

# Lynda Weinman | Hands-On Training

Includes CD-ROM with exercise files, demo movies, and exclusive "Insert ImageReady HTML" extensions

## Dreamweaver 3

# H·O·T<sup>TM</sup>

## Hands-On Training



[lynda.com/books](http://lynda.com/books)

By **Lynda Weinman**  
and **Garo Green**

# Dreamweaver 3 | H·O·T



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By Lynda Weinman and Garo Green

Design: Ali Karp

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## H•O•T | Colophon

The preliminary art direction for *Dreamweaver 3 H•O•T* was sketched on paper. The layout was heavily influenced by online communication—merging a traditional book format with a modern Web aesthetic.

The text in *Dreamweaver 3 H•O•T* was set in Akzidenz Grotesk from Adobe and Triplex from Emigre. The cover illustration was painted in Adobe Photoshop 5.5 and Adobe Illustrator 8.0.

This book was created using QuarkXPress 4.1, Adobe Photoshop 5.5, Microsoft Office 98, and Dreamweaver 3 on a Macintosh G3, running MacOS 9. It was printed on 60lb. Arbor Smooth, at Edwards Brothers, Ann Arbor, Michigan.

# Introduction

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H•O•T

Dreamweaver 3

## A Note From Lynda Weinman

In my opinion, most people buy computer books in order to learn, yet it is amazing how few of these books are actually written by teachers. My co-author, Garo Green, and I take pride in the fact that this book was written by experienced teachers who are familiar with training students in this subject matter. In this book, you will find carefully developed lessons and exercises to help you learn Dreamweaver 3 – one of the most well-respected HTML editors on the planet.

This book is targeted towards beginning to intermediate level Web developers who are looking for a great tool to speed up production, offer workflow flexibility, and create great code and results. The premise of the hands-on exercise approach is to get you up to speed quickly in Dreamweaver 3, while actively working through the book's lessons. It's one thing to read about a product, and an entirely other experience to try the product and get measurable results.

Many exercise-based books take a paint-by-numbers approach to teaching. While this approach works, it's often difficult to figure out how to apply those lessons to a real-world situation, or understand why or when you would use the technique again. What sets this book apart is that the lessons contain lots of background information and insights into each given subject, which are designed to help you understand the process as well as the exercise.

At times, pictures are worth a lot more than words. When necessary, we have also included short QuickTime movies to show any process that's difficult to explain with words. These files are located on the **H•O•T CD-ROM** inside a folder called **movies**. It's my style to approach teaching from many different angles since I know that some people are visual learners, others like to read, and still others like to get out there and try things. This book combines a lot of teaching approaches so you can learn Dreamweaver 3 as thoroughly as you want to.

This book didn't set out to cover every single aspect of Dreamweaver. The manual, and many other reference books are great for that! What we saw missing from the bookshelves was a process-oriented book that taught readers core principles, techniques, and tips in a hands-on training format.

We welcome your comments at [dw3hot@lynda.com](mailto:dw3hot@lynda.com). Please visit our Web site as well, at <http://www.lynda.com>. The support URL for this book is <http://www.lynda.com/books/dw3hot/>.

It's Garo's and my hope that this book will raise your skills in Web design, HTML, JavaScript, and publishing. If it does, then we will have accomplished the job we set out to do!

-Lynda Weinman

### Note | About [lynda.com/books](http://www.lynda.com/books) and [lynda.com](http://www.lynda.com)

[lynda.com/books](http://www.lynda.com/books) is dedicated to helping Web designers and developers understand tools and design principles. [lynda.com](http://www.lynda.com) offers hands-on workshops, training seminars, on-site training, training videos, training CDs, and "expert tips" for Web design and development. To learn more about our training programs, books, and products, be sure to give our site a visit at <http://www.lynda.com>.

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## About the Authors

### Lynda Weinman

Lynda has been practicing computer design and animation since 1984, when she bought one of the first Macintosh computers. She worked as an animator and motion graphics director in the special effects industry for seven years before having a daughter in 1989. At that time, she was asked to teach her first workshop in multimedia animation, and eventually became a full-time faculty member at Art Center College of Design in Pasadena, California.

