



# Creating an Accessible Website Using Dreamweaver CS5.5 and the CSULA Web Templates: Crash Course

Winter 2012, Version 1.1

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## Introduction

Adobe Dreamweaver CS5.5 is a widely used industry standard program for website creation. For both beginners and experienced users, Dreamweaver offers the ease and flexibility to create a variety of websites. Another benefit of the program is the added ability to integrate files from other Adobe Creative Suite software such as Photoshop, Illustrator, and Flash into the final page design.

In this handout, users will learn about the Dreamweaver CS5.5 interface and how to use its tools and functions. The CSULA web templates, including the steps for organizing and creating a web page according to the Section 508 requirements, will also be introduced.

## Downloading the Data Files

This handout includes sample data files that can be used for hands-on practice. The data files are stored in a self-extracting archive. The archive must be downloaded and executed in order to extract the data files.

- The data files used with this handout are available for download at <http://www.calstatela.edu/its/training/datafiles/webtemplatescs5.5.exe>.
- Instructions on how to download and extract the data files are available at <http://www.calstatela.edu/its/docs/download.php>.

## Getting Started With Dreamweaver

Dreamweaver is a WYSIWYG (What You See Is What You Get) web development tool that allows designers to develop, modify, and maintain web pages and see their changes instantly without requiring extensive knowledge of HTML code.

### Launching Dreamweaver CS5.5

The following steps are for launching Dreamweaver CS5.5 using the computers in the ITS Training Program computer labs. The steps for launching the program on other computers may vary.

To launch Dreamweaver CS5.5:

1. Click the **Start** button, click **All Programs**, click **Adobe Design Premium CS5.5**, and select **Adobe Dreamweaver CS5.5**.

### Creating a Site Definition




Dreamweaver provides developers with a site definition, an easy way to manage an entire website. With a site definition, users can effectively manage files, automatically track and update hyperlinks, and synchronize files with a web server. Dreamweaver CS5.5 no longer uses the Site Definition Wizard of CS4, opting for a more streamlined *Site Setup* dialog box instead.

To create a site definition:

1. Click the **Site** menu and select **New Site**. The **Site Setup** dialog box opens.
2. Type **CalStateFuturistsClub** in the **Site Name** box (see Figure 1).

NOTE: The name of the site can be anything; it is just a reference and will only appear in the **Files** panel and **Manage Sites** dialog box. It is recommended, but not mandatory, to give the site

and the local root folder the same name to reduce confusion. Remember that spaces are **not** allowed in web addresses (URLs). Avoid using spaces in file names or folder names. Instead, use underscores or hyphens, or capitalize the first letter in each new word to increase readability.

3. Click the folder icon  next to the **Local Site Folder** box.
4. In the **Choose Root Folder** dialog box, click the **Desktop** button in the left pane, click the **Create New Folder** button  to create a folder on the desktop, rename the new folder to **CalStateFuturistsClub**, click the **Open** button, and then click the **Select** button. This folder is now the local root folder.
5. Next, click **Advanced Settings** in the left pane.
6. Click the folder icon  next to the **Default Images folder** box (see Figure 2).
7. In the **Choose Image Folder** dialog box, click the **Create New Folder** button, rename the new folder to **images**, click the **Open** button, and then click the **Select** button.
8. Next to **Links relative to**, make sure that the **Document** option is selected.
9. Click the **Save** button. The **Files** panel displays the new local root folder for your current site (see Figure 3).

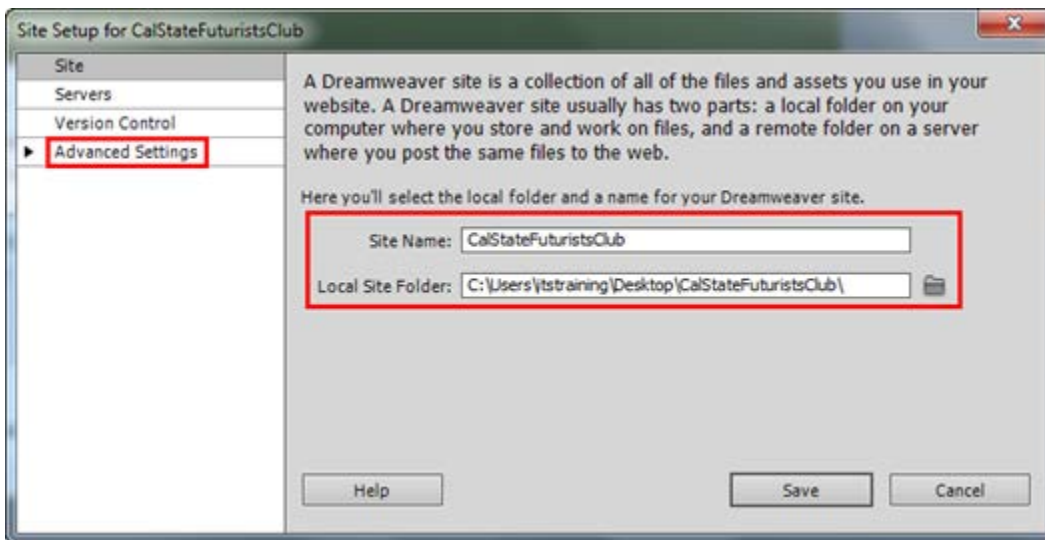


Figure 1 – Site Setup Dialog Box

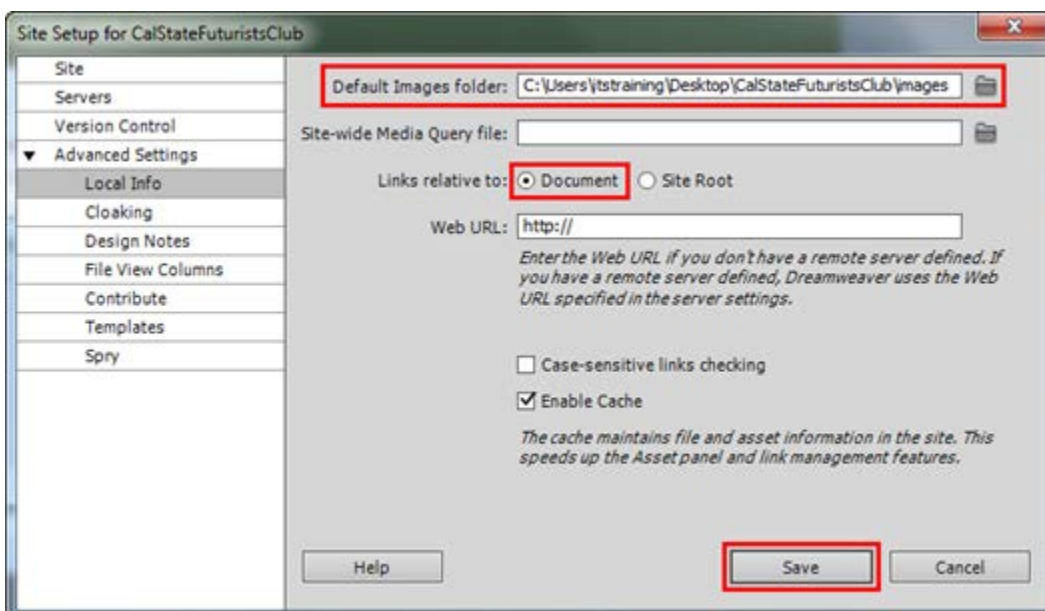


Figure 2 – Site Setup Dialog Box: Advanced Settings

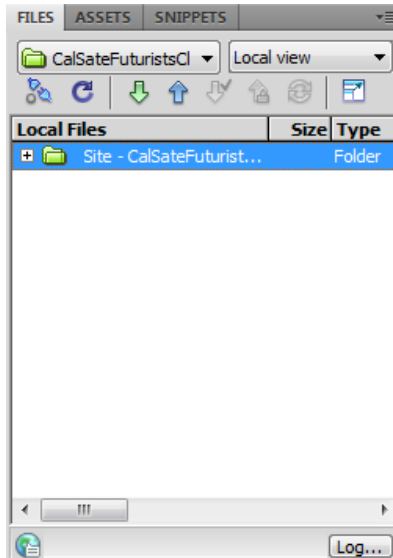


Figure 3 – Files Panel After Creating a Site Definition

## Dreamweaver Interface

When Dreamweaver CS5.5 launches for the first time, the *Welcome Screen* appears in the center of the workspace (see Figure 4). This screen provides quick access to the most recently opened files and shortcuts for creating new documents of the most commonly used file types. Additionally, this screen offers access to useful support documentation and video tutorials.



Figure 4 – Dreamweaver CS5.5 Welcome Screen

The main Dreamweaver window is called the *workspace*. It contains all of the toolbars and panel groups used to manipulate the website's content. Here, users can customize the placement of the panels and toolbars. See Figure 5 and Table 1 for a brief description of the various workspace elements.

