

# ACTIVITY 3–1

## Creating Web Page Documents

### Before You Begin

Dreamweaver is open.



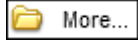
### Data Files

ee\_banner.png



background.png

### Scenario

The president and marketing manager of Emerald Epicure Ltd. would like to see what the home page will look like. You decide to create as complete a page as you can with the graphics you planned to use.

1. Name the new site for this lesson.
  - a) On the **Application** bar, select **Site→New Site**.
  - b) In the **Site Setup for Unnamed Site** dialog box, in the **Site Name** text box, type the site name, **3EE**
2. Identify the site root folder.
  - a) To the right of the **Local Site Folder** text box, select the **Browse for folder**  icon.
  - b) In the **Choose Root Folder** dialog box, navigate to the **C:\092001Data\Creating Web Pages** folder.
  - c) Select **Open** and then select **Select**.
3. Identify the graphics folder.
  - a) In the **Site Setup for 3EE** dialog box, select **Advanced Settings**.
  - b) To the right of the **Default Images folder** text box, select the **Browse for folder**  icon.
  - c) Select the graphics folder.
  - d) Select **Open**.
  - e) Select **Select**.
4. Save the site and confirm the listing of the site folders.
  - a) Select the **Save** button.
  - b) In the **Files** panel, note the site root folder, **Creating Web Pages** and the **graphics** folder.
5. Select a page layout.
  - a) On the **Welcome Screen**, in the **Create New** column, select **More** .
  - b) In the **New Document** dialog box, in the first column, confirm that **Blank Page** is selected.
  - c) In the **New Document** dialog box, in the **Page Type** column, confirm that **HTML** is selected.
  - d) In the **Layout** column, select the **2 column liquid, left sidebar, header and footer** layout.
  - e) Select the **Create** button.
6. Prepare the header and insert the header graphic.
  - a) Select the **logo placeholder** labeled **Insert \_logo (20% x 90)** upper-left element in the header.
  - b) Press **Delete** on the keyboard.
  - c) Place the insertion point in the **header** section.


- d) To confirm the insertion point is in the header, check the **Properties** panel. Be sure the **HTML** button is selected on the left. Be sure the **Class** text box contains the word **header**.
- e) Select the **Code** button in the **Document** toolbar.
- f) Note the class name **header** for the **header <div>** section.

	<p><b>Note:</b> Styles in <b>Code</b> view are in the page &lt;head&gt; section and in pink characters. The following instruction notes the location of the .header style on or near line 54. If line numbers are not seen in <b>Code</b> view, turn them on by selecting the <b>Line Numbers</b>  icon from the <b>Code</b> toolbar (left side of the workspace) in <b>Code</b> view.</p>
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- g) Scroll up and locate the **background-color** style for **.header** on or near line 54.
  - h) Change the color to **#FDF100**.
  - i) Select the **Design** button in the **Document** toolbar. Note that the header is now yellow.
  - j) Save the page to the **C:\092001Data\Creating Web Pages** folder as **index.html**
  - k) Select the **header** section.
  - l) On the **Application** bar, select **Insert→Image**.
  - m) Navigate to **C:\092001Data\Creating Web Pages\graphics** and double-click to select the **ee\_banner.png** file.
  - n) In the **Image Tag Accessibility Attributes** dialog box, in the **Alternate text** text box, type **The Emerald Epicure Banner**
  - o) Select **OK**.
7. Change the page layout background color.
- a) In the **CSS Styles** panel, select the **All** button.
  - b) In the **All Rules** section, select the **body** rule.
  - c) Select the **background-color** color swatch.
  - d) Select the white color in the first column.

8. Change the navigation buttons' layout background color.

- a) Select the navigation button in the sidebar with the text "Link one."

	<p><b>Note:</b> Make sure you select the button and not the text.</p>
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- b) Select the **Current** button at the top of the **CSS Styles Panel**.
  - c) Under the **Rules** heading, select the **ul.nav a, ul.nav a:visited** rule.
  - d) In the **Properties for** area, select the **background-color** swatch.
  - e) From the color swatches, select the white color in the first column.
9. Remove the sidebar layout background color.
- a) In the **CSS Styles** panel, select the **All** button.
  - b) In the **All Rules** section, scroll down to the **sidebar1** style listing.
  - c) Select the **sidebar1** listing.
  - d) In the **Properties for** section, select the **background-color** color swatch.
  - e) Select the white color. Note now that the whole sidebar is now white.
  - f) Save the document and keep it open.

