

# Using Dreamweaver CS6

## 5 – More Page Editing

By now, you should have a functional template, with one simple page based on that template. For the remaining pages, we'll create each page based on the template and then save each one, replacing the blank ones that are already there. On each page, we will look at different elements that may be used in a page.

### Bulleted and Numbered Lists

In HTML there are three types of lists<sup>1</sup>. One of them, definition lists will be covered later. The ones we will cover now are numbered lists – referred to in HTML as **Ordered Lists**, and bulleted lists which are referred to as **Unordered Lists**. Each paragraph within either type of list is referred to as a **List Item**.

The example below shows both types of lists, along with the HTML that would be used to generate the list.

1. First item in the list
2. Second item in the list
3. Third item in the list

```
<OL>
  <LI>First item in the list</LI>
  <LI>Second item in the list</LI>
  <LI>Third item in the list</LI>
</OL>
```

- First item in the list
- Second item in the list
- Third item in the list

```
<UL>
  <LI>First item in the list</LI>
  <LI>Second item in the list</LI>
  <LI>Third item in the list</LI>
</UL>
```

Creating these lists in Dreamweaver is a lot like creating similar lists in a word processor, though the limitations of HTML still apply. For instance in a Word processor it might be easy to create a bulleted list that uses fancy symbols or images for the bullets but HTML doesn't have this capability (unless you use CSS which we'll learn about in a later section). Some people simply use regular paragraphs with an image at the beginning of each one but this isn't the best option.

---

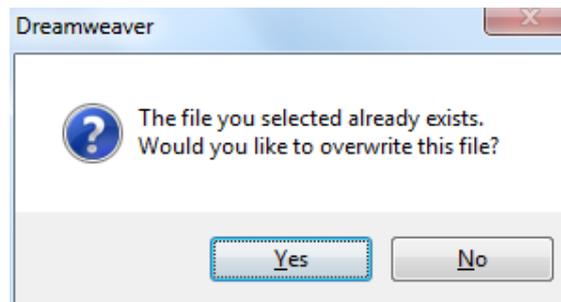
<sup>1</sup> For more information about HTML's lists, check the lists description in the official HTML specification at <http://www.w3.org/TR/html4/struct/lists.html>

## Exercise 1 – Creating a List

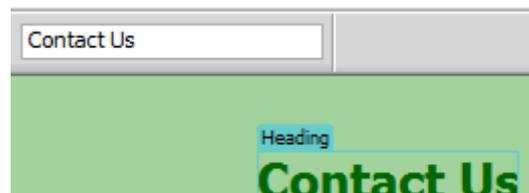
- 1) Select **New** from the **File** menu ( **[Ctrl] [N]** ).
- 2) Select the **Page From Template** option on the left.
- 3) Select the *Main Pages* template from the *Francie's Flowerpots* site.



- 4) Make sure the  **Update page when template changes** option is ticked.
- 5) Click **Create**.
- 6) Save the new document as *contact.html*. **[Ctrl] [S]**
- 7) When prompted, choose **Yes** to replace the existing document with that name.



- 8) Change the heading text (formatted as a level 1 heading) and page title to **Contact Us**. It is good practice to provide more descriptive page titles (such as Contact Francie's Flowepots) but we'll keep it simple for now.



- 9) In the *Page Content* area, replace the text with the following. Be sure to format the beginning word of each line in bold as indicated.

If you would like to drop in to Francie's Flowerpots' store or get in touch with us for custom orders or other information, our details are listed below.