Lynda has been a beta tester for imaging and animation software packages since 1984, and has worked as a consultant for Adobe, Macromedia, and Microsoft. She has conducted workshops at Disney, Microsoft, Adobe, and Macromedia, and has been a highly sought-after keynote speaker, moderator and/or speaker at numerous design, broadcast design, animation, Web design, and computer graphics conferences.

Lynda is the co-founder of lynda.com, which specializes in Web design training via hands-on classes, seminars, training videos, books, Web tips, and CD-ROMs. Visit her site, <http://www.lynda.com> to learn more....

### Garo Green

Garo Green is the Director of Training at lynda.com in Ojai, California. His responsibilities include course and curriculum development, faculty selection/training, as well as managing on-site training. Prior to joining lynda.com, Garo was a software instructor and Intranet developer for State Farm Insurance Company.

Garo has worked extensively in the development of custom curriculum and courseware for software training. He has over five years of teaching experience in both hardware and software applications. In addition, he has an extensive knowledge of HTML, computer graphics, and Web design. He is well versed in Dreamweaver, Fireworks, Flash, Freehand, Photoshop, GoLive, and ImageReady.

Garo is the co-author of the Dreamweaver 3 H•O•T book and Learning Dreamweaver 3 CD-ROM. He has also been a featured speaker at the Web99 and Flash-Forward2000 conferences.

In his spare time... (well, he doesn't have much of that anymore, but that's OK) he has found that his passion for teaching and sharing what he knows is very fulfilling. He does sneak away, several times a day, to the local coffeehouse for a double-latte with hazelnut. Of course this might explain why he talks so fast. ;-)

## Our Team

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*Lynda and Garo take a break from their busy schedules to smile at the camera.*

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*The lynda.com training center offers classes in Dreamweaver, Flash, Fireworks, Photoshop, ImageReady, GoLive, and Web design principles. Visit [www.lynda.com/classes](http://www.lynda.com/classes) for more information.*

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*Lynda's daughter Jaimie in a very serious mood (as usual).*

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*A blurry Bruce and Lynda at their training center via digital camera.*

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*Lynda with book designer, Ali Karp at their combination book signing and photography exhibit.*

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## Acknowledgements from Lynda

I could not have written this book without the help of several key people.

### Special thanks to:

My **writing partner** on this project, **Garo Green**, who is not only someone I'm proud to call a dear friend, but who has an amazing gift for educating and sharing his vast knowledge with others.

My **book designer**, the always incredible **Ali Karp**, who not only laid out pages, but also beta tested, took a Dreamweaver workshop from us, and gave her usual 200% to this project. This is the 12th book that Ali and I have collaborated on in five years. Wow.

My **husband**, **Bruce Heavin**, who made the cover art, put up with the countless hours it took to complete this project, and was always there for moral support (and the ever-important foot massages!).

My **daughter**, **Jamie**, who provided ever-important cuddle time with her mom after a hard day's work on the book. Thanks for being so understanding and always sharing your sense of humor with me.

My **editor at Peachpit**, **Cary Norsworthy**, who contributed numerous great ideas, and whose opinion I always valued and appreciated. It's a rare treat to get to work with such a fine mind and kind soul. Thanks, Cary.

Our **developmental editor**, the brilliant **Lisa Brenneis**, who is not only smart, but has good taste in music and hometowns. She's da bomb.

Our **production artists**, **Heidi Goodspeed**, **Sean Blumenthal**, and **David Reeser**. Thanks for making the job of assembling all the images for this book more manageable for everyone. And I must also thank **Pamela Nye** and **Sean Dowey** for all the "photocopying," and "overnight shipping." It was a lot of work!

Our beloved **copy editor**, **Joan Morley**, who worked endless hours on this very complicated manuscript.

The **folks at Macromedia** who made this amazing HTML editor – especially the honorable **Kevin Lynch**, whose brilliance and vision is undisputed by all.

All of our fantastic **lynda.com staff**. You all make having a business much more fun than working out of my garage. ;-)

## Acknowledgements from Caro

This book, and every other book you read, could not have been possible without a strong team of dedicated, enthusiastic, and talented individuals. I was fortunate enough to work with the best.