# ACTIVITY 3–2

## Adding Head Elements

### Before You Begin

The file `index.html` is open.

### Scenario

The marketing manager wants to be sure you include the olive products Emerald Epicure sells and the fact that the site covers all aspects of olives, from cultivation to harvesting to production. She made a special request to include a short slogan in the title of the home page. You already planned to do all that.

1. Add a **Keywords** meta tag.
  - a) On the **Application** bar, select **Window→Insert** to open the **Insert** panel.
  - b) In the **Insert** panel, be sure the **category** drop-down option is **Common**.
  - c) In the **Common** category, select **Head→Keywords**.
  - d) In the **Keywords** dialog box, type *Olives, Olive Oil, Tapenade* and select **OK**.
  - e) Select the **Code** button and verify that Dreamweaver added a meta tag with the **name="keywords"** attribute and the **Content** attribute containing the keywords you entered.
  - f) Select the **Design** button.
  
2. Add a **Description** meta tag.
  - a) In the **Insert** panel, be sure the category drop-down option is **Common**.
  - b) In the **Common** category, select the **Head** drop-down arrow.
  - c) From the drop-down menu, select **Description**.
  - d) In the **Description** dialog box, type *This site describes the science and lore of olives and olive derived products*. Select **OK**.
  - e) Select the **Code** button and verify that Dreamweaver added a meta tag with the **Name="Description"** attribute and the **Content** attribute containing the description you entered.
  - f) Select the **Design** button.
  
3. Add the page title.
  - a) In the **Document** toolbar, select the text **Untitled Document** that is in the **Title** text box.
  - b) Type *The Emerald Epicure Ltd. Home Page* and press **Enter**.
  - c) Select the **Code** button and note that Dreamweaver added the **Title** text you entered between `<title>` tags in the head section of the page in or about line 5.
  - d) Select the **Design** button.
  - e) Save your work and preview it in the browser.
  - f) Keep `index.html` open for the next activity.

## The Document Title

The document title is one of the most important elements on the page. It becomes a description of the page in the URL Address text box and tab of the Web browser. If you forget to complete the page title, the browser will display “Untitled Document” in the URL Address text box and tabs of the Web browser.

# ACTIVITY 3–3

## Adding Text and Headings

### Data File

C:\092001Data\Creating Web Pages\index\_page.txt

### Before You Begin

The file index.html is open.

### Scenario

You understand that the home page is the entry point to the website and you will include text information about all aspects of olives, including the history, cultivation, and production to ensure the visitor’s interest in visiting all of the other pages in the site.

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1. Create the page heading.
    - a) Select the heading “Instructions” at the top of the page.
    - b) Type *Olives and Our Lives*
    - c) Note that in the **Properties** panel, in the **Format** drop-down menu, that the heading is a **Heading 1**.
  2. Add text.
    - a) Select all of the remaining text on the page ending with the **Background** heading and the following paragraph and press **Delete**.
    - b) In the **Files** panel, double-click the **index\_page.txt** file to open it.
    - c) On the **Application** bar, select **Edit→Select All**.
    - d) Select **Edit→Copy**.
    - e) Close the **index\_page.txt** file.
    - f) Select **Edit→Paste**.
    - g) Save your work.
  3. Enter the page headings.
    - a) Select the text “The Saga of the Olive.”
    - b) Ensure that, in the **Properties** panel, the **HTML** button is selected.
    - c) In the **Format** drop-down menu, select **Heading 2**.
    - d) Select the text “History of the Olive.”
    - e) In the **Format** drop-down menu, select **Heading 3**.
    - f) Select the remaining two headings, “Cultivation and Harvest” and “Olive Products” and convert them to **Heading 3**.
    - g) Click in another area of the page to deselect the headings.
    - h) Save your work and leave the index.html file open for the next activity.
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## ACTIVITY 3–4

### Creating Unordered and Ordered Lists

#### Data Files

history.html

u\_list.txt


producers.txt

#### Before You Begin

The file index.html is open.