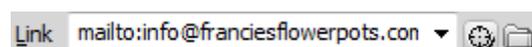
**Phone:** 9123 9876

**Fax:** 9123 6789

**Email:** [info@franciesflowerpots.com.au](mailto:info@franciesflowerpots.com.au)

**Address:** 2/37 Petal Place, Dianella, Western Australia, 6059

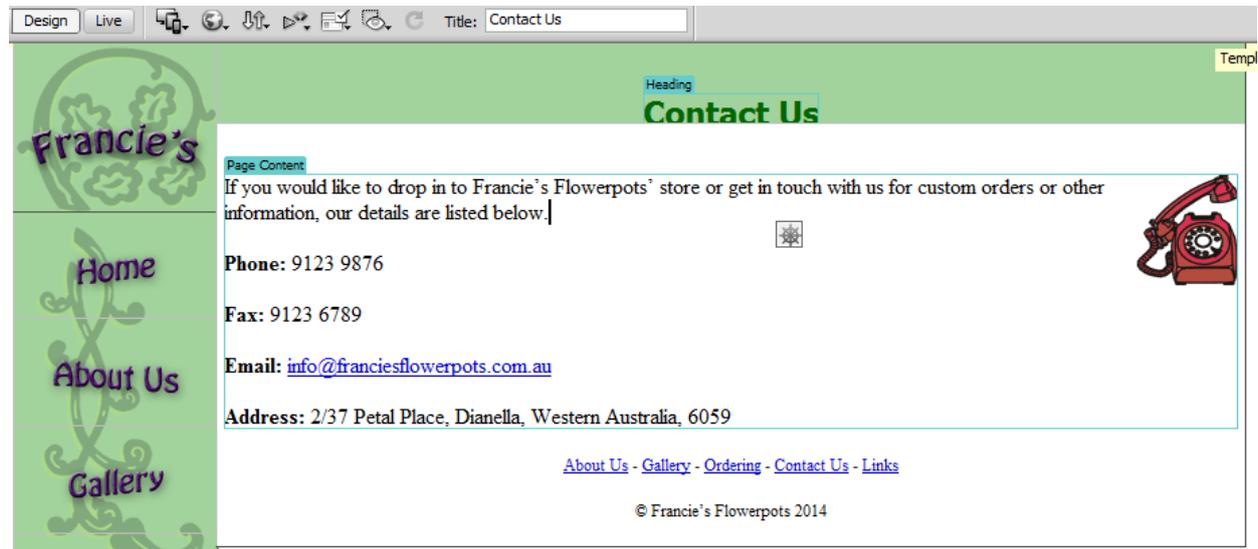
- 10) Select the email address in the text you have typed.
- 11) In the **Link** property of the properties panel, type the email address (or copy and paste it if you prefer). Before the email address, type *mailto:* (including the colon).



**Note** If you want a hyperlink to link to an email address, it must include the *mailto:* part. This will mean that if a user clicks on it, the web browser will tell their email program to create a new email addressed to the email address in the link.

12) At the beginning of the first line (*If you would like...*) insert the image named *icon\_contact.gif*.

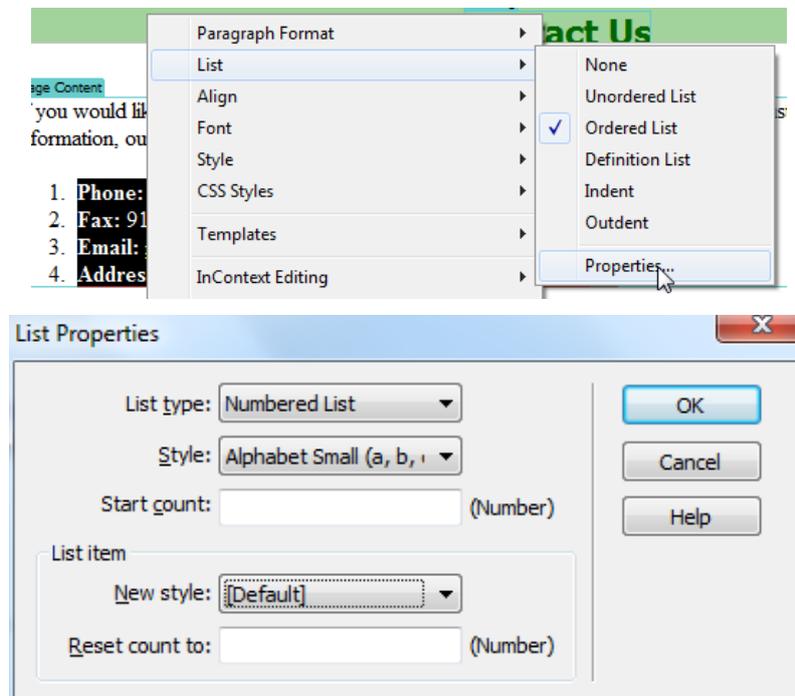
13) Change the **Align** property of the image so that it is *right* aligned on the page (remember you can right click the image after you have placed it and then **Right** from the **Align** menu). The page should so far look like the example below.



