

MICHIGAN STATE UNIVERSITY

WEB RESOURCES: DREAMWEAVER TEMPLATES

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INTRODUCTION

The materials contained in this Web resource are intended for Michigan State University Web developers and designers building sites using Adobe Dreamweaver. The kit includes data files that will enable you to create a basic Web site with a design that is consistent with the look and feel of the <http://www.msu.edu> home page. This resource is appropriate for MSU units wanting to build small, informational Web sites.

REQUIREMENTS

In order to use the materials contained in this Web resource you will need:

- Adobe Dreamweaver version CS3 or later
If you are unfamiliar with using Adobe Dreamweaver, visit <http://www.adobe.com/support/dreamweaver/>.
- Adobe Photoshop version CS3 or later
If you are unfamiliar with using Adobe Photoshop, visit <http://www.adobe.com/support/photoshop/>.
- A licensed copy of the Gotham typeface
- Staff experienced/able to operate Adobe Dreamweaver and Adobe Photoshop

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TECHNICAL DETAILS

MATERIALS INCLUDED

- MSU Web design/layout Dreamweaver template
- MSU masthead/header Photoshop templates
- Example/sample of a completed Web site

MSU ACCESSIBILITY POLICY

The Dreamweaver template and sample HTML files included in this Web resource have been developed to comply with the required checkpoints of the MSU Web Accessibility Policy (<http://webaccess.msu.edu/policies-and-guidelines/web-accessibility-policy.html>). If you are developing Web sites using the materials provided in this Web resource, you should review the standards and methods described on the MSU Web Accessibility Web site (<http://webaccess.msu.edu>) in order to ensure that completed Web sites meet MSU standards for accessibility.

CUSTOMIZATION

It is not recommended that you customize the Dreamweaver templates included with this Web resource. Modifications to the template should be tested in order to verify compliance with the MSU Web Accessibility Policy.

BROWSER COMPATIBILITY

The HTML pages and template files contained in this Web resource have been tested in Internet Explorer 7 and 8, Firefox 3, and Safari. Once completed, your new or updated Web site should be tested in these Web browsers prior to public release.

USING THE MSU DREAMWEAVER TEMPLATE

MSU Web designers and developers should be familiar with using the Adobe Dreamweaver software prior to utilizing the materials provided in this Web resource. To learn how to use Adobe Dreamweaver, visit <http://www.adobe.com/support/dreamweaver/>.

SET UP YOUR LOCAL WEB SITE DEVELOPMENT ENVIRONMENT

1. Verify that you have downloaded the current version of the MSU Dreamweaver Template (<http://www2.ur.msu.edu/resources/web/>).
2. Create a new site in Dreamweaver.
If you do not know how to create a site in Dreamweaver, visit http://kb2.adobe.com/cps/140/tn_14028.html.
3. Copy the files contained in the www folder of the MSU Dreamweaver Template to your local site folder.
If you do not know where your local site folder is, read the Adobe article titled “Creating your first website” located at http://www.adobe.com/devnet/dreamweaver/articles/first_website_pt1.html.

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CREATE A MASTHEAD FOR YOUR NEW WEB SITE

The title of your Web site masthead may be presented as a single or double line—see examples below. Creating a masthead for your new Web site required Adobe Photoshop and the Gotham typeface. If you do not own a licensed copy of Photoshop and/or the Gotham typeface, you may request a masthead be created for you by submitting the request form at <http://www2.ur.msu.edu/resources/web/>.



Figure 1: Single line masthead title

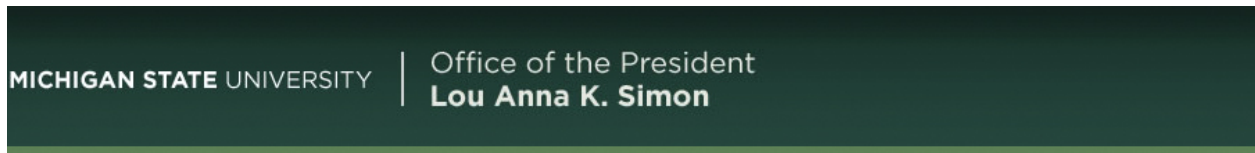


Figure 2: Double line masthead title

To create the masthead for your Web site, do the following:

1. Open the sitename.psd file with Adobe Photoshop. (This file is located in root of the Web resources folder.)
2. Choose a single or double line for your site title.
 - a. For a single line, unhide the folder labeled single line.
 - b. For a double line, unhide the folder labeled double line.

If you do not know how to hide/unhide folders in Photoshop, refer to the layers panel overview in the Photoshop documentation.
3. Use the type tool to enter the title of your Web site.
4. Use the save for Web tool to export the updated masthead graphic to your www/_images folder. The exported file should be titled sitename.gif.

