CHAPTER 1
Dreamweaver Tutorial

This tutorial shows you how to use Dreamweaver to define a local site and to create and edit Web documents. Use this tutorial to learn the basic skills you'll need to develop a Web site and to learn about some of the new features of Dreamweaver 3.

In this tutorial, you will create a Web site for a fictitious company, Scaal Coffee, a gourmet coffee business.

While visiting Scaal's Web site, customers can read about the company, view the weekly specials, and browse through the product pages of Scaal's online catalog.

Along the way, you'll learn how to perform the following tasks:

- Define a local site
- Create a document
- Use layers to lay out a page
- Convert layers to tables
- Attach a behavior to an image
- Import a Microsoft Word HTML document
- Format text using HTML styles
- Create a site map
- Create links
- Apply a template
- Create a jump menu

Note: This tutorial demonstrates some features that are supported only in 4.0 or later browsers.

Take a guided tour of Dreamweaver

Before you get started, watch the Guided Tour movies in Dreamweaver Help to familiarize yourself with Dreamweaver's features.

1 In Dreamweaver, choose Help > Using Dreamweaver.

2 In the Contents list in the left frame, click Getting Started, and then click Learning Dreamweaver.

3 Click a movie title.

4 Close the browser when you finish.

Preview the completed Web site

Next, view the completed Web site to get an idea of what you'll be working toward.

1 Launch Dreamweaver.

2 In Dreamweaver, choose File > Open. In the file browsing dialog box, navigate to the Dreamweaver application folder, open the Tutorial folder, and then the Scaal_site folder.

3 In the Scaal_site folder, select scaal_home.html, and then click Open to open the Scaal home page in the Document window.

Do not edit this page. You will create your own version of this page.

4 Choose File > Preview in Browser and select a browser with which to view the Scaal home page. (Use a 4.0 browser to view this site.)

5 Move the pointer over the three items on the left side of the page (Our Story, Products, and This Week), and notice that the items highlight to indicate that they are active links.

Click the links to explore the site. To return to the home page, click the Scaal logo, which is located at the top of each site page.

6 Close the browser when you finish looking at the site.

7 Close Dreamweaver.

How the tutorial files are arranged

Both the completed and partially completed HTML files used in this tutorial are in the Scaal_site folder in the Tutorial folder. Images and other associated files for the site are in folders below the Scaal_site folder. (The complete path to the Scaal_site folder will vary, depending on where you have Dreamweaver 3.0 installed.)

Each file has a meaningful name—for example, the HTML file for the completed Scaal products page is named products_index.html. The partially completed files—which you'll be working on—have names similar to their counterparts in the complete site, except they begin with DW3_; the partially completed version of products_index.html, for example, is called DW3_products_index.html.

Set up site structure for the tutorial

Before you start the tutorial, create a new folder into which you'll transfer the Scaal site tutorial files. Later, you can use the Sites folder structure to store other sites you create.

1 At the root level of your local disk, create a new folder and name it **Sites**—for example, C:\Sites (Windows) or Hard Drive:Sites (Macintosh).

2 From the Dreamweaver/Tutorial folder, copy the complete Scaal_site folder into the Sites folder.

Define a local site

Begin your site development by defining a local site for the files in the Scaal_site. A site is a storage location for all the documents and files belonging to a particular Web site. Defining a local site delineates the structure of the site you are creating and tells Dreamweaver where you plan to store all of the site's files. Define a local site for each Web site you create using Dreamweaver.

For this tutorial, you'll specify the Scaal_site folder as the local site folder.

1 Launch Dreamweaver.
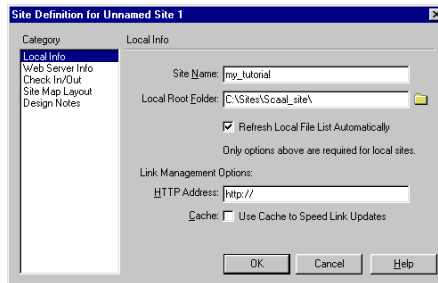
    A blank document opens.

2 Choose Site > New Site.

3 In the Site Definition dialog box, make sure Local Info is selected in the Category list.

4 In the Site Name field, type **my_tutorial**.

    The site name lets you easily identify and select a site from a list of sites you've defined.

5 Click the folder icon to the right of the Local Root Folder field, navigate to the Sites/Scaal_site folder, and click Open. Then click Select (Windows) or click Choose (Macintosh).

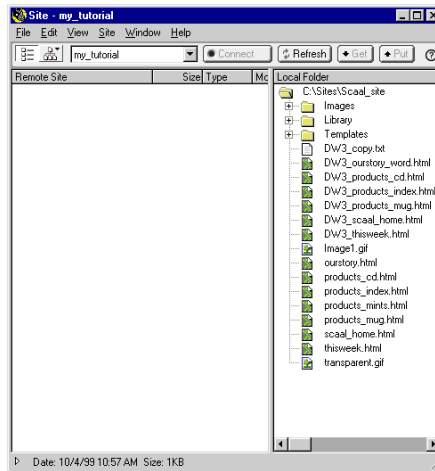   The Local Root Folder field updates to display the path to the local site.

Note: The complete path to the Scaal_site folder may vary, depending on where you have created your Sites folder.

6 Click OK.

7 Click Create when asked if you'd like to create a cache file for the site.

Caching the files in the Scaal_site folder creates a record of existing files so Dreamweaver can quickly update links when you move, rename, or delete a file.

The Site window now displays a list of all the folders and files in the local site my_tutorial. The list also acts as a file manager, allowing you to copy, paste, delete, move, and open files just as you would in the file finder or explorer on your own computer.

8 Leave the Site window open.

9 Click the Document window to make it active.

Create the Scaal site home page

Now that you have set up a structure to store the Scaal site, you'll create a home page for the site. As you build this document, you'll add a page title, layers, images, text, and links; your document will contain the same design components as the completed Scaal home page.

