3 col.' with a bracket on the last two columns of the first row.

Figure 2 - Determine which table cells to combine

Using Tables for Page Layout

Here is an example of mapping out a table whose purpose is to control page layout. In order to implement this layout you will need to merge some cells after you create an initial table that has 2 rows and 3 columns.

- o You can control the placement of content within a cell (such as text, images or another table) by using the **Cell Content Vertical & Horizontal Alignment** menus or the **paragraph alignment** buttons in the **Properties** panel (see the section **Modifying a Table**).



1 - 120px logo	2 - 320 px advertisement	3 - 160 px initial
navigation bar	1 - 480px headline	
	2 - 320 px photo	160 px text
	3 caption for photo	
	4 text	text
	1 - 160 px	2 - 160 px
		3 - 160 px

EXERCISE 3 Table within a Table



1. Open the file **technews.htm** in Dreamweaver.
2. Insert a new table (1 row x 2 columns) after the links to Accessibility and Copyright.
3. Split the left column into two rows. Move the text for the articles “Sac State OneCard Discounts” and “Copyright” to the cells in the table in the left column.
4. Split the right column into two rows. Move the other articles to the cells in the right column. In which order will you add them to balance the text in the table?
5. Add a different background color to the cells for “Copyright” and “Merlot.” You may also add background colors to additional cells, if you choose.
6. Insert the image file **images/discount_businesses.jpg** below the title “Sac State OneCard Discounts.” Set the image alignment to “left.” Hint: you will need to resize the image to fit it in the cell.
7. Replace the title “MERLOT” with the image file **images/merlot_title.gif**
8. Save your work and preview your changes in a Web browser.

USING SFTP TO COPY YOUR COMPLETED FILES

After you define your site and edit your Web pages, you can use the built-in Secure File Transfer Protocol (SFTP) process to copy your completed XHTML files, documents and image files to a Web account – such as your faculty Web account, your SacLink Web account or your department’s Web account.



TIP: If you do not organize your site files on the Web account the same as they are organized on your local computer, hyperlinks **will not** work and images **will not** display properly.

This process **does not** work with SacCT. You **must** use the upload utility within SacCT to copy files to an online course in SacCT.

How to define a Secure File Transfer Protocol (SFTP) connection

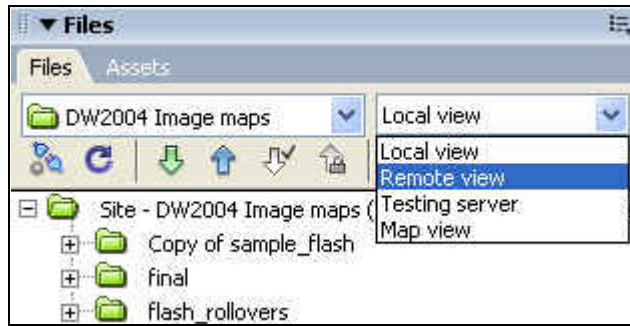
Using the Site menu

- step 1.* Define your site within Dreamweaver. Please refer to the *Dreamweaver: Introduction to Editing Web Pages* workshop document for detail instructions on defining a site.
- step 2.* After your site is defined select **Manage Sites** from the **Site** menu.
- step 3.* When the **Edit Sites** window appears click your site name and click **Edit**.
- step 4.* In the **Site Definition** dialog box click the **Server** tab.
- step 5.* Click the plus sign (+) to add a new server entry or select an existing entry and click the **Edit existing Server** button (pencil).
- step 6.* Select the 'Connect using' option as **SFTP** (FTP for SacLink account).
- step 7.* Enter the information that pertains to your specific Web account. Refer to the following sample image and table.
- step 8.* Select **Save** to accept your changes or select **Cancel** to not accept your changes.
- step 9.* Click **Save** again.
- step 10.* Select **Done** to close the **Edit Sites** window.