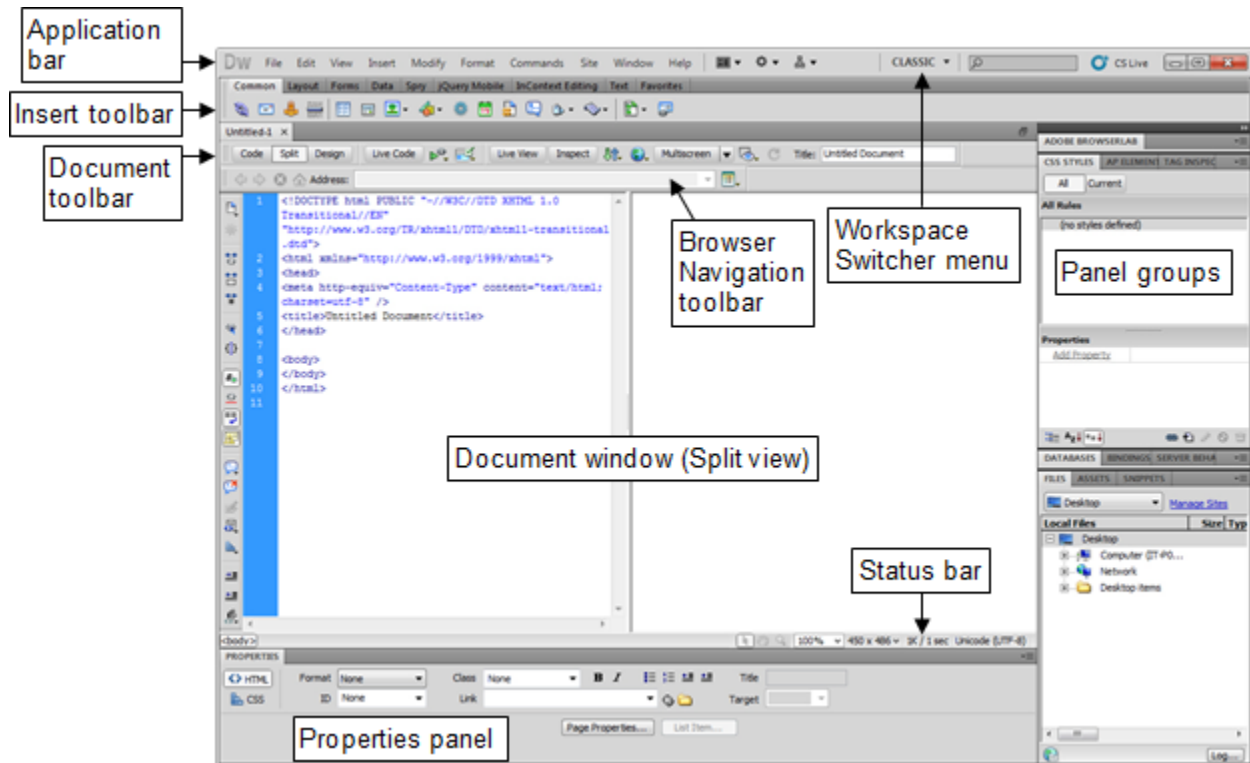


Figure 5 – Dreamweaver CS5.5 Interface (Classic Workspace)

Table 1 – Elements of the Dreamweaver CS5.5 Interface

Element	Description
Application bar	Contains menus and a number of additional icons for easily accessing commonly used features.
Insert toolbar	Contains buttons for inserting various types of objects, such as images, tables, and media elements, into a document.
Document toolbar	Contains buttons that provide options for different views of the Document window (such as Design view and Code view), various viewing options, and some common operations (such as previewing in a browser).
Browser Navigation toolbar	Becomes active in Live view and shows the address of the page that is open in the Document window.
Document window	The main editing area that displays the current document. Each document opens in a separate tab. The Status bar at the bottom of the Document window displays the total file size and a tag hierarchy.
Panel groups	Sets of related panels grouped together into tabs. This includes the Files panel which lets users manage their files and folders. These panels can be moved, resized, docked, and closed to suit the user’s workflow.
Properties panel	Allows users to view and change a variety of properties for the selected object or text. Each object has different properties.

## Workspaces

Dreamweaver CS5.5 provides a variety of predefined workspaces geared towards different types of users. Each workspace arranges and displays panels to best suit individual user’s needs. The default workspace layout is called *Designer*. The workspace layout familiar to users of

Dreamweaver 8 is called *Classic*. In Dreamweaver CS5.5, users can create and save their own workspace to maximize their productivity.

To change the current workspace:

1. Click the **Workspace Switcher** menu on the **Application** bar and select **Classic** (see Figure 6). This workspace will be used in this handout.

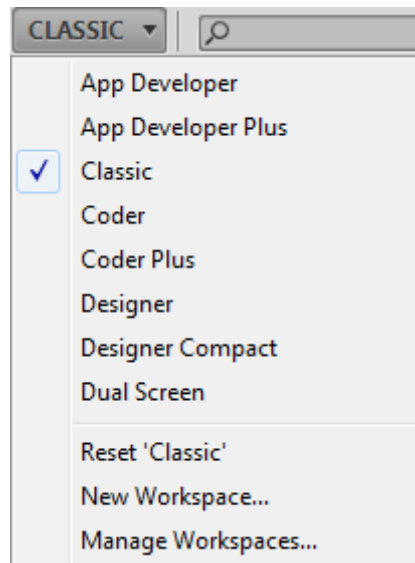


Figure 6 – Workspace Switcher Menu

To save a custom workspace:

1. First, arrange the panels and toolbars for maximum productivity. Panels and toolbars can be added and removed from the **Window** and **View** menus, respectively.
2. Click the **Workspace Switcher** menu and select **New Workspace**. The **New Workspace** dialog box opens.
3. Enter a name for the workspace in the **Name** box, and then click the **OK** button. The new workspace name appears at the top of the **Workspace Switcher** menu.

To rename or delete a custom workspace:

1. Click the **Workspace Switcher** menu and select **Manage Workspaces**. The **Manage Workspaces** dialog box opens.
2. To rename a workspace, select the workspace, click the **Rename** button, enter a new name in the **Rename Workspace** dialog box, and then click the **OK** button.
3. To delete a workspace, select the workspace, click the **Delete** button, and then click the **Yes** button to confirm.
4. Click the **OK** button to close the **Manage Workspaces** dialog box.

## Panels

Panels provide in-depth information about the various elements of a web page. In the *Classic* workspace, panels (with the exception of the Properties panel) appear on the right side of the Dreamweaver window. When panels are grouped into a single frame, they appear as tabs, much like web pages in a tabbed browser such as Mozilla Firefox. The two most useful panels are the *Properties* panel and the *CSS Styles* panel.

**NOTE:** Pressing the F4 key hides all panels. Pressing the F4 key again will unhide all panels.

## Properties Panel

The *Properties* panel (also known as the Property inspector) appears at the bottom of the workspace. It provides context-sensitive information for any element selected in the Document window; this allows users to easily modify the properties of elements such as text, tables, and images. The options available in this panel vary depending on the selected item. The Properties panel has two different editing options: *HTML* for editing the selected content's HTML code (see Figure 7), or *CSS* for editing the CSS code associated with the selected content (see Figure 8).

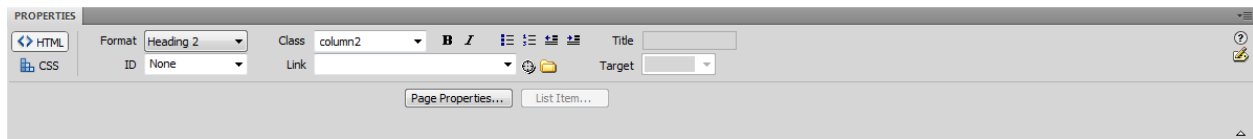


Figure 7 – Properties Panel for HTML Editing

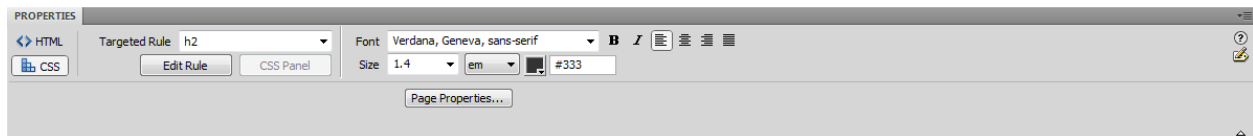


Figure 8 – Properties Panel for CSS Editing

## CSS Styles Panel

CSS (short for Cascading Style Sheets) is a style sheet language separate from HTML that is used to define the overall look of a web page. The *CSS Styles* panel is located in the upper-right corner of the Dreamweaver window (Classic workspace). This panel contains all the functions necessary to view, inspect, edit, and create CSS rules. The CSS Styles panel has two views: *All* and *Current*.