### My deepest thanks and appreciation to:

My **co-author** and dear friend, **Lynda Weinman**. Thank you for putting me on your shoulders, so I could catch my dreams. Your friendship and support made writing this book a pleasure.

My **developmental editor** (and occasional therapist), **Lisa Brenneis**. If behind every great man there is a great woman, then behind every great author there is a great developmental editor. You always managed to make me smile and keep me inspired, even when the box of Cocoa Pebbles started talking to me. I hope we will be friends for a long time.

My **editor at Peachpit**, **Cary Norsworthy**, who could find a needle in a haystack any day! Your comments and suggestions were always great. Thank you so much for all of your hard work and extra effort on this book.

My **book designer**, **Ali Karp**, who would spend many sleepless nights laying out the pages, chapter after chapter. Thank you for making my words look so good. Your friendship and support carried me through the good and hard times of writing this book.

My **editor**, **Joan Morley**. Boy, it's a good thing you were there to keep me from crossing my I's and dotting my T's. You did such a great job, even under the tightest deadlines.

My **beta testers**, **Dina Pielaet**, **Garrick Chow**, **Ellen Norgard**, **Cheri Hackett**, and **Kymberlee Weil**. I want to thank you guys for working so hard and quickly. Your valuable and humorous comments made it so much fun to write this book, even when it meant rewriting an entire exercise!

My **layout assistants**, **Heidi Goodspeed**, **Sean Blumenthal**, and **David Reeser** who helped make sure that all of my images were in order and looked good. I don't know how you guys did it, but thank you so much!

My **friends at Macromedia**, **Beth Davis**, **Eric Ott**, **Mike Sundymeyer**, and all of the Dreamweaver Engineers. Thanks for making such an amazing product! I have really enjoyed working with you guys.

The entire **lynda.com staff**. **Pamela Nye**, **Tony Winecoff**, **Heather Rowe**, and **Ramey McCullough**. You guys make coming to work each day fun; what more could a person ask for?

## How To Use This Book

Please read this section—it contains important information that's going to help you as you use this book. The chart below outlines the information we cover:

Dreamweaver 3 H•O•T
<b>Information in this Chapter:</b>
The Formatting in This Book
HTML versus HTM
Macintosh and Windows Interface Screen Captures
Mac and Windows System Differences
• Choose versus Select
• Choose on MacOS 8 versus Open on MacOS 9
A Note to Windows Users
• Making Exercise Files Editable on Windows Systems
• Making File Extensions Visible on Windows Systems
• Creating New Documents
Dreamweaver System Requirements
<b>H•O•T CD-ROM Contents</b>

### Note | The Formatting in This Book

This book has several components, including step-by-step exercises, commentary, notes, tips, warnings, and movies. Step-by-step exercises are numbered, and file names and command keys are bolded so they pop out more easily. You might notice that certain words are capitalized, such as Tables, Frames, Layers, etc. We chose to capitalize these terms to call more attention to them, and to mimic how the terms appear in Dreamweaver.

Captions and commentary are in italicized text: *This is a caption..* File names/folders, Command keys, and Menu commands are bolded: **images** folder, **Ctrl+Click**, and **File > Open....** Code is in a monospace font: `<html></html>`. And URLs are in light serif font: <http://www.lynda.com>.

## **HTML Versus HTM**

All of the HTML exercise files on the CD-ROM end with an .html extension. Windows users might be more used to naming files with an .htm extension. You can name your files either way, and a Web browser will be able to read them. The choice to name them with the four-letter extension represents a personal bias that we prefer. The shorter .htm suffix is a throw-back to the old days of DOS when file names were limited to the eight-dot-three convention. That meant that file names could be no longer than eight characters, and had to end with a dot and a three-letter extension. Those days are history since the advent of Windows 95/98/2000, so we named all the files with the more accurate four-letter extension. It does, after all, stand for **HyperText Markup Language**, not HyperText Markup! Now you know why we chose to name the files this way, but the bottom line of this explanation is that you can use either naming method and your HTML files will still work as long as they have been referenced this way in the links. We simply made a choice to use the four-letter extension because that's what we prefer to use.