14) Select the four lines that begin with the bold text. We want to create a bulleted (unordered) list but we'll start by trying a numbered (ordered) list.

15) In the **Properties** panel, click on the **Ordered List** icon.

16) With the list still selected, right-click and select **List** and then **Properties**.



The top options are for changing the entire list while the bottom options are for changing selected list items. The style options let you choose from between HTML's five ordered list styles which include numbered, alphabetical and roman numeral lists. The Start count lets you choose what number the list will start with (1 if you don't specify otherwise).

17) Choose a list style and click **OK**.

18) With the list still selected, click the **Unordered List** icon. 

Page Content

If you would like to drop in to Francie's Flowerpots' store or get in touch with us for custom orders or other information, our details are listed below.

- **Phone:** 9123 9876
- **Fax:** 9123 6789
- **Email:** [info@franciesflowerpots.com.au](mailto:info@franciesflowerpots.com.au)
- **Address:** 2/37 Petal Place, Dianella, Western Australia, 6059



19) Right-click the list, choose **List** and **Properties**. Choose one of the other bullet styles.

20) Save the changes to the file.

## Definition Lists

The third type of list in HTML is the definition list. A definition list contains two types of paragraphs. There are **Definition Terms** and **Definition Data**, much like an entry in a dictionary might consist of a defined term followed by a detailed definition for the term. In HTML, **Definition Term** paragraphs normally look much like normal paragraphs with the **Definition Data** paragraphs being slightly indented. A list of links is a common use for this so we'll create one on the Links page.

An example of a definition list appears below, along with the source HTML. Notice that strong formatting has been added to each of the definition terms.

<p><b>Manager</b> B. Bloggs</p> <p><b>Sales Rep</b> I. Buy</p> <p><b>Accounts Manager</b> D. O. Lars</p>	<pre>&lt;DL&gt;   &lt;DT&gt;&lt;STRONG&gt;Manager&lt;/STRONG&gt;&lt;/DT&gt;   &lt;DD&gt;E. Bloggs&lt;/DD&gt;   &lt;DT&gt;&lt;STRONG&gt;Sales Rep&lt;/STRONG&gt;&lt;/DT&gt;   &lt;DD&gt;I. Buy&lt;/DD&gt;   &lt;DT&gt;&lt;STRONG&gt;Accounts Manager&lt;/STRONG&gt;&lt;/DT&gt;   &lt;DD&gt;D. O. Lars &lt;/DD&gt; &lt;/DL&gt;</pre>
--	--

## Exercise 2 – Creating a Definition List

- 1) Create a new page based on the same template we used in the last exercise.
- 2) Save the new page as *links.html*, replacing the existing page with that name.
- 3) Change the heading text (formatted as heading 1) and page title to *Links*.
- 4) Delete the text in the *Page Content* area.
- 5) From the **Insert** menu, select **HTML**, **Text Objects** and then **Definition List** (You can also right-click and select the option from the shortcut menu).
- 6) Type *Learn to Pot* and press **[Enter]**.

The first line (a definition Term line) is followed by a Definition Data line which will be indented.

- 7) On the second line, type <http://www.pots.com/> and press **[Enter]**.
- 8) Select the address and make it into a hyperlink.
- 9) Complete the list so that it appears as follows.

Learn to Pot

<http://www.pots.com/>

Gardening For Dummies

<http://www.gardeningfordummies.com>

Pottery Times

<http://www.potterytimes.com.au>

10) If you press **Enter** to create a new line and no longer want it to be a part of the list, you can press **Enter** a second time to make it a normal paragraph.