**NOTE:** The CSS Styles panel may be collapsed. To display the panel, double-click the *CSS Styles* tab.

**All view** (see Figure 9): The top pane (*All Rules*) displays all the classes, IDs, and tag styles that are available to the current web page via an external style sheet or internal CSS style definition. The bottom pane (*Properties*) displays all the properties associated with the style selected in the *All Rules* pane. Once a style is selected, the associated properties can be viewed, changed, added or removed (see Table 2).

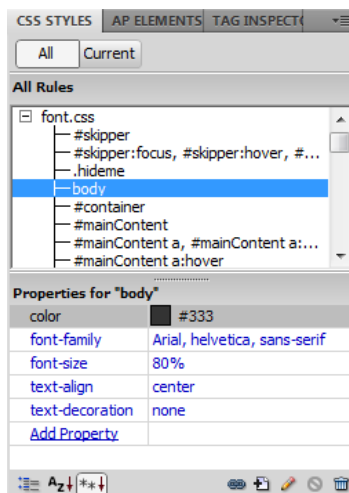


Figure 9 – CSS Styles Panel in All View

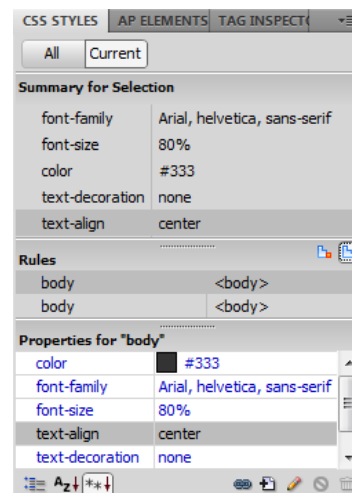










Figure 10 – CSS Styles Panel in Current View

**Current view** (see Figure 10): The top pane (*Summary for Selection*) displays all the styles that are applied to the content that is currently selected in the Document window. If the mouse pointer is in a paragraph, the styles for that paragraph are displayed. The middle pane (*Rules*) displays all the CSS rules applied to the current element from most general to most specific. The bottom pane (*Properties*) works the same way as in *All* view.

**Table 2 – CSS Styles Panel Buttons**

Name	Description
 Category View	Switches the <i>Properties</i> pane of the CSS Styles panel to show all available properties grouped by category. This view is not recommended due to its overwhelming nature.
 List View	Switches the <i>Properties</i> pane of the CSS Styles panel to show all available properties in alphabetical order. This view is not recommended due to its overwhelming nature.
 Set Properties View	Switches the <i>Properties</i> pane of the CSS Styles panel to show only the properties that are defined. Click <i>Add Property</i> to add a new CSS style at the end of the set properties list. This view is recommended. It shows only what CSS properties are set and nothing more.
 Attach Style Sheet	Attaches an external style sheet (.css file) to the web page.
 New CSS Rule	Creates a new CSS rule to be added to the web page or attached external style sheet. New rules can be page specific or added to an external style sheet. Users cannot add a style to the existing style sheets applied to CSULA web templates.
 Edit Rule	Changes the selected CSS rule. CSULA style sheet rules cannot be changed.
 Disable/Enable CSS Property	Disables or re-enables a property that is selected in the <i>Properties</i> pane of the CSS Styles panel.
 Delete CSS Rule	Removes the selected rule or property from the CSS Styles panel. CSULA style sheet rules cannot be deleted.

**NOTE:** Because page authors cannot directly edit the CSS style sheets attached to the CSULA web templates, this handout will not go into detail about editing CSS styles.

## Toolbars









Dreamweaver offers web developers several useful toolbars. The two most useful toolbars are the *Document* and *Insert* toolbars; other available toolbars include the *Standard*, *Style Rendering*, and *Coding* toolbars. Toolbars can be displayed or hidden from the *Toolbars* submenu of the *View* menu. The *Insert* toolbar can be displayed or hidden from the *Window* menu because Dreamweaver defines the *Insert* toolbar as a panel. Because each pane in the *Insert* toolbar contains a series of buttons, it functions more like a toolbar than a panel.

### **Insert Toolbar**

In the Classic workspace, the *Insert* toolbar appears below the Application bar. Several tabs, each containing a different set of buttons, appear along the top of the toolbar. One of the most useful tabs is the *Common* tab which contains tools for adding hyperlinks, anchors, divisions, tables, images, and plug-ins (see Table 3). Other useful tabs include the *Forms* and *Text* tabs

which allow users to edit and create forms or change text properties and add list elements. The last tab of the *Insert* toolbar is the *Favorites* tab where users can create their own custom toolbar consisting of any of the buttons found on the *Insert* toolbar.





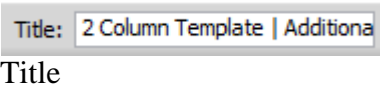

**Table 3 – Common Toolbar Buttons**

Name	Description
 Hyperlink	Inserts a hyperlink.
 Email Link	Inserts an e-mail link.
 Named Anchor	Inserts a named anchor. Hyperlinks can link to named anchors.
 Horizontal Rule	Inserts a horizontal line.
 Table	Inserts a table.
 Insert Div Tag	Inserts a <i>div</i> tag.
 Images	Clicking the down arrow displays a menu of options such as inserting an image or an image placeholder.
 Media	Clicking the down arrow displays a menu of options for inserting media files such as SWF (Flash), ActiveX, and applets.

### **Document Toolbar**

The *Document* toolbar, located below the *Insert* toolbar, contains buttons that can be used to display a document in different views. It also allows users to easily change the document title and to preview the page in a browser (see Table 4).

**Table 4 – Document Toolbar Buttons**

Name	Description
 Code view	Displays only the Code view in the Document window. Code view is a hand-coding environment for writing and editing HTML, JavaScript, CSS, PHP, and other kinds of code.
 Split view	Splits the Document window between the Code and the Design views.
 Design view	Displays only the Design view in the Document window. Design view is a design environment that displays a fully editable, visual representation of the document, similar to what users would see when viewing the page in a browser.
 Live view	Displays a non-editable, interactive, browser-based view of the document in the Document window.
 Title Title	Allows users to enter a title for the document, to be displayed in a browser's Title bar.
 Preview/Debug in Browser	Allows users to preview or debug the document in a browser.

To switch to Design view:

1. Click the **Design** button on the **Document** toolbar.

To switch Split view to split vertically:

1. Click the **Split** button on the **Document** toolbar.
2. Click the **View** menu and select **Split Vertically**.

## **Saving Files**

When working on a website, it is good practice to save files frequently to prevent unexpected loss of content. To check if a file has unsaved changes, look for an asterisk next to the file name on the file tab above the Document toolbar. Whenever a user makes changes to a file, an asterisk appears next to the file name (see Figure 11). After the file is saved, the asterisk disappears (see Figure 12).

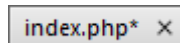


Figure 11 – File Name Before Saving

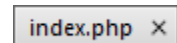


Figure 12 – File Name After Saving

To save a file:

1. Click the **File** menu and select **Save**.

**NOTE:** The **Save All** option allows users to save all open files that have been changed. The **Ctrl+S** keyboard shortcut saves the file currently open in the Document window.

## **Exporting a Site Definition**

Dreamweaver allows users to export the site definition for portability. Exporting a website is the process of making a site definition (.ste) file. This file is a summary of the website; it does not contain any website files, images, etc. To continue working with a website from another computer, make copies of both the .ste and the website files.

To export a site definition:

1. Click the **Site** menu and select **Manage Sites**. The **Manage Sites** dialog box opens (see Figure 13).
2. Select the **CalStateFuturistsClub** site, and then click the **Export** button. The **Export Site** dialog box opens.

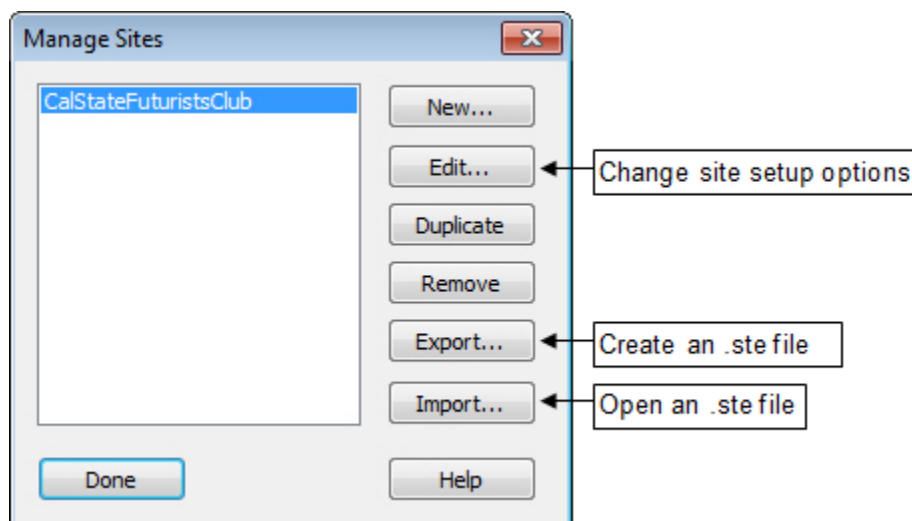


Figure 13 – Manage Sites Dialog Box

3. Navigate to the local root folder on the **Desktop**, and then click the **Save** button. The site information is saved in the **CalStateFuturistsClub.ste** file in the local root folder.
4. Click the **Done** button to close the **Manage Sites** dialog box.