If you do not know how to export to the GIF format using Photoshop, please visit:

http://help.adobe.com/en_US/Photoshop/11.0/WSB3484C68-ECD2-4fa4-B7CC-447A5FE86680.html.

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CREATE A MASTHEAD FOR YOUR NEW WEB SITE (CONTINUED)

5. Using Dreamweaver, open the site-masthead.lbi file. This file is located in the library folder of your Web site.
6. With the image selected, use the property inspector to enter an alt text description of the image. The text description should be identical to the text you entered for the title of your Web site.

To learn more about writing effective alt text descriptions, visit <http://www.webcredible.co.uk/user-friendly-resources/web-accessibility/image-alt-text.shtml>.

CREATE SECTIONS AND PAGES FOR YOUR NEW WEB SITE

1. Open the Web site you created in Adobe Dreamweaver when you set up your local Web site development environment.
2. Using the Dreamweaver site window, create files and folders for the pages and sections of your site.

If you do not know how to use the Dreamweaver site window to create files and folders, visit http://kb2.adobe.com/cps/145/tn_14567.html.

A tip on naming files

Your computer may allow you to enter characters in a file name that aren't acceptable in a URL. For example, on the Mac, it's perfectly okay to use the slash (/) in a file name. But you can't use a slash in a URL (Web servers can't handle a slash in a file name), so you shouldn't include slashes. Similarly, you can use spaces in file names on both Windows and Mac, but you cannot have spaces in a URL, so don't use spaces in your file names. Other characters to avoid include #, \$, &, and %. We recommend that for safety's sake, you use only letters, numbers, and the underscore character (to substitute for a space). Remember that some people may want to manually type a URL from your site into a browser, so make things easy for them by using relatively short file names. Using all lowercase makes it easier for visitors, too.

Source: <http://www.adobepress.com/articles/article.asp?p=455360&seqNum=7>.

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APPLY THE MSU DREAMWEAVER TEMPLATE TO PAGES IN YOUR NEW WEB SITE AND ADD TITLES AND CONTENT

1. Open one of the resulting pages when you created sections and pages for your new Web site.”
2. Apply the MSU_template.dwt template to your page.
If you do not know how to apply a template to a page, visit http://help.adobe.com/en_US/Dreamweaver/10.0_Using/WScbb6b82af5544594822510a94ae8d65-7a86a.html.
3. Set the HTML page title. Recommend format for MSU page titles is “Page title | MSU unit | Michigan State University.”
If you do not know how to set the page title, visit http://help.adobe.com/en_US/Dreamweaver/10.0_Using/WSc78c5058ca073340dcda9110b1f693f21-7b29a.html.
4. Enter the title of the page again in the page title template region.
If you are not familiar with Dreamweaver template regions, visit http://help.adobe.com/en_US/Dreamweaver/10.0_Using/WScbb6b82af5544594822510a94ae8d65-7acaa.html.
5. Enter your content within the main content template region.