If they aren't already open, open the following workspace components:

- The Object palette (choose Window > Objects), which you'll use to add objects to your document

- The Property inspector (choose Window > Properties), which you'll use to set properties or attributes for objects in your document
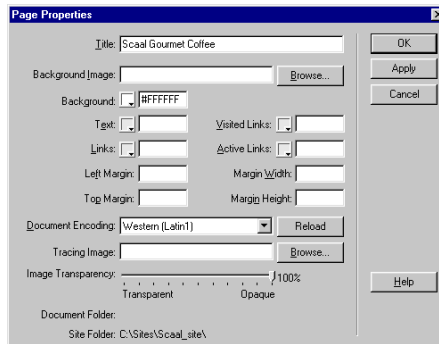
Save your document

Save the blank document you created when you launched Dreamweaver.

1 Choose File > Save.

2 In the Save As dialog box, select the Sites/Scaal_site folder to save the file in.

3 In the File Name field, type **my_scaal_home.html**.

4 Click Save.

Define the title of the page

Defining a page title for an HTML document helps users identify and keep track of a page they're browsing. The page title appears in the browser title bar when a page is viewed in a browser. When a page is bookmarked, the page title appears in the bookmark list. If a document is created without a page title, the document appears in the browser with the title *Untitled Document*.

1 With the Document window active, choose Modify > Page Properties to see the page property options.

2 In the Title field of the Page Properties dialog box, type **Scaal Gourmet Coffee**.

3 Click OK.

The title appears in the title bar of the Dreamweaver Document window.

Create a page layout

You'll begin by opening the completed version of the Scaal home page in a browser so that you can refer to it while working.

1 Choose File > Open, navigate to the Sites/Scaal_site folder, select scaal_home.html, and then click Open.

2 Press F12, to preview the page in a browser.

The home page appears in the browser.

Leave the browser window open in the background to refer to as necessary.

3 Click in the Document window of the scaal_home.html document, and then choose File > Close to close the document.

Add layers

Layers are ideal for creating complex page layouts, since you can easily reposition page elements that have been placed in layers by dragging them. You'll lay out the home page using layers, and then convert the layout to a table layout so that the page will accurately display in both 3.0 and 4.0 browsers.
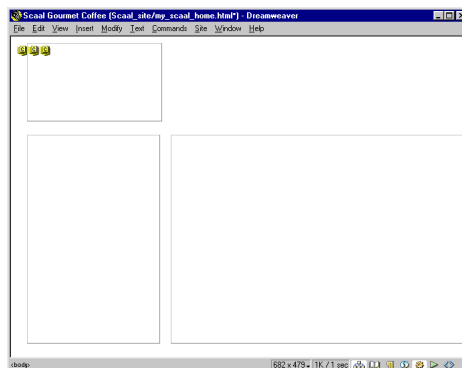
You cannot convert layers to tables if the document being converted contains nested or overlapping layers.

1 Choose Window > Layers to open the Layer palette.

2 Make sure the Prevent Overlaps box is selected.

3 Click in the Document window of the my_scaal_home document to make the document active.

4 Choose Insert > Layer.

A layer is added to the document.

5 In the Object palette's Common panel, click the Draw Layer button.

6 Move the pointer to the Document window; the pointer changes into a drawing tool. In the space below the first layer, drag the pointer to draw a new layer.

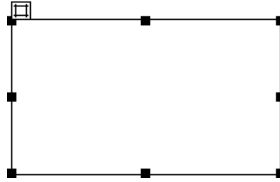**7** Repeat the actions in steps 5 and 6 to draw another layer.

Your page should look similar to the screen below.

Select and manipulate a layer

You can change the position or shape of the layers in your document.

1 Click the border of the layer.
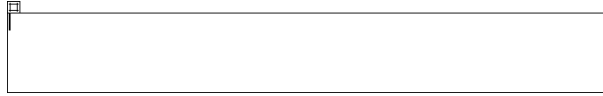
Handles appear around a selected layer:

2 To resize a layer, click a layer handle, and drag the handle to the desired size.

3 To move a layer, do one of the following:

• Use the arrow keys.

• Hold down Shift and use the arrow keys to move a layer five pixels in the direction of the arrow used.

• Click the tab in the top left corner of the layer and drag the layer to the desired position.

Add an image

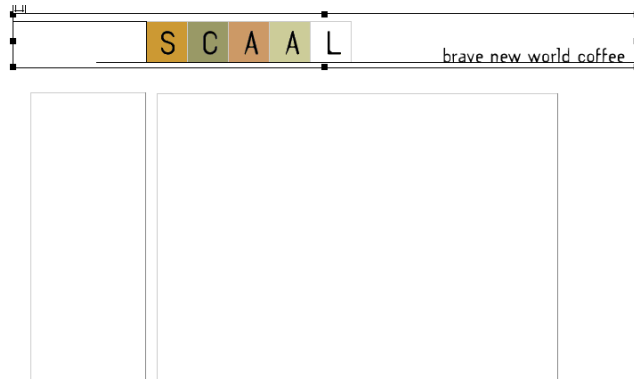Now you'll insert the Scaal logo image in the document.

1 Click anywhere in the uppermost layer. Clicking in a layer places the insertion point inside the layer without selecting the layer.

An active layer with an insertion point in it looks like this:

2 Choose Insert > Image.

3 In the Select Image Source dialog box, locate the Sites/Scaal_site/Images folder, navigate to logo_scaal.gif, and click Select (Windows) or Choose (Macintosh).

The image appears in the layer.

Add the navigation images

Now you'll add images for navigation buttons.

After you add the button images, add space between the graphics: add a paragraph return after you insert the images.

1 Place the insertion point in the navigation layer (the bottom left layer).

2 In the Object palette's Common panel, click the Insert Image button.

The Select Image Source dialog box appears.

3 In the Images folder of the Scaal_site, navigate to btn_ourstory_up.gif, and then click Select (Windows) or Choose (Macintosh) to insert the image.
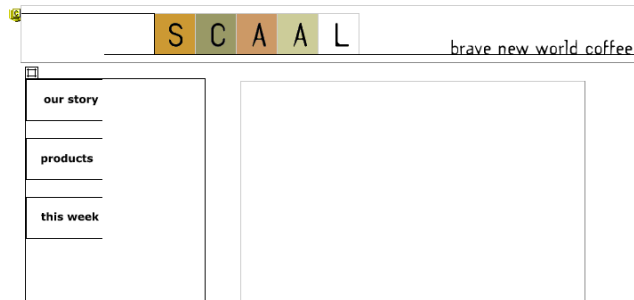
The Our Story image appears in the layer.