## **Importing a Site Definition**

Importing a site definition allows Dreamweaver to manage a user's website. This is useful for page authors using multiple computers to work on a website. Users can export the site definition (save it on a flash drive along with the entire local root folder), then import the site on another computer and continue working. Remember that the site definition does not contain any web page files; it only contains the settings Dreamweaver uses to define the website.

**NOTE:** If the site to be imported carries the same name as a site already defined in Dreamweaver, the program will require that the site being imported be renamed.

To import a site into Dreamweaver:

1. Click the **Site** menu and select **Manage Sites**. The **Manage Sites** dialog box opens.
2. Click the **Import** button. The **Import Site** dialog box opens.
3. Navigate to the root folder, select the **CalStateFuturistsClub.ste** file, and then click the **Open** button.
4. If prompted for the local root folder, navigate to the **CalStateFuturistsClub** folder and click the **Select** button.
5. If prompted for the images folder, navigate to the **images** folder inside the root folder and click the **Select** button.
6. Click the **Done** button to import the files into the **Files** panel and close the **Manage Sites** dialog box.

**NOTE:** Do not open a website by double-clicking the .ste file. The website will not open correctly. Site definition files *must be imported* into Dreamweaver.

## **Working with the CSULA Web Templates**

To create a consistent look and feel across all University web pages, Cal State L.A. provides web authors with a set of web page templates. These templates are available in several styles allowing page authors to decide which one best suits their needs. This section of the handout will detail these templates, their uses, and creating web pages. More information on the templates can be found at <http://www.calstatela.edu/univ/templates/>.

**NOTE:** Since this handout was created, a new template style has been released. The templates used in this handout can be found at the bottom of the templates page. Both the previous and current web templates are acceptable for campus use.

The CSULA web templates were created using PHP, a web scripting language allowing users to create web pages specific to their wants and needs. The templates use PHP to build the navigation menus and footer. Users do not need to be PHP experts to build a CSULA website. A PHP file is simply an HTML file with a few lines of PHP code. HTML (HyperText Markup Language) is the structure and design of the web page. Although advanced HTML knowledge is not needed to use Dreamweaver, it is recommended that users become familiar with the language. See the Getting Help section of this handout for more information about learning the basics of HTML.

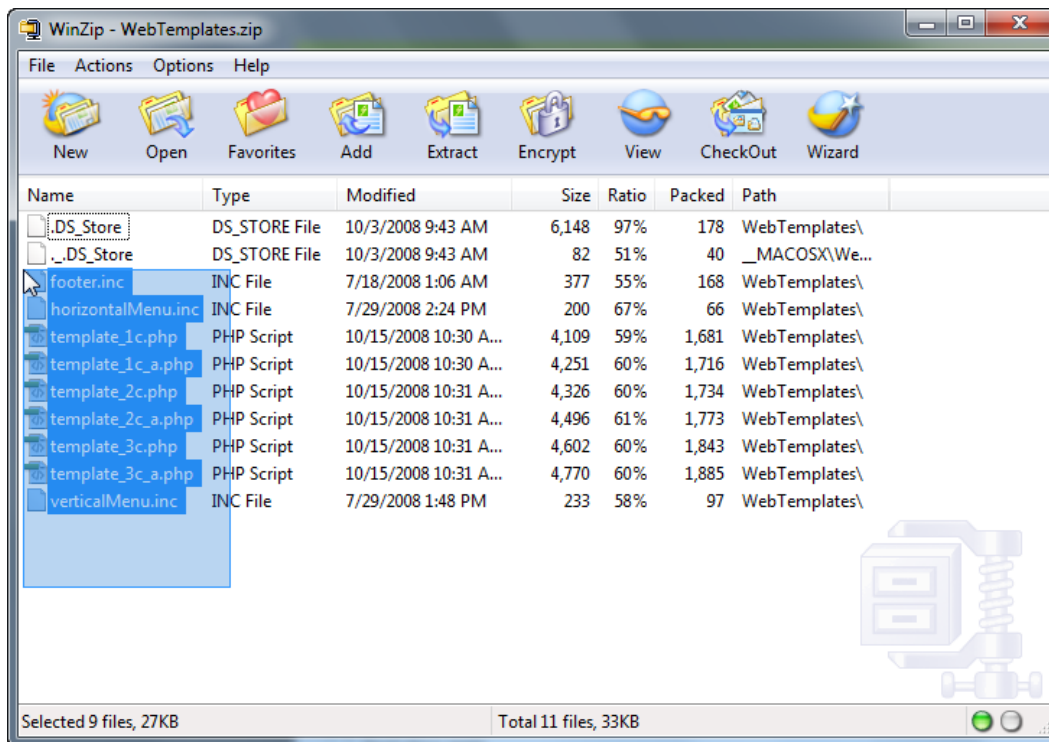
## Importing the CSULA Web Templates

The web templates can be found in the data files package as a single archive named *WebTemplates.zip*. Once you have located the zip file, the templates must be placed in the Dreamweaver site.

**NOTE:** The Web Templates site (<http://www.calstatela.edu/univ/templates/>) contains links to downloadable programs for opening zipped or archived files. WinZip is available for Windows users; Stuff It for Mac users.

To import the template files into a Dreamweaver site:

1. In **Dreamweaver**, in the **Files** panel, right-click the first folder named **Site – CalStateFuturistClub** and select **New Folder**. Rename this folder to **templates**.
2. Navigate to the data files folder and double-click to open the **WebTemplates.zip** file.
3. Position the **WinZip** window over the **Dreamweaver** window leaving the **Files** panel visible.
4. In the **WinZip** window, drag to select the template files (see Figure 14).



**Figure 14 – Selected Template Files**

5. Drag the selected files from the **WinZip** window to the **templates** folder in the **Files** panel of the **Dreamweaver** window (see Figure 15). Make sure the mouse pointer is on the **templates** folder before releasing the mouse button.

**NOTE:** Users who accidentally move the files into the wrong folder can move them to the correct folder using the **Files** panel.

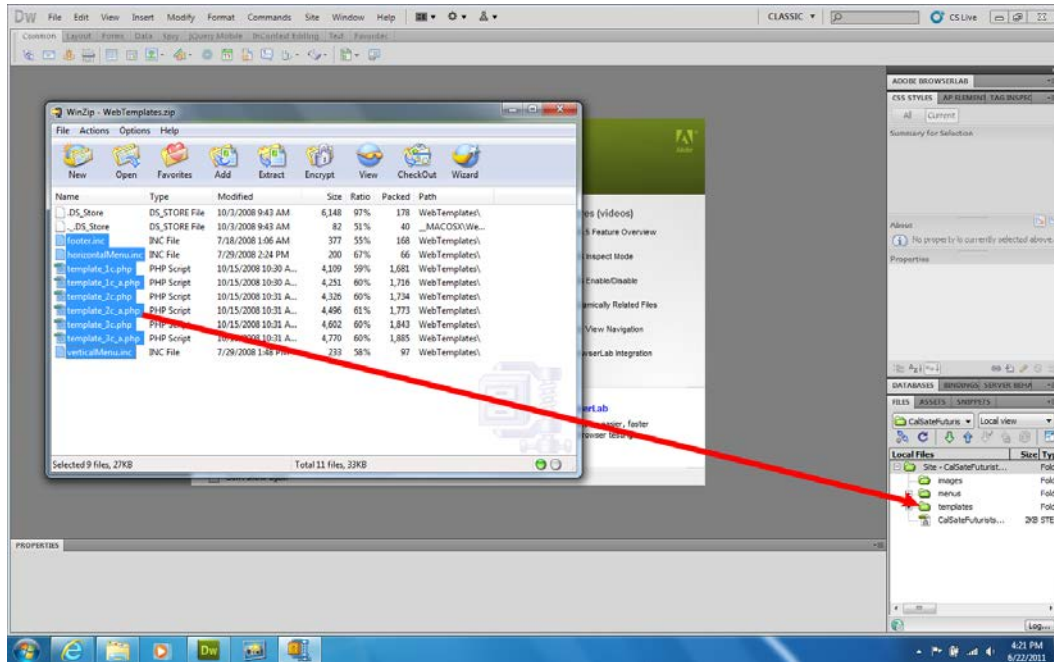


Figure 15 – Drag Highlighted Files to the Templates Folder

## Template Types

The CSULA web templates come in three varieties: one column, two columns, and three columns. Each of these templates has an alternate version that contains a horizontal menu bar. All web templates contain a uniform banner and footer.