## **Macintosh and Windows Interface Screen Captures**

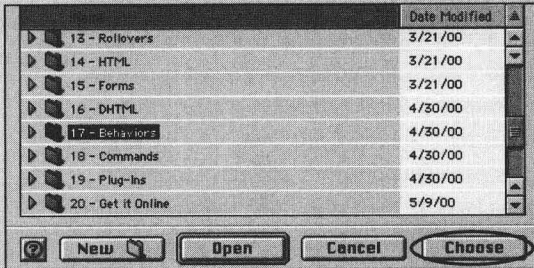
Most of the screen captures in the book were taken on a Macintosh. The only time Windows shots were taken was when the interface differed from the Macintosh. We made this decision because we do most of our design work and writing on a Macintosh. We also own and use a Windows system, so we noted important differences when they occurred, and took screen captures accordingly.

## **Mac and Windows System Differences**

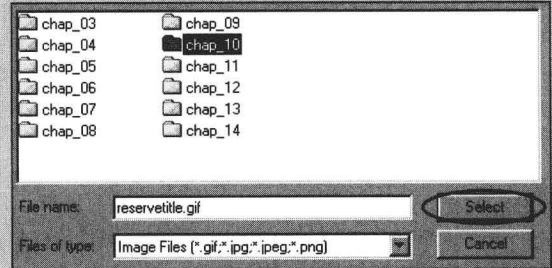
Macromedia has done a great job of ensuring that Dreamweaver looks and works the same between the Macintosh and Windows operating systems. However, there are still some differences that should be noted. If you are using this book with one of the Windows operating systems, please be sure to read the following section, titled *"A Note to Windows Users,"* carefully.

### Warning | “Choose” for Mac and “Select” for Windows

Throughout this book, you will be instructed to click the **Choose** button. This is the correct way to do it on the Macintosh with OS 8.6. On the PC with Windows, you will instead see a **Select** button. The two buttons are interchangeable and do the same thing.



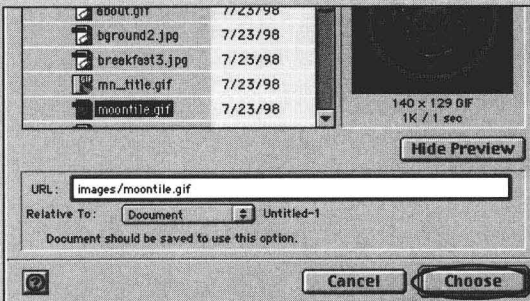
Click **Choose** on a Macintosh.



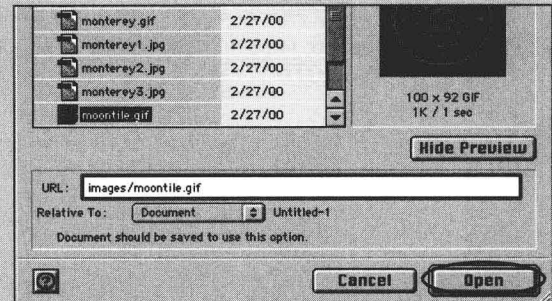
Click **Select** on Windows.

### Warning | “Choose” on Mac System 8 Replaced by “Open” on System 9

As we were writing this book, a new version of the Macintosh operating system, System 9, was released. Since some of you will be using System 8 and others 9, it is necessary to be aware of the following difference. When you **Browse for Files**, System 8 will display a **Choose** button, whereas System 9 will display an **Open** button. Both buttons perform the same function, even though they have different names.



System 8 displays a **Choose** button.



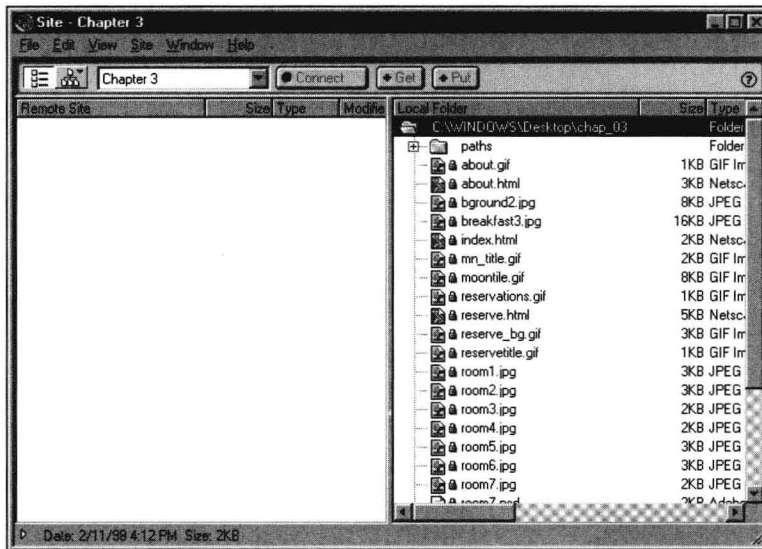
System 9 displays an **Open** button.