4 Position the insertion point after the image in the layer, and press Enter (Windows) or Return (Macintosh) to add space between this image and the next image you insert.

5 In the Object palette, click the Insert Image button, and in the dialog box that appears select btn_products_up.gif, and then click Select (Windows) or Choose (Macintosh).

6 Position the insertion point after the image in the layer, and press Enter (Windows) or Return (Macintosh).

7 In the Object palette, click the Insert Image button, and in the dialog box that appears select btn_thisweek_up.gif, and then click Select (Windows) or Choose (Macintosh).

Your document layout should look similar to this.

Name the images

Make a habit of naming the elements in your documents. Later, when you need to reference or select a particular image, layer, or some other document element, you'll be able to easily identify it. You'll be referencing these images later in the tutorial, so name them now.

1 In the Document window, click the Our Story image to select it.

2 In the Image field of the Property inspector, type **ourstory**.

3 Repeat these steps, selecting and naming the other two images in your document. Name the second image **products** and the third image **thisweek**.

Add text to a layer

Now you'll add text to the remaining layer.

In Dreamweaver, you can type content directly into a layer, or you can cut and paste content from another document into a layer. In this tutorial, you'll add text to the layer by copying and pasting content from an existing text file to a layer.

1 Choose File > Open; then, in the Scaal_site folder, open DW3_copy.txt.

The DW3_copy.txt document opens in a new Dreamweaver Document window. DW3_copy.txt is the file you'll copy the text from.

2 Choose Edit > Select All to select the document text.

3 Choose Edit > Copy to copy the text.

4 Close the DW3_copy.txt document.

5 In the my_scaal_home document, position the insertion point in the bottom right layer.

6 Choose Edit > Paste to paste the text into the layer.

Format text

You can format text in the Document window by setting properties in the Property inspector. First, select the text you want to format, and then apply the changes. You'll change the font and size of the text.

Before you format the text, you'll create a couple of paragraphs. Add a paragraph return after the first sentence and after the second sentence.

1   If the Property inspector isn't open, choose Window > Properties.

2   With the insertion point anywhere in the layer, press Control+A (Windows) or Command+A (Macintosh) to select all the text in the layer.

3   In the Property inspector's second Format pop-up menu, which currently reads Default Font, select Arial, Helvetica, sans-serif.

4   In the Size pop-up menu, select 3.

The text in your document automatically updates to reflect the changes.

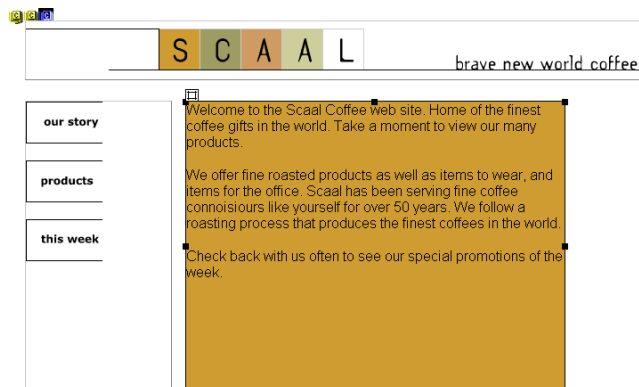## Add a background color to a layer

You can also use the Property inspector to set the background color of a layer. You can select a color using the color picker, or you can type the hexadecimal code for a color.

1   Click the border of the layer that contains the text to select it. (Handles appear around a layer when it is selected.)

2   In the Property inspector, click the BgColor color box.

The color palette and eyedropper icon appear. You can use the eyedropper to "pick up" any color in the visible work area, in addition to picking colors in the color palette.

3   Move the color picker icon to the Scaal logo and click the gold that surrounds the letter *S*.
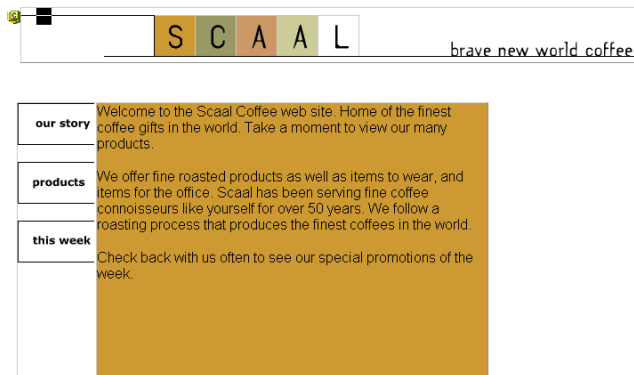
The layer background color is updated.

Position the layers

Now that you've completed the design of your page—laying it out using layers—you'll convert the layers to a table layout so the page can be viewed by users with 3.0 browsers.

When you convert layers to a table, Dreamweaver creates table columns, rows, and cells to fit the layers on a page. To reduce the number of table columns, rows, and cells you create as you convert the document layout, align layer elements before converting a document. Use the Property inspector to position layers in a document.

First, you'll resize and move the layers as you design your page; then you'll set the position of the two lower layers so they align at the top.

1 Resize the top layer by dragging the layer handles in until they just surround the Scaal logo and the text following it.

2 Resize the navigation layer (the bottom left layer) by dragging the layer handles in until they just surround the images.

3 Move the text layer so that it is positioned next to the navigation layer. Select the layer, and then use the arrow keys or drag the layer by the layer tab. (The layers won't overlap, because Prevent Overlap is selected in the Layer palette.)

4 If all the layer property fields aren't visible in the Property inspector, click the expander arrow in the lower right corner of the Property inspector.

5 Select the layer that contains the navigation images. Hold down Shift and select the layer that contains the text.

Both layers are selected.

6 In the Property inspector's T field, type **100px**. This precisely positions both layers 100 pixels from the top of the document.
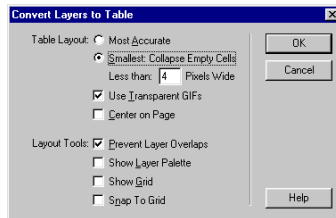

Click anywhere in the document to deselect the layers and to see the layers align.