#### Scenario

You want to list the various uses for olives in a bulleted list and include it in the sidebar on the home page. You also wish to begin to add content to your page on harvesting olives. In addition to describing the process, you will list the world’s leading producers of olives in an ordered list.

1. Create an unordered list in the sidebar.
  - a) Select the text in the sidebar below the **Link** buttons and press **Delete**.
  - b) Type *Uses for Olives*
  - c) In the **Properties** panel, be sure the **HTML** button is selected.
  - d) Select the **Format** drop-down button and select **Heading 3**.
  - e) Place the insertion point immediately after the “Uses for Olives” heading and press **Enter**.
  - f) In the **Files** panel, double-click the **u\_list.txt** file to open it.
  - g) Select and copy all of the text in the **u\_list.txt** file.
  - h) Close the **u\_list.txt** file.
  - i) Paste the text into the sidebar.
  - j) Select the text beginning with “Stuffed Olives” and ending with “Olive Wood.”
  - k) In the **Properties** panel, be sure the **HTML** button is selected and select the **Unordered List**  icon.
  - l) Click in the whitespace of the sidebar to deselect the unordered list.
  - m) Save and close **index.html**.
  
2. Add an ordered list to the sidebar.
  - a) In the **Files** panel, select the **history.html** file and right-click it.
  - b) Select **Open** from the pop-up menu.
  - c) Place your cursor under the **Links** section.
  - d) Type *World’s Leading* and then hold the **Shift** key and press **Enter**.
  - e) Type *Producers of Olives*
  - f) In the **Properties** panel, be sure the **HTML** button is selected.
  - g) If necessary, select the **Format** drop-down button and select **Heading 3**.
  - h) If necessary, place the insertion point at the end of the “World’s Leading Producers of Olives” heading.
  - i) Press **Enter**.
  - j) In the **Files** panel, select the **producers.txt** file and right-click it.



**Note:** To open a file from the **Files** panel, you can double-click it or right-click it and select **Open** from the pop-up menu.

- k) Select **Open** from the pop-up menu.
- l) Select all of the text.
- m) On the **Application** bar, select **Edit→Copy**.
- n) Close the **producers.txt** file.
- o) On the **Application** bar, select **Edit→Paste**.
- p) Select the text beginning with "Spain" and ending with "Portugal."
- q) In the **Properties** panel, be sure the **HTML** button is chosen and select the **Ordered List**  icon.
- r) Click outside the sidebar text to deselect the unordered list.
- s) Save your work with the name **my\_history.html** and close the file and the **history.html** file.

## ACTIVITY 3–5

### Creating a Definition List

#### Data Files

olive\_oil.html

olive\_oil.txt

#### Scenario

There is a lot of confusion about the different types of olive oil and how one should use them. Your site should clear up much of the confusion and you know a definition list is the perfect format to list the oils and explain what they are and when to use them. This should clear up the uncertainty. You will format the text on the olive oil page into a definition list.

1. Open the **olive\_oil.html** file.
  - a) In the **Files** panel, double-click the **olive\_oil.html** page to open it.
  - b) Place the insertion point after the heading “Types of Olive Oil” and press **Enter**.
  - c) In the **Files** panel select the **olive\_oil.txt** file and select **Open**.
  - d) Select all of the text beginning with “Extra-Virgin Olive Oil” and ending with the text in the last paragraph “was processed incorrectly.”
  - e) On the **Application** bar, select **Edit→Copy**.
  - f) Close the **olive\_oil.txt** file.
  - g) On the **Application** bar, select **Edit→Paste**.
  - h) Save the page as **my\_olive\_oil.html**
  
2. Create the definition list.
  - a) Place the insertion point before the E in “Extra-Virgin.”
  - b) Scroll down to the end of the section.
  - c) Hold down **Shift** and click after the text “was processed incorrectly.”
  - d) All of the olive oil types and their definitions should be selected.
  - e) In the **Application** bar, select **Insert→HTML→Text Objects→Definition List**.
  - f) Click in the white space of the page to deselect the definition list text.
  - g) Save and close **my\_olive\_oil.html** and **olive\_oil.html**.

#### Horizontal Rule

The horizontal rule is a convenient component used to separate content dealing with different topics. You create it simply by placing the insertion point at the location you wish the rule to appear and insert it. You can modify the horizontal rule in the **Properties** panel. The width and height can be specified. The width is expressed in absolute dimensions by pixels or relative dimensions by percentage (%) of the page. It is aligned to the center of the page by default, but you can move it to the left or right of the page as well. You can apply shading to the horizontal rule by using the **Shading** check box in the **Properties** panel.