**Note** Your definition list doesn't have to alternate between definition terms and definition data. If you view the HTML for the list you have created, you will see that each of the Definition Term lines begins and ends with a **DT** tag while the others have a **DD** tag. You can easily edit the HTML to have several consecutive DD lines if you need to.

```
<dl>
  <dt>Learn to Pot</dt>
  <dd><a href="http://www.pots.com/">http://www.pots.com/</a></dd>
  <dt>Gardening For Dummies</dt>
  <dd><a href="http://www.gardeningfordummies.com">http://www.gardeningfordummies.com</a></dd>
  <dt>Pottery Times</dt>
  <dd><a href="http://www.potterytimes.com.au">http://www.potterytimes.com.au</a></dd>
</dl>
```

11) At the start of the first line, add the image *icon\_links.gif* and set it to right alignment on the page.

12) Save the changes to the document. It should look like the example below.



### Exercise 3 – Creating a List Using a Table

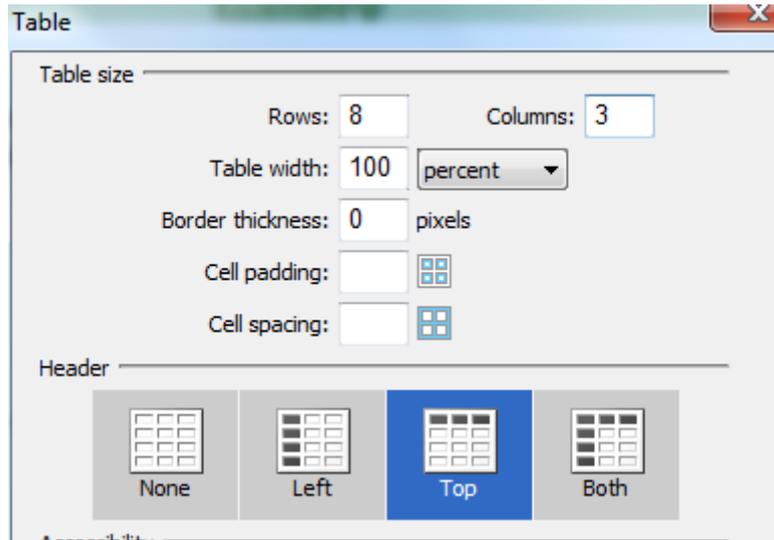
Sometimes the best way to create the kind of listing you want is by having the items listed in a table. We'll use a table to create a listing of pots on the products page.

- 1) Create a new page based on the same template we used in the last exercise.
- 2) Save the new page as *gallery.html*, replacing the existing page with that name.
- 3) Change the heading text (formatted as a level 1 heading) and page title to *Gallery*.
- 4) Delete the text in the *Page Content* area.
- 5) Enter the following text.

*A selection of our products can be seen below. Remember that we have many more types of pots available. For a full listing of our pots, or to request a custom made pot, see our Contact Us page.*

- 6) Create a hyperlink so that the words *Contact Us* link to the file *contact.html*.
- 7) On a new line after the text, insert a table that is 8 rows high and 3 columns wide. You can press **[Ctrl] [Alt] [T]** or select **Table** from the **Insert** menu. Choose the **Header Top** option as you are creating the table.

- 8) Once you have selected the number of **Rows** and **Columns** and set the **Header** option, click **OK**.



- 9) Once the table has been created, click in one of the top cells. In the properties panel along the bottom, the **Header** option will appear ticked for any cells in the top row but will be blank in the other cells.  Header
- 10) An HTML header cell is usually displayed as bold and centre aligned in a web browser and it is easy to modify the format of header cells using styles.
- 11) In the first row of the first cell enter *Name*. In the second cell enter *Description*. Leave the third cell blank.

Name	Description	
------	-------------	--

- 12) Complete the next row as follows. The image to use is the file *pot1.gif* with the **Alt** text *Red Earth*.

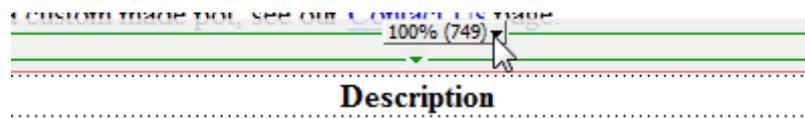
Name	Description	
Red Earth	This ceramic pot is hand crafted from the finest materials so that each one is unique. The pots are coated to increase durability.	