Convert layers to a table

Now that you've laid out the page, convert the layers to a table so that the page will be displayed accurately in 3.0 as well as later version browsers.
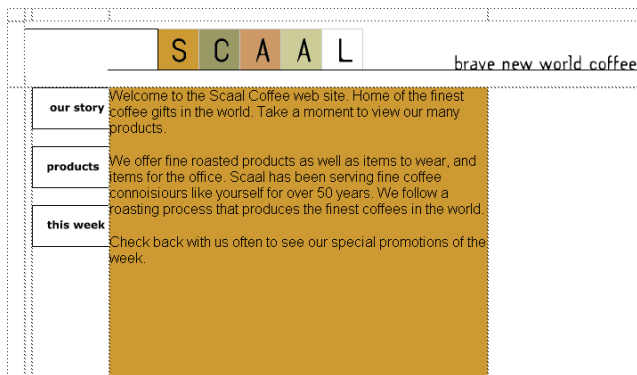
1 Choose Modify > Layout Mode > Convert Layers to Table.

The Convert Layers to Table dialog box appears.

2 In the Convert Layers to Table dialog box, under Table Layout make sure that Smallest: Collapse Empty Cells and Use Transparent GIFs are selected.

3 Under Layout Tools, make sure that Prevent Layer Overlaps is selected.

4 Click OK.

The layers are now converted to a table.

Note: Dreamweaver sets the space between the table columns and rows using transparent GIFs. After converting layers to a table, you'll see the file tranparent.gif in the root level of your site folder. Don't move this file to your Images folder; if you do, you'll see broken image icons when you view your page in a browser.

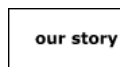**5** Close the Layer palette.

6 Save your file.

Create rollover images

A rollover image is an image whose display changes when the pointer is "rolled" over it. You create a rollover image by attaching a behavior to an image.

A behavior is a combination of an event and an action. Events are situations that trigger actions. For example, an event called onClick can occur when the user clicks a button, or an event called onMouseOver can occur when the mouse pointer passes ("rolls") over an object. Actions are pieces of prewritten JavaScript code that perform specific tasks, such as opening a browser window, playing a sound, or stopping a Shockwave movie.

When attaching a behavior to a page element, you specify both an action and the event that triggers it. Dreamweaver offers several predefined actions that you can attach to page elements.

In this part of the tutorial, you'll apply Swap Image actions to the Our Story, Products, and This Week images so that the images are highlighted when the mouse passes over them (that is, when the onMouseOver event occurs). For example, when the Our Story image appears on the page normally, it looks like this:
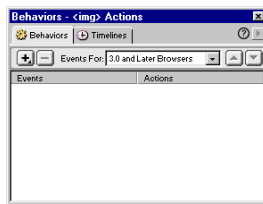
our story

After you've defined a behavior that includes the Swap Image action during the onMouseOver event, the Our Story image will look like this (the identical image with a different background color) when the mouse passes over it:
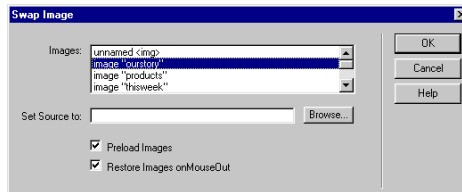
our story

You'll continue working on the home page file to attach behaviors to the navigation images on your page. Then you'll preview the page in a browser to test the behaviors.

1 In the Document window, click the Our Story image to select it.

2 Choose Window > Behaviors or press F8 to open the Behavior inspector, which lists all behaviors defined for a selected element.
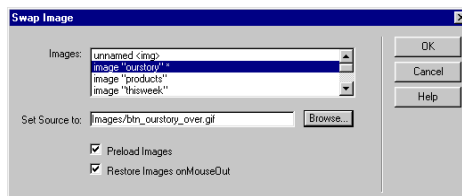
3 In the Events For pop-up menu, 3.0 and Later Browsers should already be displayed. If it is not, select it.

4 Add a new action to the list by clicking the plus (+) button and choosing Swap Image from the pop-up menu.

The Swap Image dialog box appears. In the Images list, you'll see a list of all images on the page, with the Our Story image selected. This is the original image, which will be replaced with a highlight image when the mouse pointer passes over it.

5 Click Browse to navigate to the Scaal_site/Images folder, select btn_ourstory_over.gif, and then click Select (Windows) or Choose (Macintosh) to select the image.

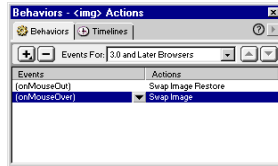This image replaces the original image during the onMouseOver event.

6 Accept the default settings for preloading and restoring images.

The Preload Images option loads the swap image into the browser's cache as the page loads, so that when the user first moves the mouse pointer over the Our Story image, there is no noticeable pause before the highlight image appears.

The Restore Images onMouseOut option automatically assigns the Swap Image Restore action to the onMouseOut event for this image. This returns the image to its original state when the user moves the mouse pointer away from it.

7 Click OK to close the Swap Image dialog box and apply the changes you just made.

The Behavior inspector now includes the events and actions you just defined for the image. The onMouseOver event appears with the Swap Image action; above it is the onMouseOut event with the Swap Image Restore action. (This behavior was defined when you accepted the default options in the Swap Image dialog box.)

8 Repeat steps 4 to 7 to attach Swap Image actions and onMouseOver events to the Products and This Week images:

• Select the Products image. Then in the Swap Image dialog box, set the source of the Products swap image to btn_products_over.gif.

• Select the This Week image. Then in the Swap Image dialog box, set the source of the This Week swap image to image btn_thisweek_over.gif.

9 Close the Behavior inspector.

10 Press F12 to see your document in your default Web browser.

You do not have to save a document before you preview it. All browser-related functions work while you preview a document.