Access the Checklist tile on your LogicalCHOICE course screen for reference information and job aids on How to Create a Horizontal Rule

## Quotations

Quotations are used to emphasize thoughts and concepts. When you included them within a paragraph, the quotations are set off with quotation marks. If you want to give the quotation special attention on a web page, you will place the quotation in a block quotation. The quotation is separated from the paragraph and centered on the page, directing the reader's full attention to it.



Access the Checklist tile on your LogicalCHOICE course screen for reference information and job aids on **How to Create a Block Quotation**



## ACTIVITY 3–6

### Creating a Horizontal Rule and Block Quotation

#### Data File

my\_history.html

#### Scenario

The recorded past of olives and olive oil is a blend of history and myth. The sagas are fascinating and you want to include as many as you can so the site visitor can learn about them. You have created the page to include history, tales of faith, and mythical anecdotes. In organizing the history page, you know that historic fact should be kept separate from myths and other accounts.


You have also included a remarkable quotation on the history page and would like to set it off as a block quotation to attract attention to it. You know that the HTML tag language has that capability and you want to use Dreamweaver to quickly apply the tag to the quote.

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#### 1. Create horizontal rules.

- a) In the **Files** panel, double-click the **my\_history.html** file to open it.
- b) Place the insertion point just after “leaders.” in the last sentence in the “History” text.
- c) On the **Application** bar, select **Insert→HTML→Horizontal Rule**.
- d) Place the insertion point just after “ages.” in the last sentence in the “Olives and Faith” text.
- e) On the **Application** bar, select **Insert→HTML→Horizontal Rule**.
- f) Save your work.

#### 2. Create a block quote

- a) Select the quote in the last paragraph of the “Olives and Faith” section on the page beginning with “Eat the olive oil” and ending with “disease in it... .”
  - b) In the **Document** toolbar, select the **Code** button.
  - c) In the **Code** panel, on the left of the workspace, select the **Wrap Tag**  icon.
  - d) Type **b/** and note that the **<blockquote>** tag is selected.
  - e) Press **Enter** twice and note that a **<blockquote>** tag has been placed around the quotation.
  - f) Press the **Design** button.
  - g) Save your work and then close the file.
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# ACTIVITY 3–7



## Setting Font and Paragraph Properties

### Data File

index.html

### Scenario

You would like to save time in setting the final font and paragraph properties by setting them in a central location for each page. You also want to be sure that each page has a title for the search engines and the browser tabs. The one place where all of that is accomplished is in the **Page Properties** dialog box.

1. View page font choices and set the final font for the home page text.
  - a) From the **Files** pane, open the **index.html** page.
  - b) On the **Application** bar, select **Modify→Page Properties**.
  - c) In the **Page Properties** dialog box, in the **Category** list, be sure the **Appearance (CSS)** category is chosen.
  - d) Note that the **Page font** is currently set at **Verdana, Arial, Helvetica, sans-serif**.
  - e) Examine the font's look and readability.
  - f) Select the **Page font** drop-down arrow and select another font group.
  - g) Select the **Apply** button.
  - h) Assess the look and readability of the page text.
  - i) Select other font groups and check their readability by choosing the **Apply** button.
  - j) Select the **Page font** drop-down arrow again and select **Verdana, Geneva, sans-serif**.
  - k) Select the **Apply** button.
  
2. Select standard colors for the headings.
  - a) In the **Page Properties** dialog box, in the **Category** list, select the **Headings (CSS)** category.
  - b) In the **Heading 1** row, place the insertion point in the text box after the **color swatch**  square.
  - c) Type **#4C6229** and press **Tab** three times to move to the **Heading 2** color text box.
  - d) Type the same color in the **Heading 2** and **Heading 3** color text boxes.
  - e) Select **OK**.
  - f) Save the file.
  
3. Check the page in a browser.
  - a) In the **Document** toolbar select the **Preview/Debug in browser**  icon.
  - b) Select **Preview in IExplore**.
  - c) Note the appearance and location of the page elements.
  - d) Close the browser and select **File→Close All** pages.