## A Note to Windows Users

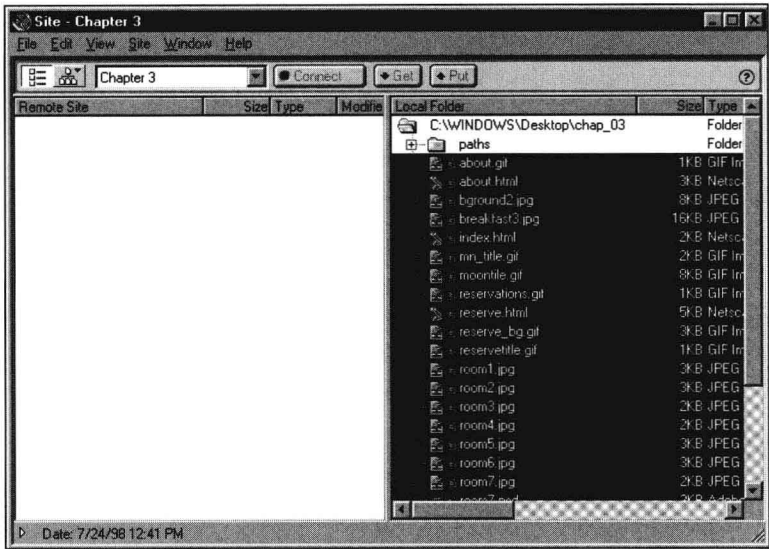
This section contains essential information about making your exercise folders editable, making file extensions visible, and creating new Dreamweaver documents from the document window versus the Site window.

## Making Exercise Files Editable on Windows Systems

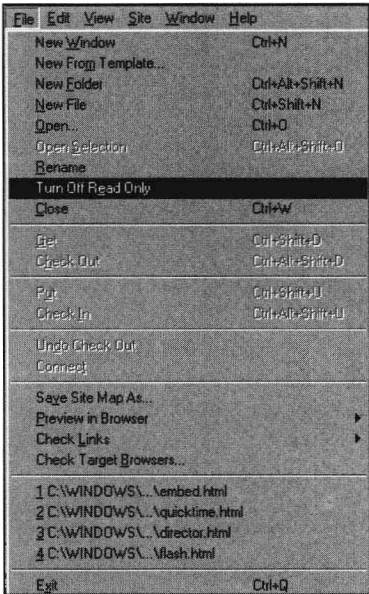
By default, when you copy files from a CD-ROM to your Windows 95/98/2000 hard drive, they are set to read-only (write protected). This will cause a problem with the exercise files, because you will need to write over some of them. When you define a site (you will learn to do this in Chapter 3, “*Site Control*”), you will notice that the files have a small lock next to them which means the files have been set to read-only. To remove this setting and make them editable, follow the short procedure below:



1. Define your site using the folder you copied from the **H•O•T CD-ROM**. When the Site window opens, you will see little locks next to all of the files.