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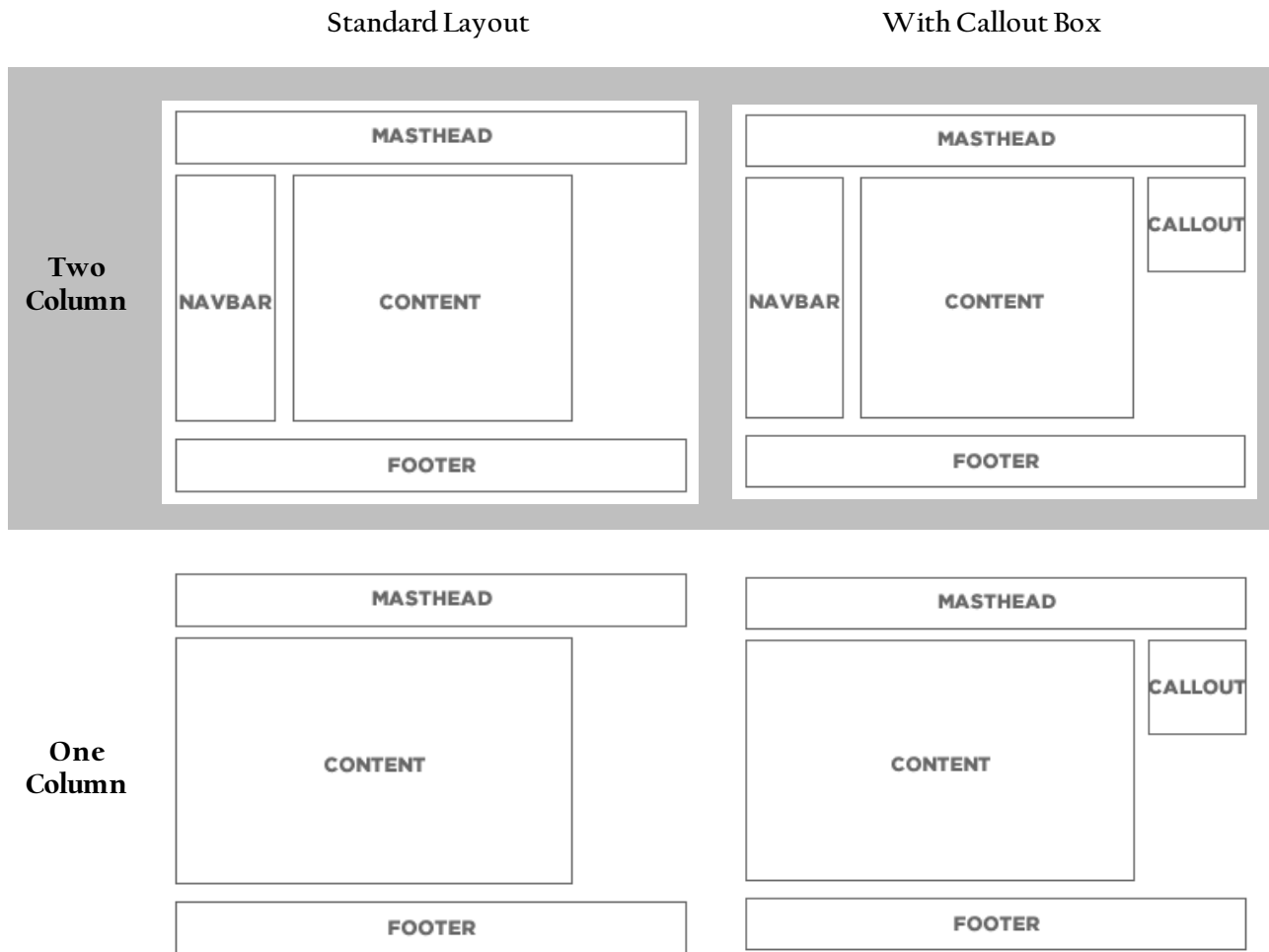
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MODIFY THE LAYOUT OF YOUR WEB PAGES

The MSU Dreamweaver template includes four content layout options (displayed below).



MODIFY THE LAYOUT OF YOUR WEB PAGES (CONTINUED)

To modify the layout of your page:

1. Using Dreamweaver, open one of the pages from your Web site.
2. Choose modify › template properties
3. Set the bodyID property to modify the number of columns (one-col | two-col).
4. Set the callout property to modify if a callout box is displayed (true | false).
5. From the template properties window, press the OK button.
6. Save your document to retain the layout changes.

INSERT AND FORMAT IMAGES IN THE MAIN CONTENT AREA

Images placed within the main content editable region can be formatted to wrap text to the left or right of the image (examples displayed below).

Image Text Wrap (left)

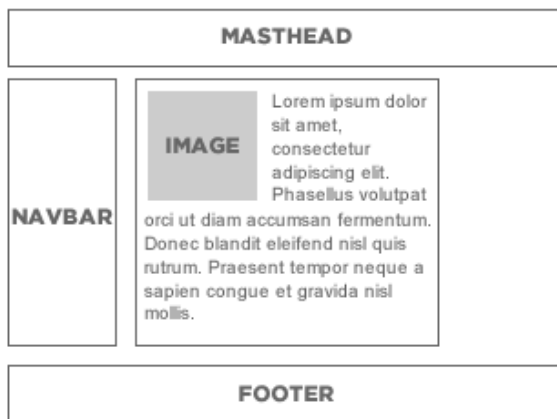
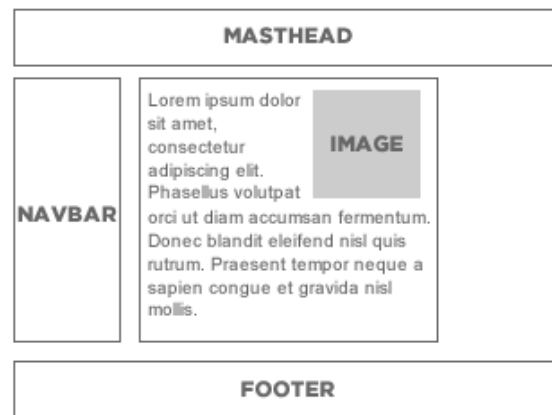


Image Text Wrap (right)



To wrap text to the left or right of an image:

1. Using Dreamweaver, open one of the pages from your Web site.
2. Insert an image into the main content editable region. The recommended maximum width for images placed in the main content editable region is 250 pixels.
If you do not know how to insert an image, visit http://help.adobe.com/en_US/dreamweaver/cs/using/WSc78c5058ca073340dcca9110b1f693f21-7ccla.html.
3. With the image selected, use the property inspector to set the image's class (image-left | image-right) to wrap text as specified.
4. With the image selected, use the property inspector to enter an alt text description of the image.
To learn more about writing effective alt text descriptions, visit <http://www.webcredible.co.uk/user-friendly-resources/web-accessibility/image-alt-text.shtml>.