### One Column

The single column template (template\_1c.php) consists of a banner, title, main content section, and footer (see Figure 16). This simple template makes a good standalone or pop-up page. However, its use is limited by the lack of a menu bar.

The single column alternate template (template\_1c\_a.php) is the same as the single column template, except it contains a horizontal menu bar across the top of the page between the banner and the title (see Figure 17).

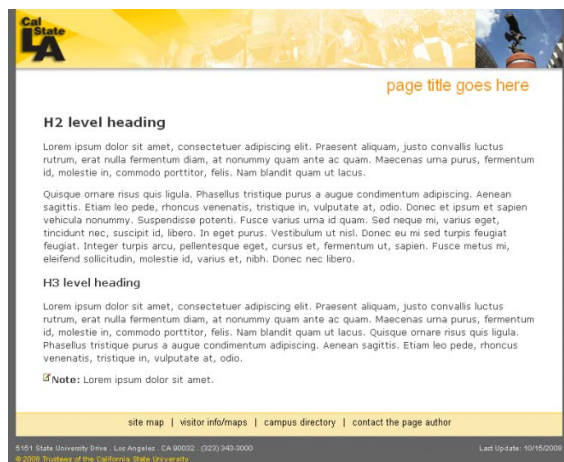


Figure 16 – template\_1c.php

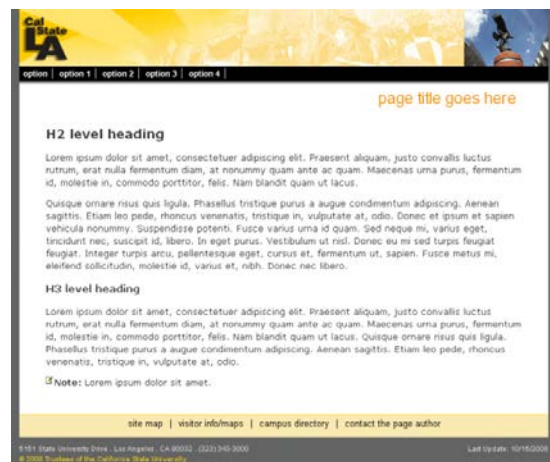


Figure 17 – template\_1c\_a.php

## Two Columns

The two column template (template\_2c.php) consists of the same banner, title, and footer as the other templates, but adds a vertical menu bar to the left of the main content section (see Figure 18). The two column template is the most widely used template.

The two column alternate template (template\_2c\_a.php) is the same as the standard two column template, but it also has the same horizontal menu bar found in the one column alternate template (see Figure 19). This template is a good choice for users who need two navigation menus (e.g., one for the department and one for the college).

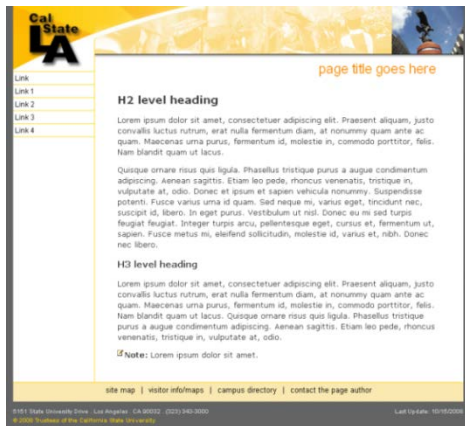


Figure 18 – template\_2c.php

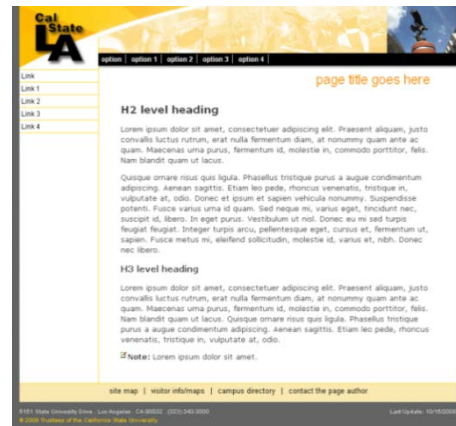


Figure 19 – template\_2c\_a.php

## Three Columns

The three column template (template\_3c.php) displays the same characteristics as the two column template, but it includes a slightly smaller third column (see Figure 20). This column dynamically changes its height as content is added or removed, forcing the middle column to adjust accordingly. The three column template is a great way to highlight general information such as hours of operation while separating it from the main content column.

Like the other two templates, the three column alternate template (template\_3c\_a.php) has the same horizontal menu bar (see Figure 21). Page authors who choose the alternate design and use the horizontal navigation menu should use the alternate across all their web pages to create a uniform look.

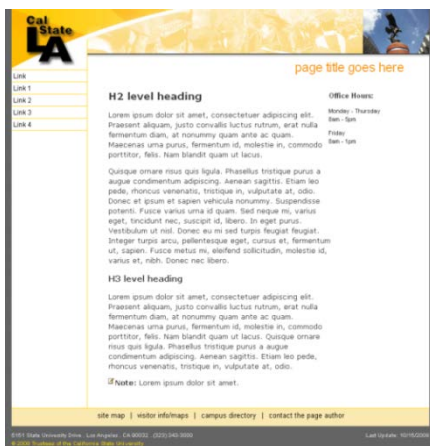


Figure 20 – template\_3c.php

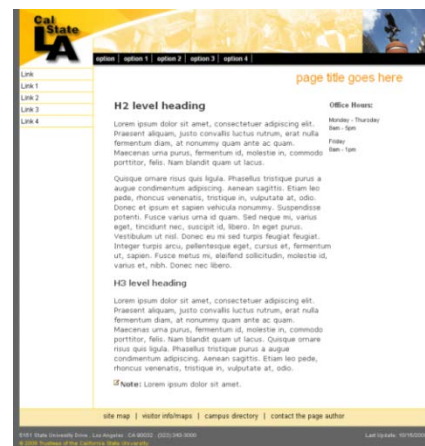


Figure 21 – template\_3c\_a.php

## **Customizing the CSULA Web Templates**

Once a suitable template is selected, it must be customized before adding the main content. The most important things to customize are the banner, menus, and footer. Creating a personalized master template simplifies future web page creation.

To create a new master template from a template file:

1. In **Dreamweaver**, in the **Files** panel, double-click the **template\_3c\_a.php** file. The file opens in the **Document** window.
2. Click the **File** menu and select **Save As**. The **Save As** dialog box opens.
3. Click the **Site Root** button to navigate to the root folder.
4. Enter an appropriate file name (e.g., **Master\_template\_3c\_a.php**) in the **File name** box, and then click the **Save** button. A dialog box opens asking to update the links.
5. Click the **No** button.

**NOTE:** A web address (URL) *cannot* contain spaces. Keep web page file names short using dashes or underscores instead of spaces when needed.

## **Editing the Banner Picture**

Because the web templates are intended to create a uniform look across all student, faculty, and staff created pages, the majority of the banner must be left unchanged. The only customizable portion of the banner is the image in the upper-right corner (see Figure 22). This image can be replaced with another image that is 82 pixels high and no more than 130 pixels wide.



**Figure 22 – Template Banner Editable Region**

To change the banner image:

1. First, obtain or create the replacement image to be used in the banner. Ensure that it is **82 pixels high** and no more than **130 pixels wide**. Place this image in the site's **images** folder.
2. Open the template file with the banner image you want to change.
3. Double-click the banner image. The **Select Image Source** dialog box opens.
4. Navigate to the **images** folder, select the replacement banner image, and then click the **OK** button.

**NOTE:** The picture's alt text description must be changed as well. This topic will be discussed later in the handout.

## **Making Menus**

As discussed in the Template Types section of this handout, the CSULA web templates have two different menus available, horizontal and vertical. Editing one of the include files (e.g., verticalMenu.inc) revises all the menus on the entire website.

To ensure that the files are easy to find, create a separate folder to put the menu files in before getting started.

**NOTE:** The menu folder is not mandatory. However, it will make it easier for users to find files they are looking for as the website grows in size.