- 13) Complete the rest of the table as shown below. Each of the images should be in order so that the image for the next row will be *pot2.gif*. For each image, the alternate text should be the name of the pot. There should be seven pots listed when you are done.

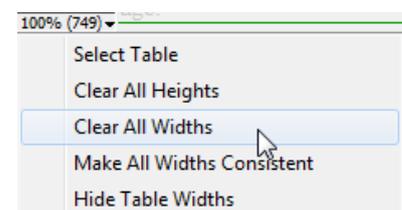
Night Sky	This glazed ceramic pot is available in lighter and darker shades. These are especially well suited to formal gardens.	
Country Planter	The more traditional look of this pot with its glaze design and decorative pattern will make it ideal for an informal outdoor setting.	
Chinese Clay Flower Pot	This imported pot stands a little over 40cm in height. The sealed finish makes it suitable for outdoor use.	
Italian Terracotta	A very traditional looking 20cm high pot, with a narrow design making it perfect for long stemmed flowers.	
Carved Teracotta	The carved design on this small pot can add some class to an entrance area or office setting.	
Classic Clay	A classic design available with a glazed finish to make it suitable for the outdoor patio.	

When you created the table, the table width may have been set to 100%. In the case of this particular table that won't really matter since the contents of the table probably need that much room but widths can be easily cleared.

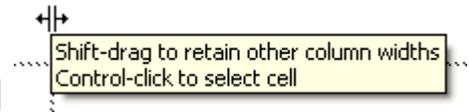
- 14) Move your mouse over the top of the table where the table width appears. Click on the button that appears when your mouse is over the width.



- 15) From the list that appears select **Clear All Widths**. You won't see much change since the contents of the table will make it stretch to take up the available space anyway but there may be some situations where you won't want a specified width and would rather a table that is just wide enough to fit its contents
- 16) Save the changes and close the document.



**Note** You can easily change the width of table columns by moving your mouse over the border between the columns (or rows) and then dragging them.



Currently all of the rows within the table are set to middle vertical alignment by default. Top alignment is usually preferable. We could change the cell properties now, but we'll save ourselves some effort by doing it later on when we create styles for our site. Then we can do the whole lot in one go with far less effort.

**Note** Before CSS became common, tables were often used as a way to arrange all of the elements of a web page. CSS provide a much less complicated and more efficient way of doing that, though many websites are still arranged using tables.

## Online Forms

Forms are used for a variety of purposes in websites. A form could be a simple one which sends submitted details to an email address, it could be a form which sends the submitted information to retrieve results from a database (such as a search engine) or it can be a part of something more complex such as an online shopping system. Some may include calculations to add up prices for an order and may include links to banking facilities to accept credit card details for orders. Creating a form requires a form handler to determine what happens when the website user clicks on the submit button. In most cases, form handlers need to be created using a language such as CGI, PHP or ASP which are beyond the scope of these exercises (though Dreamweaver does provide some help for these and other languages and can even do a lot of it for you).

The part of the form done by HTML is the part that we will be creating in Dreamweaver. This includes all the components (objects) in the form such as text areas, radio buttons and combo boxes. Our form will be a simple form that takes some details from the user and then sends them directly to an email address without the need for a complex form handler, though a good form handling script will often provide better results.

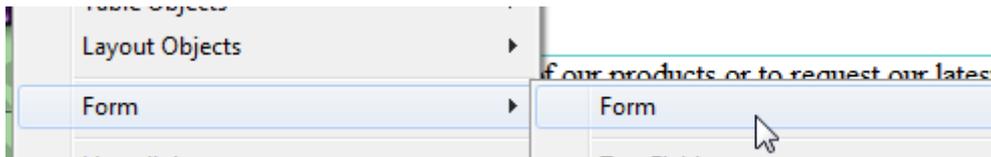
**Tip** Remember to check the code view every now and then or work in split view. Seeing the HTML that has just been created as you work in Dreamweaver will make it easy to learn more about what is going on in the HTML. Perhaps more importantly, if you have a better idea of what's going on behind the design screen, it makes it a lot easier to fix problems when things aren't looking the way they're supposed to.