Type of Web account	Remote Info label	Text to use
Faculty Web account	SFTP Address	csus-sftp1
	Root Directory	/www.csus.edu/indiv/INITIAL/SACLINKID * INITIAL = the first letter of your last name * SACLINKID = your SacLink ID For example, if the name was Miles Davis with a SacLink ID of “davism” the directory would be “www.csus.edu/indiv/d/davism”
	Username	your SacLink ID
	Password	ALWAYS LEAVE THIS FIELD EMPTY, when you connect it will ask for a password.
SacLink Web account	FTP Address	Refer to the Connect with Dreamweaver document. (http://www.csus.edu/irt/ServiceDesk/Documents/Configuring%20Dreamweaver%20to%20connect%20to%20SacLink.pdf?)
	Root Directory	
	Username	
	Password	
Department Web account	SFTP Address	get this information from your Department IT personnel
	Root Directory	
	Username	
	Password	

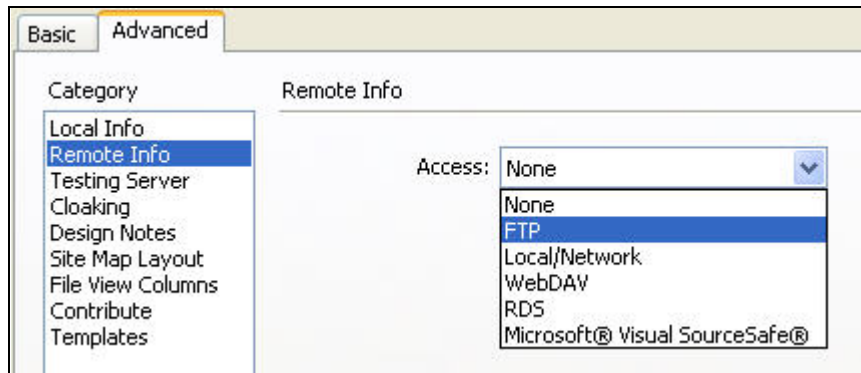
Using the Site panel

- step 1.* Define your site within Dreamweaver. Please refer to the ***Dreamweaver: Introduction to Editing Web Pages*** workshop document, page 7, for detail instructions on defining a site.
- step 2.* After your site is defined select the **Remote View** option from the view pull-down menu in the **Site** panel (shown below).

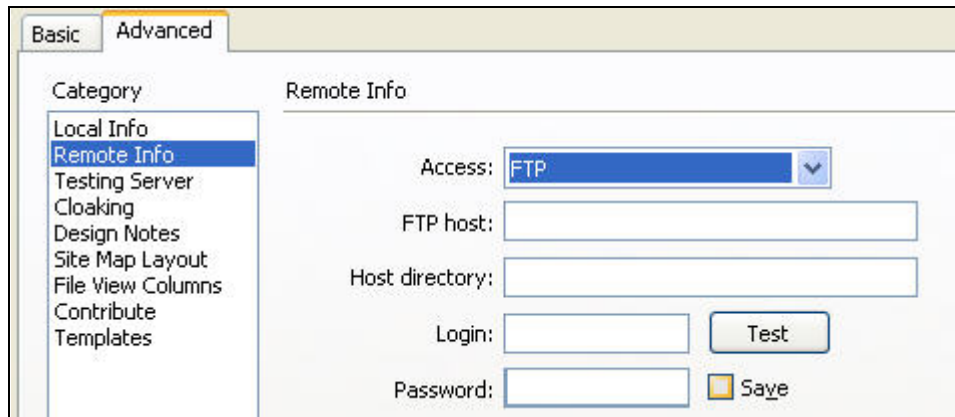


step 3. Click the link **define a remote site** in the **Site** panel.

step 4. In the **Site Definition** dialog box choose **FTP** from the **Access** pull-down menu.