11 Move the mouse pointer over the Our Story, Products, and This Week images to see how they change.

12 When you finish previewing the file, close the browser window.

13 Return to Dreamweaver and choose File > Save to save the changes you made to the home page.

Now, you'll start creating the files your home page will link to.
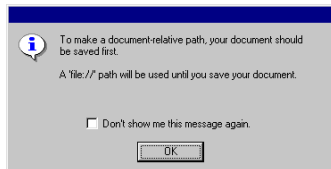
Import a Word HTML document

The tutorial file for the Our Story page contains a document that was created in Microsoft Word and saved as an HTML document. You'll import this document into Dreamweaver, and then clean up any nonstandard HTML code in the document using a new Dreamweaver feature called Clean Up Word HTML.

The Clean Up Word HTML feature provides options for cleaning up or fixing HTML tags, defining CSS (Cascading Style Sheets) elements, setting a page background color, removing Word-specific markup tags, and converting Word font sizes and headings to HTML size attributes.
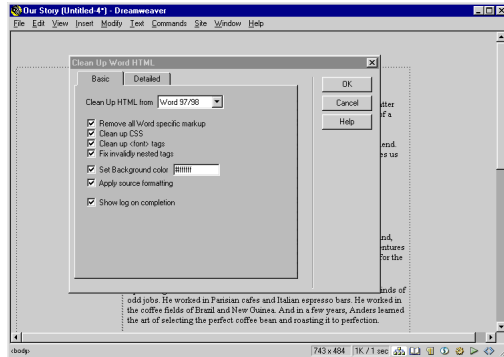
1   With the my_scaal_home page still open, choose File > New to open a new file.

2   Choose File > Import > Import Word HTML to import a Word HTML document.

3   In the Select Word HTML File to Import dialog box, navigate to DW3_ourstory_word.html, and then click Select (Windows) or Choose (Macintosh) to select the Word HTML file.

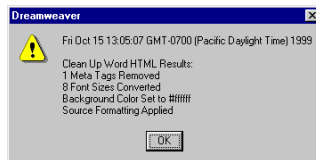You are prompted to save your document.

4 Click OK.

The Our Story document opens in the background, and the Clean Up Word HTML dialog box appears in front of the document.

For the purpose of this tutorial, you'll accept the default settings in the Clean Up Word HTML dialog box. These options set the background color of the document to white, retain much of the current formatting, and clean up the HTML coding in the file.

5 In the Clean Up Word HTML dialog box, all of the options on the Basic tab should be selected by default. Make sure they are all selected, and click OK.

The Clean Up Word HTML log appears, detailing the results of the cleanup.

6 Click OK.

You see a blank document. This is the new document you created before you imported the Word HTML document. The imported document is behind the blank document.

7 Close the blank document.

8 Click in the Our Story document to make it the active window.

9 Choose File > Save As to save the Our Story document; name it **my_ourstory**.

Notice that the Our Story document retains the table formatting and font attributes of the original Word HTML file.
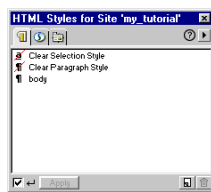
Format text using HTML styles

Now that you've imported the Our Story document, you'll add formatting changes to the text. An easy way to apply formatting to a document is by using HTML styles. An HTML style consists of one or more HTML tags; it can include colors, fonts, size, and so on. You can create HTML styles to apply to an entire paragraph or to apply to selected text. Once you create an HTML style, you can apply it to any page in the current site.

Unlike CSS styles (which are styles that adhere to the Cascading Style Sheets specification), HTML style formatting affects only text that you apply it to, or text that you create using a selected HTML style. If you change the formatting of an HTML style you have created, text that was originally formatted with that style is not updated.

Apply HTML styles

In this tutorial, you'll use an HTML style to format text in the Our Story document.

1 Choose Window > HTML Styles. The HTML Style palette appears.
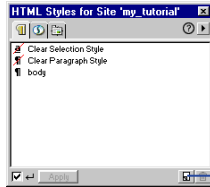

Notice that the styles in the palette are for the my_tutorial site. There are three items in the palette:

- The first two items are Dreamweaver commands, Clear Selection Style and Clear Paragraph Style. Use these commands to clear existing styles from text you've selected in your document.

- The other item is an HTML paragraph style named body, created for you to use in this tutorial.

2 Make sure the Apply option is selected in the lower left corner of the HTML Style palette.

3 In the my_ourstory document, place the insertion point in the first paragraph. You can place the insertion point anywhere within a paragraph to apply a style to a paragraph.

4 In the HTML Style palette, click the body style.

The text in the first paragraph is reformatted in the new style.

5 Apply the body style to other paragraphs in the document.
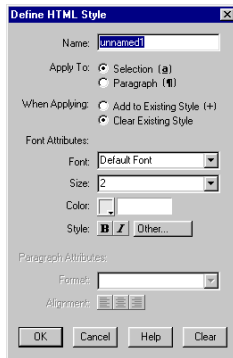
Create HTML styles

Next, you'll create an HTML style to add emphasis to the word *Scaal* in the document.

1 Click the New Style icon at the bottom of the HTML Style palette.

 — New Style icon

The Define HTML Style dialog box appears.

2 In the Name field, type **scaal**.

3 For Apply To, select Selection.

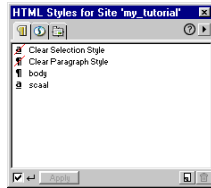This applies the style to a selected range of text rather than a whole paragraph.

4 For When Applying, leave the default setting, Clear Existing Style, which clears any styles applied to the selected text when you apply the new style.

5 For Font Attributes, select the desired attributes. Here are some suggestions:

• Font: Arial, Helvetica, sans-serif

• Size: 3

• Color: #CC9933 (or use the color picker to select a gold color)

• Style: click Other, and then select Emphasis

6 Click OK.

The new style is added to the HTML Style palette. Notice the *a* that precedes the Scaal style: this icon identifies a style as a selection style rather than a paragraph style.

When applying a style to a selection, you must select the range of text that you want to reformat.

7 In the Document window, select the word *Scaal* in the first paragraph.

8 Select the scaal style in the HTML Style palette.

The text displays the new style in the document.

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9 Apply the scaal style to a few more selections, and then close the HTML Style palette.