## Exercise 4 – Creating the Form

- 1) Create a new page based on the same template we used in the last exercise.
- 2) Save the new page as *ordering.html*, replacing the existing page with that name.
- 3) Change the heading text (formatted as level 1 heading) and page title to *Ordering*.
- 4) Delete the text in the *Page Content* area.
- 5) Enter the following text.

*To place an order for any of our products or to request our latest catalogue, complete the form below.*

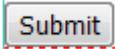
- 6) Press **[Enter]** to create a new blank line.
- 7) From the **Insert** menu select **Form** and then **Form**.

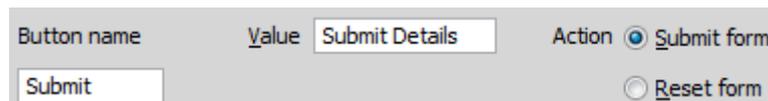


A dotted red line will appear around the form area. It is important that any objects that are to be used by your form are within this area, otherwise they will be ignored by the form.

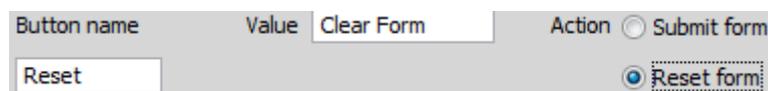
- 8) Make sure your cursor is within the red form area. We will change some of the form properties that will be displayed down in the **Properties panel**.
- 9) Enter *orders* for the **Form ID**. In our website the form name isn't crucial, but when you are creating a form to be used along with scripting and databases it can become important to name your form.
- 10) For **Action** enter the word *MAILTO:* followed by your own email address. This will mean that when the form is completed, the results will be sent to you.
- 11) Make sure **Method** is set to *Post* so that the form will send results. Some types of forms which need to retrieve instead of sending information, (such as a form on a search page) will use the *Get* method instead.



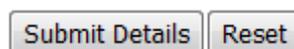
- 12) Press **[Enter]** to create a new blank line within the form area.
- 13) From the **Insert** menu select **Form** and then **Button**.
- 14) When the button options appear, leave them as they are and click **OK**. A submit button will be inserted by default but the options for the button are easy to change. 
- 15) Select the button so that its properties are visible in the **Properties panel**. Change the **Value** property to *Submit Details*. This will change the text on the button itself.
- 16) Change the **Button Name** to *Submit*.
- 17) Make sure the **Action** is set to **Submit Form**.



- 18) Click after the button you have created and add a second button. We want this to be a reset button that will clear the form so set its properties as shown below.

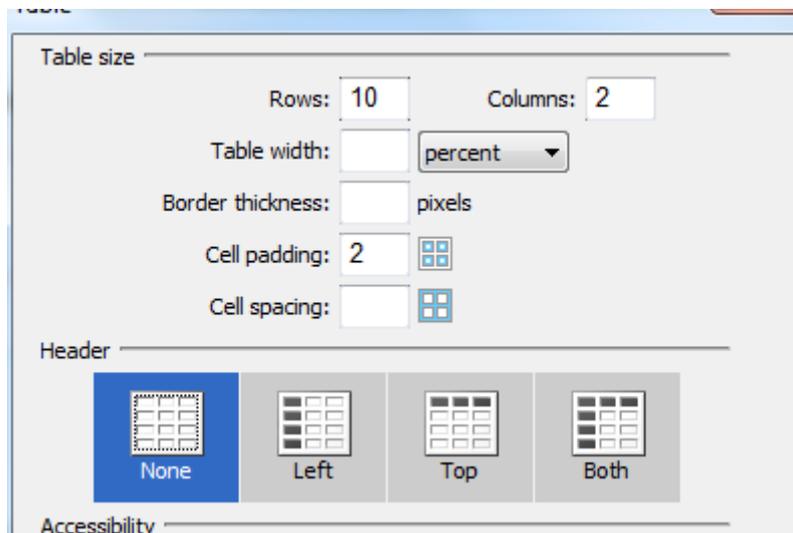


- 19) Centre align the paragraph that the buttons are on (**Right click** and **Align**).