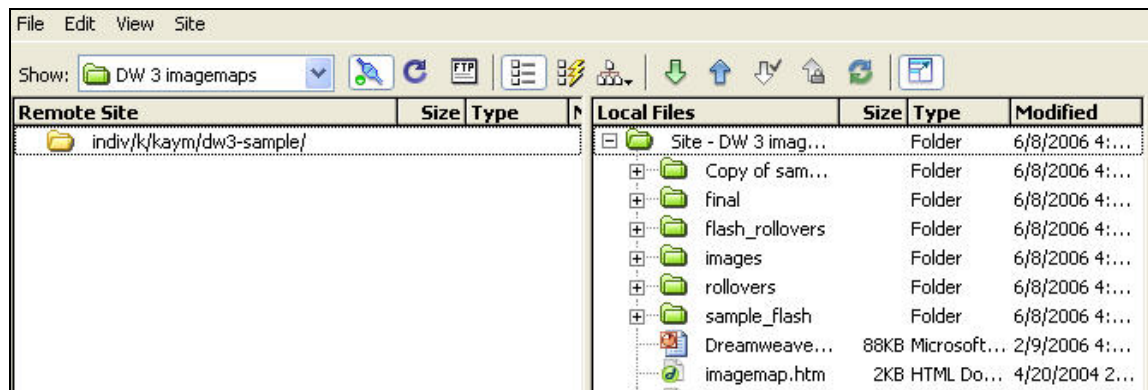
step 5. Enter the information that pertains to your specific Web account.




step 6. Select **OK** to accept your changes or select **Cancel** to not accept your changes.

How to copy files using FTP

step 1. To see both local files and remote files (Web account) click the **Expand/Collapse** button  on the **Site** panel toolbar.





step 2. Click the **connect** button () on the **Site** panel toolbar to connect to your Web account.


step 3. Enter your password and click **OK**. You should now see a list of files in the **Site** panel corresponding to your Web account under the section **Remote Site**.

step 4. Select the files or folders to copy by clicking on them with the mouse pointer.

a. **Drag** the files and folders to the other area. *Be sure to pay close attention to where you place your files.* You can click and drag files and folders from the **Remote Site** area to the **Local Files** area or from the **Local Files** area to the **Remote Site** area.

b. **Put Files** (): Use the blue arrow pointing up button to copy files from the **Local Files** area to the **Remote View** area (the Web account). **Note:** It will preserve the file/folder organization and may ask you to copy the dependent files (images on those HTML pages).

c. **Get Files** (): Use the green arrow pointing down button to copy files from the **Remote View** area to the **Local Files** area (the Web account). **Note:** It will preserve the file/folder organization and may ask you to copy the dependent files (images on those HTML pages).

step 5. To return to the main Dreamweaver window click the **Expand/Collapse** button  on the **Site** panel toolbar. This will collapse the **Site** panel into a single view, with the other Dreamweaver panels now appearing on your screen.

RESOURCES

Faculty / Staff Resource Center

Located in ARC 3012. Assistance available on walk-in basis.

FSRC Website - <http://www.csus.edu/irt/fsrc/>

Training & Tools eNewsletter

To receive email notification regarding online seminars, new technology/tools, and other online teaching, technology and learning events, fill out and submit the [Training & Tools eNewsletter request form](http://www.csus.edu/atcs/tools/newsletter/request-form-ait-news.stm) - <http://www.csus.edu/atcs/tools/newsletter/request-form-ait-news.stm>.

Getting Help

IRT Service Desk

(916) 278-7337 or servicedesk@csus.edu

Academic Technology Consultants

<http://www.csus.edu/atcs/contact.htm>

1on1 Help @ ATCS on Thursdays 1-4 pm in ARC 3005 (no appointment necessary)

Service Desk - Problem Reports & Contact Information

<http://www.csus.edu/irt/servicedesk/contact.html>

Training Requests

training@csus.edu

Campus Resources

Training

<http://www.csus.edu/training>

Training Handouts

<http://www.csus.edu/training/handouts>

Online Tutorials

<http://www.csus.edu/atcs/tools/training/tutorials.stm>

Educational Tools

<http://www.csus.edu/atcs/tools>

Accessibility at Sacramento State

<http://www.csus.edu/accessibility>

Books on Dreamweaver and HTML

Dreamweaver CS4 Bible by Joseph W. Lowery

Adobe Dreamweaver CS4 Hands-On Training by Garrick Chow

Dreamweaver CS4 for Dummies by Janine C. Warner

[HTML, XHTML, and CSS: 6th Edition by Elizabeth Castro](http://www.cookwood.com/html/extras/cssref.html)

<http://www.cookwood.com/html/extras/cssref.html>