To make a menu subfolder:

1. In the **Files** panel, right-click the root folder named **Site-CalStateFuturistsClub** and select **New Folder**, and then rename the new folder to **menus**.
2. Click the plus icon  $\oplus$  to the left of the **templates** folder to expand it.
3. Hold down the **Ctrl** key and click to select the **footer.inc**, **horizontalMenu.inc**, and **verticalMenu.inc** files located in the **templates** folder.
4. Right-click one of the selected files, point to **Edit**, and select **Copy**.
5. Right-click the newly created **menus** folder, point to **Edit**, and select **Paste**.

Because the menu files have been moved, users need to fix the links to these files in their web pages. To do so, the PHP code must be edited.

To edit the PHP code:

1. Click the **Split** button on the **Document** toolbar.
2. In the **Document** window, in the upper-left corner of the **Design** view, click inside the rectangle around the Cal State L.A. logo (see Figure 23).



Figure 23 – Template in Split View

3. In the **Code** view, scroll down and locate the include code for the vertical menu.  
`<?php include("verticalMenu.inc"); ?>`
4. Add the text **menus/** before the **verticalMenu.inc** file name (see Figure 24).  
`<?php include("menus/verticalMenu.inc"); ?>`

```

<!--Direct the VerticalMenu include to your VerticalMenu file-->
<?php include("verticalMenu.inc"); ?> Before

```

---

```

<!--Direct the VerticalMenu include to your VerticalMenu file-->
<?php include("menus/verticalMenu.inc"); ?> After

```

Figure 24 – PHP Code Before and After Editing the File Path

5. In the **Code** view, locate the include code for the horizontal menu and add the text **menus/** before the **horizontalMenu.inc** file name.
6. In the **Design** view, scroll down to the bottom of the page and click inside the beige bar above the school's address.
7. In the **Code** view, locate the include code for the footer and add the text **menus/** before the **footer.inc** file name.
8. After the three menu paths are fixed, switch to **Design** view.
9. Click the **File** menu and select **Save** to save the changes.

**NOTE:** The horizontal menu include only appears on the alternate templates (files ending in `_a.php`). The footer include statement appears near the bottom of the page.

## Vertical Menu

The two and three column templates are the only ones with the vertical navigation menu which is defined in the `verticalMenu.inc` file. The vertical menu includes two options: a static menu with a single list of options or an animated menu with fly-out submenus. Creating the fly-out style menus involves editing some of the code by using a simple copy and paste operation. This lesson covers how to revise the static vertical menu.

To edit the static vertical menu:

1. In the **Files** panel, double-click the **verticalMenu.inc** file located in the **menus** folder. The file opens in the **Document** window.
2. To edit the link text, replace the words between `<a href="#">` and `</a>` with the desired link text (see Figure 25).
3. To change the link's destination, replace the `#` symbol with the desired web address (URL) (see Figure 25). Do not delete the quotes.
4. Click the **File** menu and select **Save** to save the changes.

```

<h1 class="hideme">Menu</h1>
<ul class="mc">
  <li><a href="http://www.calstatela.edu">CSULA Home</a></li>
  <li><a href="#">Link 1./a></li>
  <li><a href="#">Link 2./a></li>
  <li><a href="#">Link 3./a></li>
  <li><a href="#">Link 4./a></li>
</ul>

```

Figure 25 – Vertical Menu Include File

## Creating a Fly-out Vertical Menu

Animated menus have become more and more common with the advancement of CSS and scripting languages like JavaScript. The CSULA web templates make fly-out menu creation very simple. Page authors can include a fly-out menu in their two or three column template pages by

copying and pasting two different sections of code, one into their template and the other in the verticalMenu.inc file.

To create a fly-out vertical menu:

1. Open the template file and switch to **Split** view.
2. In the **Code** view, drag to select the closing `</head>` tag and `<body class="column2">` tag near line 19 (see Figure 26).

```
19 </head>
20
21 <body class="column2">
```

Figure 26 – Template Code to Select

3. Replace the selected code with the following (see Figure 27):

```
<link href="http://www.calstatela.edu/flyoutMenu.css" rel="stylesheet"
type="text/css" />
<script type="text/javascript" src="http://www.calstatela.edu/flyoutMenu.js"
language="JavaScript"></script>
</head>
<body class="column2" onload="menu_init(0,12,1,-20,10)">
```

NOTE: The above code can be copied and pasted from the **code for template.txt** data file.

```
19 <link href="http://www.calstatela.edu/flyoutMenu.css" rel="stylesheet"
type="text/css" />
20 <script type="text/javascript" src=
"http://www.calstatela.edu/flyoutMenu.js" language="JavaScript">
</script>
21 </head>
22
23 <body class="column2" onload="menu_init(0,12,1,-20,10)">
```

Figure 27 – Template After Adding the Fly-out Scripts

NOTE: If using the three column template, change **column2** to **column3** in the **body** tag's **class** attribute.

4. Click the **File** menu and select **Save** to save the file.
5. In the **Files** panel, double-click the **verticalMenu.inc** file located in the **menus** folder. The file opens in the **Document** window.
6. Select the entire contents of the **verticalMenu.inc** file.
7. Replace the selected code with the code in the **flyoutVerticalMenu.txt** data file (see Figure 28).
8. Click the **File** menu and select **Save** to save the **verticalMenu.inc** file.

7. And replace with:

```
<h1 class="hideme">Menu</h1>
<ul id="menunav">
  <li><a href="#maincontent" class="menu">Link 1</a>
    <ul>
      <li><a href="#maincontent">1a</a></li>
      <li><a href="#maincontent">1b</a></li>
      <li><a href="#maincontent">1c</a></li>
      <li><a href="#maincontent">1d</a></li>
    </ul>
  </li>
  <li><a href="#maincontent" class="menu">Link 2</a>
    <ul>
      <li><a href="#maincontent">2a</a></li>
      <li><a href="#maincontent">2b</a></li>
      <li><a href="#maincontent">2c</a></li>
      <li><a href="#maincontent">2d</a></li>
    </ul>
  </li>
  <li><a href="#maincontent">Link 3</a></li>
  <li><a href="#maincontent" class="menu">Link 4</a>
    <ul>
      <li><a href="#maincontent">4a</a></li>
      <li><a href="#maincontent">4b</a></li>
      <li><a href="#maincontent">4c</a></li>
      <li><a href="#maincontent">4d</a></li>
    </ul>
  </li>
  <li><a href="#maincontent">Link 5</a></li>
</ul>
```

Figure 28 – Fly-out Version of verticalMenu.inc

## Editing the Fly-out Vertical Menu

Editing a fly-out menu is a little more complicated than a static menu. Pay careful attention to the arrangement of the list elements in the verticalMenu.inc file.

When editing the fly-out menu, note the following:

- A submenu is a list within a list. The HTML `<ul>` and `<li>` tags are required, as well as their closing `</li>` and `</ul>` tags.
- Links with submenus must have the **class="menu"** attribute applied to them. For example, in the code that was pasted in the verticalMenu.inc file, Links 1, 2, and 4 have submenus while Links 3 and 5 do not (see Figure 28).
- For links with a submenu, or parent links, the code **href="#maincontent"** should not be changed.
- Edit where a link points to using the same method as the other menus. Remember the following format:  
`<a href="http://www.websiteURL.com">Link text (the words appearing on the webpage)</a>`

## Horizontal Menu

The horizontal menu only appears on the alternate version of the web templates (template file names ending in `_a.php`). The horizontal menu does not have an animated version; it is static.

**NOTE:** Page authors who are not using the alternative style templates in their sites should skip to the Editing the Footer section of the handout.

To edit the horizontal menu:

1. In the **Files** panel, double-click the **horizontalMenu.inc** file located in the **menus** folder.
2. In the **Document** window, replace the `#` symbol with the desired web address (URL).
3. Replace the word **Option** with the link text you want to display in the horizontal menu (see Figure 29).

- Click the **File** menu and select **Save** to save the changes.

```

<ul>
  <li><a href="http://www.calstatela.edu">CSULA Home</a></li>
  <li><a href="#">Option 1 /a></li>
  <li><a href="#">Option 2 /a></li>
  <li><a href="#">Option 3 /a></li>
  <li><a href="#">Option 4 /a></li>
</ul>

```

Figure 29 – Horizontal Menu Include File

## Editing the Footer

The footer requires few revisions. Users must update the *mailto* link. To revise any of the existing links, edit the URL in the *href* attribute or the link text, the text that appears in between the `<a>` and `</a>` tags.

To update the *mailto* link:

- In the **Files** panel, double-click the **footer.inc** file located in the **menus** folder.
- Locate the **contact the page author** link near line 8.

```
<li><a href="#">contact the page author</a></li>
```

- Replace the # symbol with **mailto:you@example.calstatela.edu** (see Figure 30).