Next we will create the objects that will make up the form itself. First, we'll create a table that we will use to line everything up on the form.

- 20) Click in the first blank line within the form (the area within the dashed red outline). It should be a blank line before the buttons.
- 21) Insert a table that has 10 rows, 2 columns, no border, no specified width and 2 cell padding. There should also be no headers selected.



Since we haven't specified a width, the table will look a little squashed until we've put something in it.

- 22) Click in the first cell of the table and type *Name:* (including the colon: ).
- 23) Click in the second cell of the first row (or press the **[Tab]** key to move to it).
- 24) From the **Insert** menu select **Form** and then **Text Field**. Click **OK** to skip the label options.
- 25) Make sure the text field you just inserted is selected so you can change the **properties**.
- 26) The properties along with an explanation of each are listed below. Make the changes indicated.

Property	Purpose	Change to:
<b>TextField</b>	The name of the field – generally used to identify each field in the form handler	<i>Name</i>
<b>Char width</b>	Specifies a width for the box. Width is measured in characters and can vary from one browser to another	<i>40</i>
<b>Max Chars</b>	Places a limit on the number of characters that can be typed in a box	<i>Leave empty</i>
<b>Single/Multi Line</b>	Changes between a text box (single) and text area (multi)	<i>Single</i>
<b>Password</b>	Changes the textbox so that when a user enters text in to it, ***** will appear rather than the text being typed. Normally used for login forms for restricted websites.	<i>Leave it</i>
<b>Init Val</b>	Specifies text that will already be entered in to the box when the web page loads	<i>Leave empty</i>



- 27) Do the same for the second row of the table. The only difference is that the text in the first column will be *Email Address:* and the **TextField** property of the Text field will be *Email*.
- 28) In the third row, enter the text *Phone Number:* in the first cell. In the second cell add a textbox the same as the previous ones with the **TextField** set to *Phone*.
- 29) On the fourth row, enter the text *Pot Name:* in the first cell. In the second cell add a textbox the same as the previous ones with the **TextField** set to *Pot\_name* (with the underscore).
- 30) On the fifth row enter the text *Quantity:* in the first cell. In the second cell add a textbox the same as the previous ones with the **TextField** set to *Quantity* and Char Width as 10.

So far the form should be looking like the one below.

Time to try out some of the other types of form objects, starting with a combo box.

- 31) In the first cell of the sixth row type *Location:*.
- 32) In the next cell select **Insert**, then select **Form** and **Select (List/Menu)**. Click **OK** to skip the label options. Change the name property to *Location*.
- 33) Make sure **Type** is set to **menu**. This will make the list a drop-down style combo box. If **List** is selected, then the list will be a scrolling list with some additional options available (such as the number of rows visible in the list).
- 34) In the **Properties** panel, click on the **List Values** button.

Here we can create the choices that will appear in the list. The **Item Label** will specify the text that will appear for each choice in the list. The **Value** specifies what will be submitted with the form when each option is selected. If no value is specified then the value will be the same as the Item Label.

35) Click in the **Item Label** section and enter *ACT*, and in the **Value** section enter *Australian Capital Territory*.

36) Click the **+** button to add another item. Add additional items as shown on the next page. You can use the   buttons to change their order if you need to.

ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia
-----	
USA	
CANADA	
UK	
NEW ZEALAND	

37) Click **OK** when they have all been entered.

**Note** If you choose, you can specify an option to be selected by default by changing the **Initially Selected** property.

38) For the next row after the location we'll use a text area. In the first cell of the row, type *Address*.

39) In the second cell of the row, choose **Insert, Form** and then **Textarea**.

40) Set the properties for the text area as shown below. Note that the column width may not be the same as the textbox width as the widths can vary with different browsers.

41) The next row will use radio buttons. In the first cell of the next row type *Gardening Skill*.