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ADD A WEB SITE NAVIGATION TOOL

The MSU Dreamweaver template includes a main navigation tool intended for Web sites containing a home page, site map, and second-level pages (i.e., pages linked to from the home page).

To add Web site navigation tools to your Web site:

1. Using Dreamweaver, open the site-navigation.lbi file. (This file is located in the library folder of your Web site.)
2. Update the unordered list in the site-navigation.lbi file to include names of the pages in your Web site—one page name per bullet.
If you are unfamiliar with using the unordered list tool, visit http://help.adobe.com/en_US/dreamweaver/cs/using/WSc78c5058ca073340dcda9110bf693f21-7cd9a.html.
3. Link the text of each page name in the list to the associated Web page in your Web site.
If you are unfamiliar with creating links in Dreamweaver, visit http://help.adobe.com/en_US/Dreamweaver/10.0_Using/WScbb6b82af5544594822510a94ae8d65-7c3ba.html.
4. Choose file > save to save the changes made to the site-navigation.lbi.
5. Press the update button in the update library items window to include the updated site navigation tool in all of the Web pages contained in your Web site.
If the update library items is not displayed after saving changes to the site-navigation.lbi file, confirm that you have correctly configured your development environment—see Set Up Your Local Web Site Development Environment within this document.

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USING BREADCRUMB NAVIGATION ON ONE-COLUMN LAYOUTS

Pages using the one-column layout are configured to not display the main site navigation tool. A breadcrumb navigation tool should be used to enable Web site visitors to navigate pages using the one-column layout.

It is recommended that breadcrumb navigation be configured using the standards displayed below:

Link to Site Home Page	Separator	Title of Page
Home	>	Contact Michigan State University

Example: [Home](#) > Contact Michigan State University

To use breadcrumb navigation:

1. Using Dreamweaver, open a Web page in your Web site that is configured to use the one-column layout.
2. Edit the breadcrumb template region to include a link to your home page.
3. To the right of the home page link, enter the name of the current page.
4. Choose file > save to save the changes to your Web page.

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UPDATE YOUR WEB SITE MAP

A Web site map is a document that contains a hyperlinked list of every page and document (e.g., PDF, DOC, XLS) in your Web site. As part of the MSU Web Accessibility Policy, it is recommended that you include a site map with your Web site.

To update your Web site map, do the following:

1. Using Dreamweaver, open the site-map.html Web page.
2. Update the unordered list in the site-map.html file to include names of the pages and documents in your Web site—one page name per bullet.
If you are unfamiliar with using the unordered list tool, visit http://help.adobe.com/en_US/dreamweaver/cs/using/WSc78c5058ca073340dcda9110b1f693f21-7cd9a.html.
3. Link the text of each page name and document in the list to the associated Web page in your Web site.
If you are unfamiliar with creating links in Dreamweaver, visit http://help.adobe.com/en_US/Dreamweaver/10.0_Using/WScbb6b82af5544594822510a94ae8d65-7c3ba.html.

Choose file > save to save the changes made to the site-map.html Web page.

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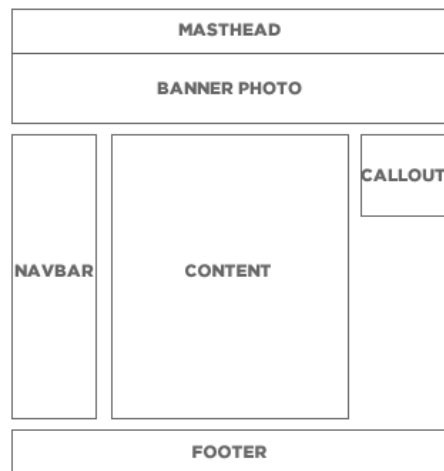
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ADD A BANNER PHOTO TO PAGES IN YOUR WEB SITE

Pages created using the MSU Dreamweaver template can include a banner photo between the masthead and page content (see diagram below).



To add a banner photo to a Web page in your Web site:

1. Using Photoshop, create an image with the dimensions of 900x200 pixels.
2. Save the banner image to the `_images` folder in your Web site.
3. Using Dreamweaver, open a Web page in your Web site.
4. Insert the banner image into the banner template editable region.
If you are unfamiliar with inserting images using Dreamweaver, visit http://help.adobe.com/en_US/Dreamweaver/10.0_Using/WSc78c5058ca073340dcda9110b1f693f21-7ccla.html.
5. Add alt text to describe the image.
6. Choose `file > save` to save the changes to your Web page.