**NOTE:** Replace **you@example.calstatela.edu** with an appropriate CSULA department or club e-mail address.

```

1 <ul>
2   <li><a href="http://www.calstatela.edu/Common_Files/sitemap/">site map</a></li>
3   <li>|</li>
4   <li><a href="http://www.calstatela.edu/univ/maps/cslamap.htm">visitor info/maps</a></li>
5   <li>|</li>
6   <li><a href="http://www.calstatela.edu/univ/directry/">campus directory</a></li>
7   <li>|</li>
8   <li><a href="mailto:you@example.calstatela.edu">contact the page author</a></li>
9 </ul>
10

```

Figure 30 – Mailto Link in the Footer

To add a new link to the footer:

- Create a new line and add the hyperlink. Remember to follow this format:

```
<li><a href="http://www.WebSiteLinkHere.com">Link text</a></li>
```

- Add a new separator bar by typing `<li>|</li>`.

**NOTE:** To enter the pipe (the vertical bar), press the **Shift+|** key combination. Users can also copy and paste from an existing separator. **Do not** put a separator before the first link or after the last link.

- Click the **File** menu and select **Save** to save the changes.

## Adding Metadata

Adding metadata is the last modification needed before adding content to a template. Metadata is information imbedded in a web page that search providers such as Google and Bing can see. Metadata includes keywords and descriptions of the web page to make search engine results more accurate. Web page visitors cannot see the metadata unless they view the page's source code.

To add metadata:

1. Open the template file and switch to **Code** view.
2. Locate the opening **<head>** tag near the top of the page (see Figure 31).
3. Under the **<meta>** tag and before the **<title>** tag, add the following code (see Figure 32):

```
<meta name="author" content="Your Name" />
<meta name="keywords" content="Your Keywords" />
<meta name="description" content="Page Description" />
```

4. Update the metadata content. Replace **Your Name** with the appropriate department or club name. Remember to keep the quotation marks. Replace **Your Keywords** with keywords related to the page content, separated with commas. Replace **Page Description** with a short description of the web page.
5. Enter a title between the **<title>** and **</title>** tags.
6. Click the **File** menu and select **Save** to save the changes.

**NOTE:** Dreamweaver’s auto-complete feature helps page authors avoid coding mistakes by displaying a list of frequently used tags as authors enter code in **Code** view. When the word to be entered is highlighted in blue below the mouse pointer, press the **Enter** key. Dreamweaver completes the tag, including any necessary equal signs and quotation marks.

```
12 <head>
13 <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />
14 |
15 Add Meta tags here
16 <title>3 Column Template | Additional Menu</title>
```

Figure 31 – Code Before Adding Metadata

```
12 <head>
13 <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />
14 <meta name="author" content="ITS Training Program" />
15 <meta name="keywords" content="CSULA Cal State L.A. futurists club" />
16 <meta name="description" content="This is the welcome page for the Cal State L.A. Futurists Club" />
17
18 <title>Welcome to the Futurists Club</title>
```

Figure 32 – Code After Adding Metadata

Page authors now have a customized master template that they can use to create their entire site. To create a new web page, simply open the master template file and save it with a different file name.

## **Creating Pages from the Master Template**

With completed personalized templates, users can add content to the main content division. A division is a block of content on an HTML page. When editing in Dreamweaver’s Design view, divisions are signified by dashed outlines. The outlines do not appear on the final page. Review the various templates and note the various page divisions. Note that the Cal State L.A. logo in the upper-left corner has its own division, the navigation menu has its own division, etc.

To create a new page for a website using the master template, users simply need to open the master template and save it as a new page with a new name and title.

To create the site’s main entry (index) page:

1. Open the master template file.
2. Click the **File** menu and select **Save As**. The **Save As** dialog box opens.

3. Navigate to the **root** folder, rename the file to **index.php**, and then click the **Save** button.
4. In the **Document** toolbar, replace the text in the **Title** box with **Welcome to CalStateLA Futurists Club** (see Figure 33 and Figure 34).
5. Click the **File** menu and select **Save** to save the changes.

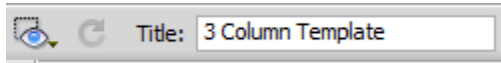


Figure 33 – Title Before

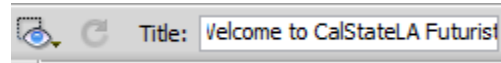


Figure 34 – Title After

6. If the master template file is still open, close it to avoid making unwanted changes.

**NOTE:** By convention, a website's main entry page is named **index**. Any subsequent web pages should have short names describing the page content.

## Adding Main Content

Dreamweaver makes adding new content to the main section of a web page very simple. In many cases, users can simply click and begin typing just as they would use a word processor.

Advanced formatting may require that some extra steps be taken. A reference to all the styles provided by CSULA is available at the style samples page located at <http://www.calstatela.edu/univ/templates/stylesamples.php>.

Remember that all content must reside in the main content division (see Figure 35). To check which division the mouse pointer is currently located in, review the tag hierarchy on the Status bar at the bottom of the Document window (see Figure 36). The main content division is listed as `<div.column2#mainContent>`. Notice that `column2` corresponds to the template being used.

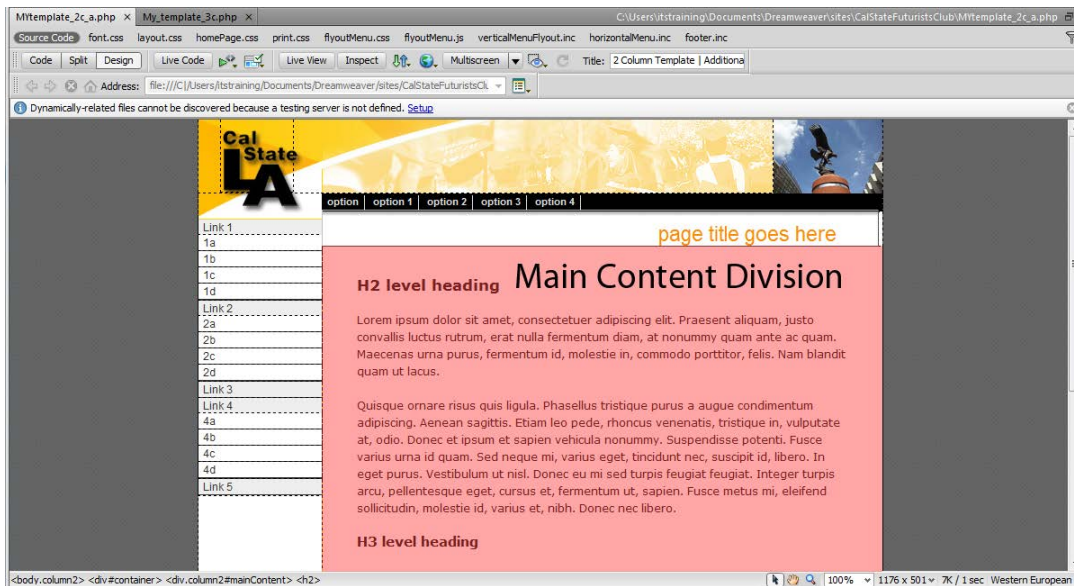


Figure 35 – Highlighted Main Content Division

```
<body.column2> <div#container> <div.column2#mainContent> <h2>
```

Figure 36 – Tag Hierarchy on the Status Bar

To add a new heading:

1. First, decide where to place the new heading.
  - To place the new heading after an existing paragraph, position the insertion point at the end of the paragraph and press the **Enter** key.

- To place the new heading before a paragraph, position the insertion point at the beginning of the paragraph and press the **Enter** key. Then, press the **Up Arrow** key to position the insertion point in the newly created paragraph.
2. Type **This is my Heading**.
  3. With the insertion point placed within the newly created heading, click the **Text** tab on the **Insert** toolbar (see Figure 37).
  4. Click the button for the appropriate heading style (**h2**, **h3**, etc.). Remember that **h1** is reserved for page titles and should not be used as a heading.

NOTE: To see examples of various heading styles, refer to the style samples page located at <http://www.calstatela.edu/univ/templates/stylesamples.php>.

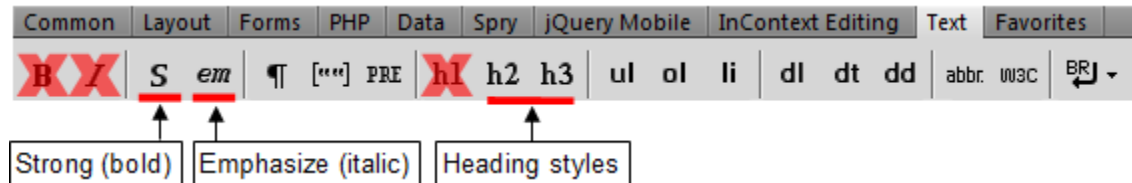


Figure 37 – Text Tab of the Insert Toolbar

NOTE: Remember not to use the **Bold** **B**, **Italic** **I**, or **h1** **h1** styles.