42) Select the next cell and then from the **Insert** menu, select **Form** and **Radio Button**.

43) Make sure the radio button you just inserted is selected so you can change the **properties**.

44) The properties along with an explanation of each are listed below. Make the changes indicated.

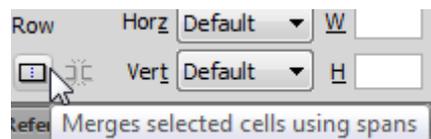
Property	Purpose	Change to:
<b>Radio Button</b>	The name of the control – normally radio buttons are in groups where only one can be selected at a time. If you want several of them to be a part of a group, make sure they all have the same value in this property.	<i>Skill</i>
<b>Checked Value</b>	This specifies what information is sent with the form results if this option is selected.	<i>amateur</i>
<b>Initial State</b>	If several radio buttons are part of a group, you can set a certain radio button to be selected by default. Make sure no more than one in a group as set to Checked.	<i>Unchecked</i>

45) Next to the radio button type *Amateur*.

- 46) Add two more radio buttons and text so that it looks like the example below. Each one should have a **Checked Value** property similar to the text next to it. If you like you can set one of them to be **checked** by default. They all need to have the same Radio Button name property (Skill) to tell the web browser that they are part of the same radio button group.

Quantity:	<input type="text"/>
Location:	<input type="text"/>
Address:	<input type="text"/>
Gardening Skill:	<input type="radio"/> Amateur <input type="radio"/> Hobbyist <input type="radio"/> Professional

- 47) For the next row, we'll merge both cells so that they become one cell. Select both cells in the row.



- 48) In the **Properties panel**, click on the **Merge cells** icon.  This will cause the first cell to have the **COLSPAN="2"** attribute added to its table data (**TD**) tag while the second cell, which is no longer needed will be removed. Check the Code View ( **[Ctrl] [ ]** ) to see the changes.
- 49) In the merged cell, enter the text – *Would you like to* – followed by a blank space.
- 50) From the **Insert** menu select **Form** and **Checkbox**.
- 51) Complete the properties as follows.

Checkbox name	Checked value	Mailing List	Initial state	<input type="radio"/> Checked
<input type="checkbox"/>	<input type="checkbox"/>	mailing_list	<input checked="" type="radio"/>	Unchecked

- 52) Add some more text and another Checkbox so that it appears like the following example. Make sure the second checkbox has *catalogue* for the **Name** and **Value** properties.

Would you like to  receive email updates  receive a catalogue

- 53) For the last row, put the text *Comments:* in the first cell and another text area called *Comments* in the second cell. Make it the same size as the previous text area (You can copy the previous text area and simply change the **TextField** property).
- 54) Delete any blank lines that may be between the table and the form buttons. The completed form should look like the following example

Page Content

To place an order for any of our products or to request our latest catalogue, complete the form below.

Name:

Email Address:

Phone Number:

Pot Name:

Quantity:

Location:

Address:

Gardening Skill:  Amateur  Hobbyist  Professional

Would you like to  receive email updates  receive a catalogue

Comments:

55) Preview the page in your browser to see how the form looks. Try filling in the form and testing both the reset and submit buttons.

56) Try the links in the navigation bar to see how the other pages look.

**Note** Since our form action is an email address it will open your email program to send an email which is not the best solution and may not work in some email programs. If you have an account with an internet service provider they may include a mailto script for their customer's websites which would be good to use in the form's action setting. Your school or workplace might also have something similar available. Alternatively, if you search the web, you will be able to find a wide range of form mailto scripts, though many of them require some knowledge of web servers to use. If you are going through these exercises in a class, ask your teacher if there is one available for your use.

**Ordering**

To place an order for any of our products or to request our latest catalogue, complete the form below.

Name:

Email Address:

Phone Number:

Pot Name:

Quantity:

Location:

Address:

Gardening Skill:  Amateur  Hobbyist  Professional

Would you like to  receive email updates  receive a catalogue

Comments:

[About Us](#) - [Gallery](#) - [Ordering](#) - [Contact Us](#) - [Links](#)

© Francie's Flowerpots 2014