10 Choose File > Save to save the changes you made to the my_ourstory document.

11 Choose File > Close to close the document.

Create a visual map of your site

Use the Dreamweaver Site Map option to provide a high-level visual representation of the structure of a local site. You can also use the Site Map view to add new files to the site; to add, remove, and change links; and to create a graphic file of the site that you can export to and print from an image editing application.
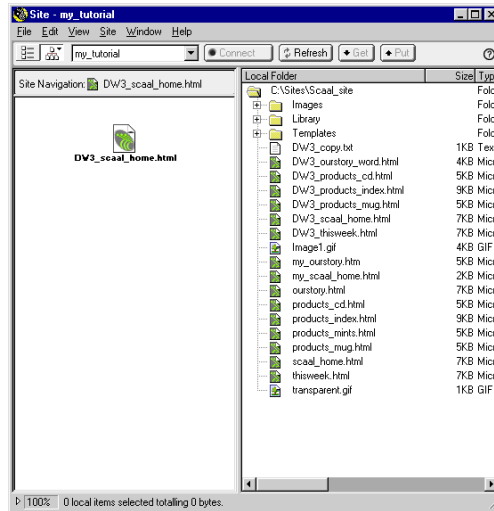
In the Site Map window, the home page for a site always appears at the top of a site map; below the home page you can see which files the home page links to.

You'll set DW3_scaal_home.html as the home page for the my_tutorial site. This page is similar to the home page you created. (It's essentially the same as the my_scaal_home document, but images and text formatting have already been added.)

There are a number of ways to define a site home page. The easiest way to set a home page is by using the context menu.

1 Click the title bar of the Site window if visible, to make it active, or choose Window > Site Files.

2 In the Site window, in the Local Folder list, locate the DW3_scaal_home.html file. Right-click (Windows) or Control-click (Macintosh) the icon for the DW3_scaal_home.html file.

3 From the context menu, choose Set as Home Page.

4 Click the Site Map icon in the top left area of the Site window.

The Site window now appears with two views of your local site: on the left is a site map, which graphically represents the current structure of the Scaal site (with DW3_scaal_home.html as the home page), and on the right is a list of the local folder's contents.

The DW3_scaal_home page currently has no links. You'll add links to this page in the next section of this tutorial.

Leave the Site window open for now, so you can see how the site map updates as you add links to the home page.

Create links

Images on the left side of the Scaal home page guide visitors to specific pages in the Scaal site. You'll add links from the Our Story, Products, and This Week images to their corresponding pages.

You'll see that there are a number of ways to create links using Dreamweaver. First, you'll add a link from the Our Story image to the Our Story page using the Property inspector.

1 In the Site window, double-click the icon for the DW3_scaal_home.html file in either panel.
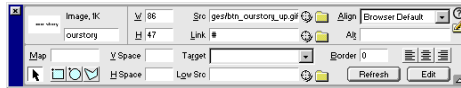
The DW3_scaal_home.html file opens.

2 In the Document window, click the Our Story image to select it.

Don't double-click the image, or Dreamweaver will open the Select Image Source dialog box.

3 Choose Window > Properties to open the Property inspector if it isn't already open.

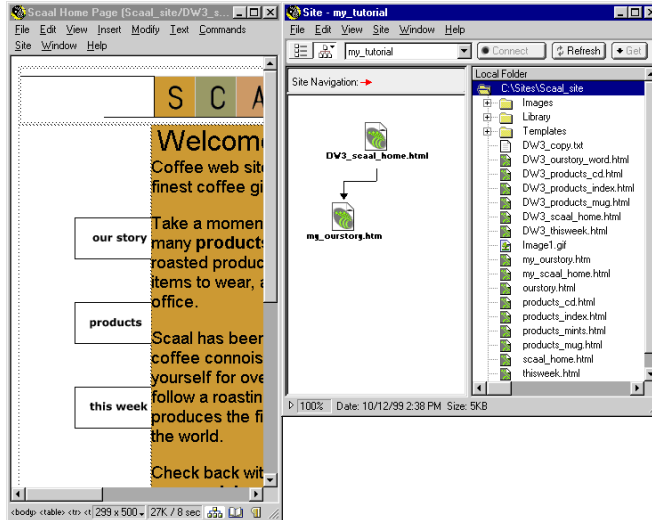The Image Property inspector displays information about the selected image.

Note: The Link field contains a number sign (#), created when you attached the Swap Image behavior to the image. Don't remove the number sign; it will be replaced with the file name of the document you link to.

4 In the Property inspector, click the folder icon to the right of the Link field.

5 In the Select File dialog box, browse to my_ourstory.html, and click Select (Windows) or Choose (Macintosh) to select the file.

The file name appears in the Link field of the Property inspector. Now you'll add a link to the Products image using the Property inspector and the Site window.
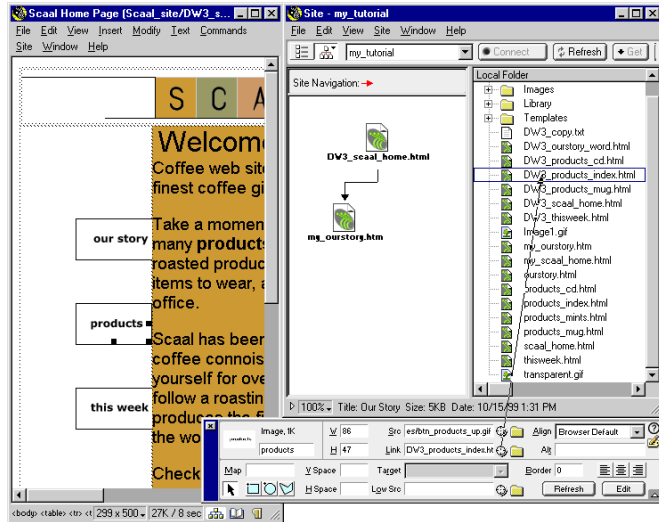
6 Click the title bar of the Site window to make it active, or choose Window > Site Files. Resize your Document window, if necessary, so that you can position the left side of the Document window and the Site window side by side.

7 In the Document window, click the Products image to select it.

8 In the Property inspector, drag the Point-to-File icon (located next to the Link field) to the Site window, and point to the file DW3_products_index.html.