2. Ctrl+Click on each of the files that has a lock next to it.



3. Once you have all of the files selected, select **File > Turn Off Read Only**.

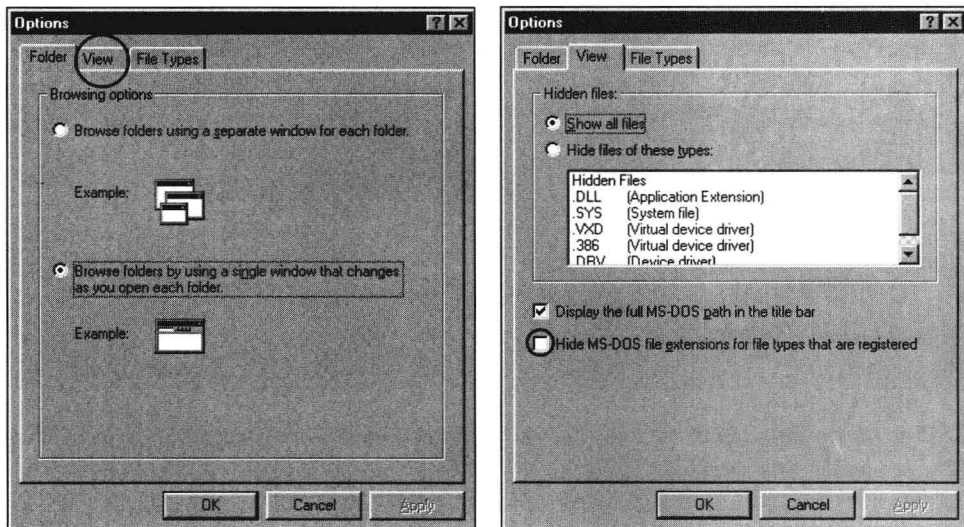
## Making File Extensions Visible on Windows Systems

In this section, you'll see three different examples of how to turn on file extensions for Windows 95, Windows 98, and Windows 2000. By default, Windows 95/98/2000 users will not be able to see file extension names such as .gif, .jpg, or .html. Don't worry, you can change this setting!

### Windows 95 Users:

**1.** Double-click on the **My Computer** icon on your desktop. **Note:** If you (or someone else) have changed the name, it will not say **My Computer**.

**2.** Select **View > Options**. This will open the **Options** dialog box.



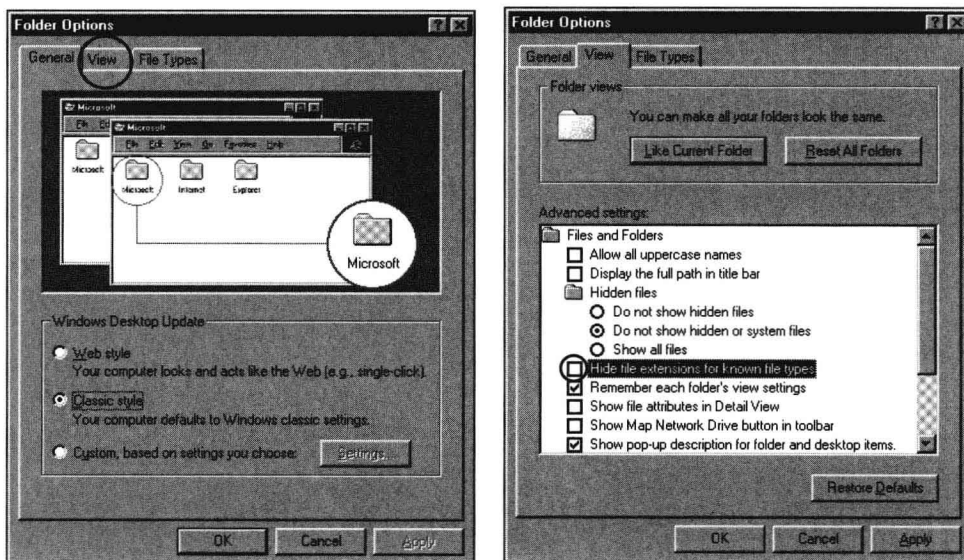
**3.** Click on the **View** tab at the top. This will open the **View** options screen so you can change the view settings of Windows 95.

**4.** Make sure there is no checkmark in the **Hide MS-DOS file extensions for file types that are registered** box. This will ensure that the file extensions are visible, which will help you better understand the exercises in this book!



## Windows 98 Users:

1. Double-click on the **My Computer** icon on your desktop. **Note:** If you (or someone else) have changed the name, it will not say **My Computer**.
2. Select **View > Folder Options**. This will open the **Folder Options** dialog box.



3. Click on the **View** tab at the top. This will open the **View** options screen so you can change the view settings of Windows 98.
4. Uncheck the **Hide File extensions for known file types** checkbox. This will make all of the file extensions visible.