The file name appears in the Link field in the Property inspector for the products image.

Click the Site Map icon in the Site window. The site map updates to reflect the link you added.

A plus (+) sign next to any file in the site map indicates that the file contains links to other documents. Click the plus sign to expand the site map tree to display the associated files; click the minus (–) sign to collapse the site map view.

Next, you'll change a link using the context menu.

9 In the Document window, right-click (Windows) or Control-click (Macintosh) the This Week image and choose Change Link.

This image is linked to a behavior that swaps the image displayed when a users moves the pointer over the image. You'll change the link so that a file opens when a user clicks the image.

10 In the Select File dialog box, browse to DW3_thisweek.html and click Select (Windows) or Choose (Macintosh) to select the file to open.

Notice that the Property inspector's Link field updates to show the linked file's name. Now you'll create a link from text.

11 In the Dreamweaver document, select the word *products* in the second paragraph.

12 Right-click (Windows) or Control-click (Macintosh) and choose Make Link from the context menu.

13 In the Select File dialog box, browse to DW3_products_index.html and click Select (Windows) or Choose (Macintosh) to select the file.

14 Choose File > Save to save all the changes you've made to the home page.

15 Choose File > Close to close the page.

Create a template

You can use templates to create documents that have a common structure and appearance. Templates are useful when you want to make sure that all of the pages in a site share certain characteristics.

Once you apply a single template to a group of pages, you can edit information on the group of pages by editing the template and then reapplying it to those pages. While elements unique to each page (such as text describing an item for sale) remain unchanged, common template elements (such as navigation bars) are updated on all of the pages that use the template.
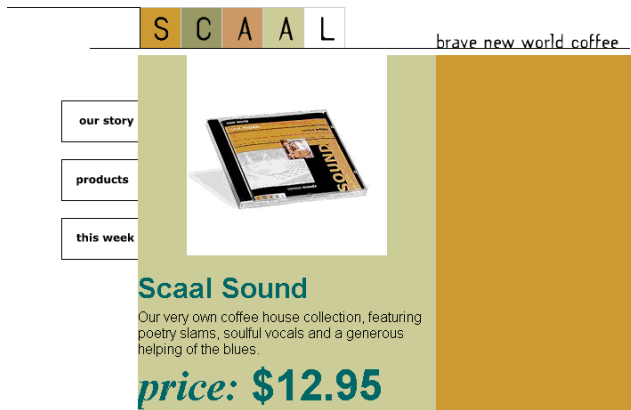
The Scaal products page links to several product pages that describe products Scaal offers for sale. You'll use an existing product page to create a template. Using a template ensures that your product pages will have an identical layout and format.

In this section, you'll create a template from an existing product page and then use the template to create new product pages.

View a product page

Begin by viewing the Scaal compact disc product page in a browser.

1 In the Site window, in the Local Folder list, locate the icon for the product_cd.html file, and then double-click the icon to open the file in Dreamweaver.

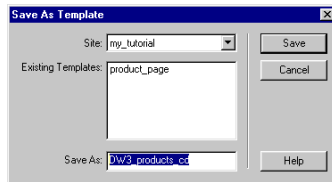**2** Press F12 to preview the page in a browser window.

3 Close the browser when you finish viewing the page.

4 Close the products_cd.html file.

Create the template

You'll create a template from the tutorial version of the Scaal compact disk product page. You'll then use this template to create additional product pages.

1 In the Site window, in the Local Folder list, double-click the icon for DW3_products_cd.html to open the file.

2 Choose File > Save as Template.

The Save As Template dialog box appears.

The existing template, product_page, was created for and applied to the completed Scaal site product pages. You'll create your own version of this template.

3 In the Save As field, change the template name: type **my_product_page**, and then click Save.

A new document appears in the Document window. Notice the Template identifier as well as the file extension .dwt.
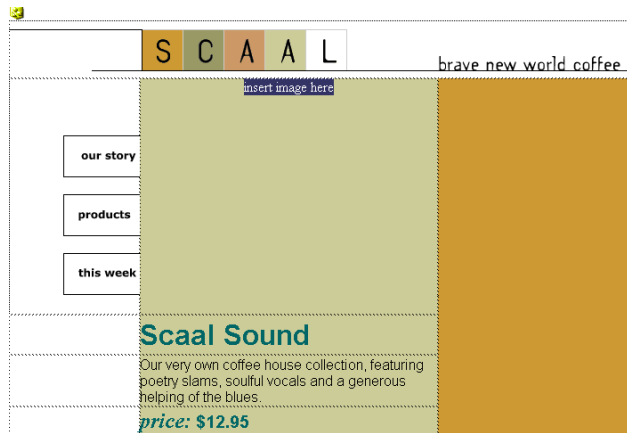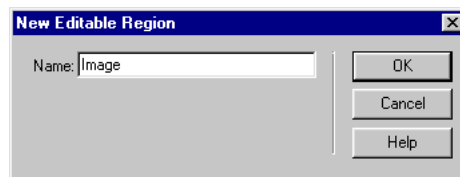
Modify the template

At this point, your new template is the same as the page from which you saved the template. The layout for certain page areas need to be the same on each product page: the product photo, product name, product description, and product price. You'll see how to define these areas in your template.

Each template contains both locked and editable regions. Locked regions can be edited only inside the template itself; they appear in a highlight color on all pages the template is applied to. Editable regions are placeholders for the content that is unique to each page the template is applied to. In an applied template, the editable regions are highlighted.

1 In the my_product_page.dwt template in the Document window, select and delete the compact disc image; then type **Insert image here** in the table cell.

2 Select the text you just typed.

3 Choose Modify > Templates > New Editable Region.

The New Editable Region dialog box appears.

4 In the Name field, type **Image** as the name for this region of the template.

5 Click OK.

Notice the text is now highlighted, indicating this is an editable region of the template.

6 In the Document window, select "Scaal Sound," then choose Modify > Templates > New Editable Region to make this an editable region in the template.

7 In the Name field in the New Editable Region dialog box, type **Name** and click OK.

In the Document window, the region is highlighted and identifiable by the region name you gave it.

8 In the Document window, select the product description text, and then choose Modify > Templates > New Editable Region to make this an editable section of the template.

9 In the Name field in the New Editable Region dialog box, type **Description** and click OK.

In the Document window, the region is highlighted and identifiable by the region name you gave it.

10 Choose File > Save to save your template.

The Update Pages dialog box appears, asking if you want to update all the documents in your local site. Selecting Yes would update the pages in the completed Scaal site, which you don't want to do.

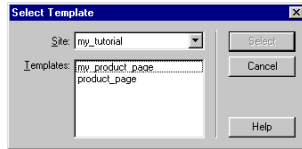**11** Click No, and then click Close to close the Update Pages dialog box.

12 Close the template.

Apply the template

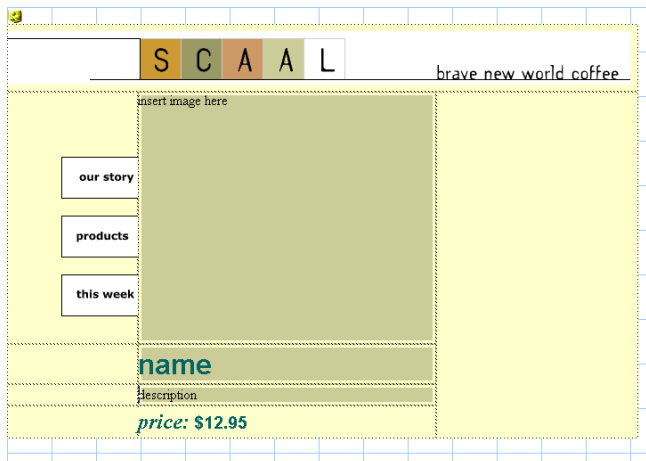Now you'll use the template to create a new product page.

1 Choose File > New from Template.

The Select Template dialog box appears.

2 In the Templates list, select my_product_page as the template to apply, and then click Select.

A new untitled document appears.

The darker regions of the document are editable; all other regions of the document are locked and cannot be edited.

3 Save your document, and name the file **my_products_mug.html**.

Edit the document

With the editable regions set, updating pages is easy. You'll replace the placeholder text with an image, and add text to create Scaal's Commuter Mug product page.

1 Place the insertion point in the Image region.

2 Choose Insert > Image, and in the dialog box that appears select mug.jpg. Then click Select (Windows) or Choose (Macintosh) to select the image.

3 Delete the Image placeholder "Insert image here" text.

4 In the Document window, in the Name region, type a name for the product, such as **Commuter Mug**, and delete the placeholder.

5 In the Document window, in the Description region, type some descriptive text about the mug and delete the placeholder.

6 Save your document.

7 Close the document.

In the next section of the tutorial, you'll link product page documents to Scaal's main products page. The product pages you'll link were created using a similar template.

Create a jump menu

A jump menu is a pop-up menu of options that link to and open files in a browser window. You'll create a jump menu that allows a customer to quickly jump from the products index page to specific product pages in the Scaal site.

Before you create the jump menu, preview the completed page.

1 In the Site window, double-click the icon for the products_index.html file to open it.

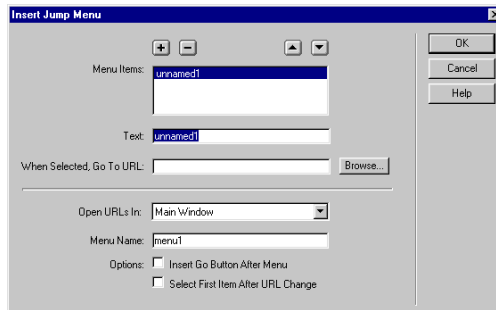**2** Press F12 to preview the page in the browser.

3 Click the arrow to the right of the Select a Product pop-up menu to display the product selection menu. Select a product to view.

4 When you have finished viewing the files, close the browser window.

5 Close the products_index file.

Insert a jump menu

The jump menu you create will contain a selection prompt to inform viewers of options. You'll also create two menu commands that link to product pages.

1 In the Site window, double-click the icon for the DW3_products_index.html file to open it.

2 Select and delete the text "insert jump menu here."

3 With the insertion point in the table cell, choose Insert > Form Object > Jump Menu.
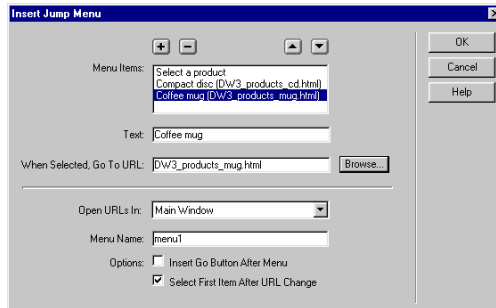
The Insert Jump Menu dialog box appears.

4 In the Text field, type **Select a product**.

This text prompts a viewer to take action.

5 Under Options, select the Select First Item After URL Change option.

This sets the first entry in a menu as the item to which the menu returns after a user selects an option in the jump menu.

6 Click the plus (+) button to add another jump menu item.

7 In the Text field, type **Compact disc**.

8 In the When Selected, Go To URL field, click Browse and navigate to DW3_products_cd.html. Click Select (Windows) or Choose (Macintosh) to select the file you want to open when the item is selected.

9 Click the plus (+) button to add one more jump menu item.

10 In the Text field, type **Coffee mug**. Then click Browse and navigate to DW3_products_mug.html. Click Select (Windows) or Choose (Macintosh) to select the file you want to open when the item is selected.

Your Insert Jump Menu dialog box should look similar to the screen below.

11 Click OK to close the dialog box.

12 Save your document.

The jump menu doesn't work in the Document window; you must preview it in a browser to test your links.

Check your site

Now that you've made all necessary edits to the partially completed files, preview the entire site in a browser to see how it looks.

1 With the DW3_scaal_home page open, press F12 to open the page in a browser.

2 Click the Our Story, Products, and This Week images to view the other pages you edited for the site. Try selecting the jump menu items on the Products page.

3 When you've finished looking at the site you built, close the browser window; then return to Dreamweaver and choose File > Close to close the home page.