To add a new paragraph after a heading:

1. Position the insertion point at the end of the heading, press the **Enter** key, and type the paragraph text.
2. To move to a new line within a paragraph without adding a new paragraph, press **Shift+Enter**.

NOTE: A new paragraph will include some space to separate it from the heading and paragraphs before and after it.

To bold text:

1. Select the text to be emphasized.
2. On the **Text** tab of the **Insert** toolbar, click the **Strong** button **S** (see Figure 37).

To italicize text:

1. Select the text to be emphasized.
2. On the **Text** tab of the **Insert** toolbar, click the **Emphasis** button **em** (see Figure 37).

To underline text:

1. Select the text to be emphasized.
2. Right-click the selected text, point to **CSS Styles**, and select the **u** class (see Figure 38).

NOTE: If the **u** class is not visible on the shortcut menu, click the down arrow ▼ to scroll down the list of CSS classes (see Figure 39).

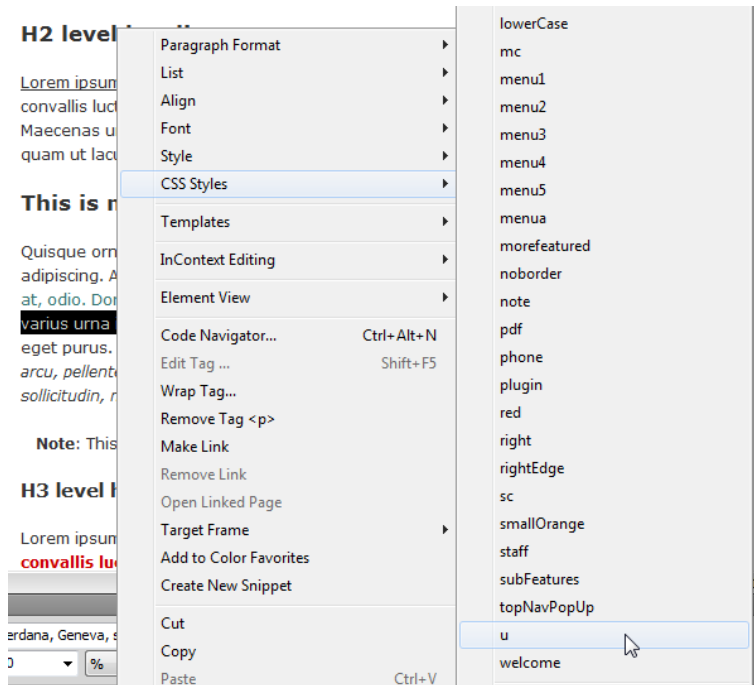


Figure 38 – Setting a CSS Style from the Shortcut Menu

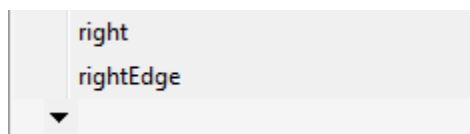


Figure 39 – Scroll Down Arrow

The style sheets associated with the CSULA web templates offer three different color choices for further emphasizing text: red, blue, and green. Users can style text using different combinations of the three color choices and the underline, strong, or emphasis options.

To change the color of regular text:

1. Select the text.
2. Right-click the selected text, point to **CSS Styles**, and select **blue**, **red**, or **green** (see Figure 38).

To underline or change the color of bold or italicized text:

1. Select the bolded or italicized text.
2. Right-click the **<strong>** or **<em>** tag in the hierarchy list on the **Status** bar, point to **Set Class**, and select one of the color choices (**blue**, **red**, or **green**) or **u** for an underline (see Figure 40).

**NOTE:** There is no style allowing text to be both colored and underlined. Users must choose one or the other.

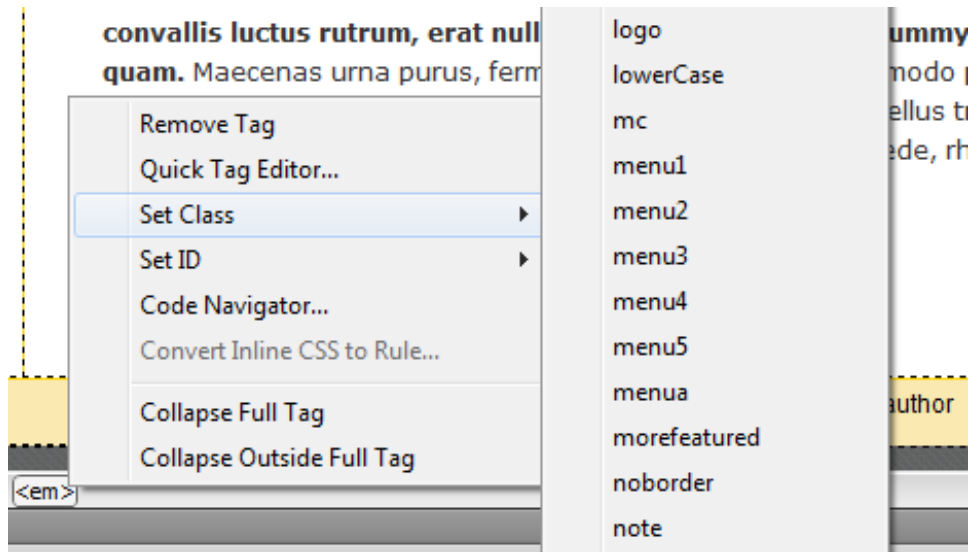



Figure 40 – Set CSS Class from the Status Bar

To add a note:

1. Create a new paragraph.
2. Type **Note: This is a note for noting things.**
3. Select the **Note** text, excluding the colon (:).
4. On the **Text** tab of the **Insert** toolbar, click the **Strong** button .
5. Right-click the selected **Note** text, point to **CSS Styles**, and select **note**. Notice that the **Note** text slightly indents (see Figure 41 and Figure 42).

**Note:** Lorem ipsum dolor sit amet.

Figure 41 – Note as Seen in Dreamweaver’s Design View




 **Note:** Lorem ipsum dolor sit amet.

Figure 42 – Note as Seen in a Browser


To add a hyperlink:

1. Enter or select the text to be used for the link.
2. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.

**NOTE:** There are two types of links, internal (links to web pages that are part of the same website) and external (links to web pages that are not part of the same website).

3. To link to an internal web page, click the **Browse** button  next to the **Link** box, select the PHP page to link to, and then click the **OK** button.
4. To link to an external web page, in the **Link** box, enter the web address (URL) of the web page to link to. The web address must start with **http://**. For example, to link to the Cal State L.A. home page, enter **http://www.calstatela.edu**.
5. To have the link open in a new browser window, click the **Target** arrow and select **\_blank** from the list.
6. Enter a link description in the **Title** box.
7. Click the **OK** button.

To add a Back to Top hyperlink:

1. Position the insertion point on a new line at the bottom of the web page.
2. Type **TOP**.
3. Select the **TOP** text.
4. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
5. In the **Link** box, type **#mainContent**.
6. In the **Title** box, type **Top of Page**.
7. Click the **OK** button.
8. Right-click the selected **TOP** text and select **Edit Tag <a>**. The **Tag Editor** dialog box opens.
9. Select **Style Sheet/Accessibility** in the left pane.
10. In the **Class** box, type **top**.
11. Click the **OK** button.

## **Viewing Your Work**

Page authors can usually preview their HTML pages with Dreamweaver's Preview in Browser feature. However, because a web server dynamically creates HTML pages using PHP, some files created in this handout cannot be viewed with a web browser. The easiest way to preview the PHP files is with Dreamweaver's Live view option. Live view translates the PHP code into simple HTML and displays the page in the Document window as it would appear in a web browser.

To use Live view:

1. Click the **Design** button on the **Document** toolbar.
2. Click the **Live View** button on the **Document** toolbar.
3. Browse the page inside **Dreamweaver**. Hold down the **Ctrl** key and click a link to follow it.

Although testing servers can be used to preview PHP files, they are outside the scope of this handout. For more information on testing servers, refer to the *Extras* section of the *Download Web Template* page located at <http://www.calstatela.edu/univ/templates/downloads.php>.

## **Accessibility and Section 508 Requirements**

Making web pages accessible to users with disabilities is good web programming practice. In the case of websites such as <http://www.calstatela.edu>, it is required by law.

Section 508 of the Rehabilitation Act of 1973 is a U.S. law requiring electronic technology used by government agencies to be accessible. The CSU system mandates that all CSU campuses must adhere to these standards. In this section of the handout, page authors will review the different accessibility requirements and learn how to repair pages that do not meet accessibility guidelines.

For more information on Section 508 requirements and solutions, visit the CSULA web accessibility website at <http://www.calstatela.edu/accessibility/508.php>. Page authors may also reference other accessibility workshop handouts such as Web Accessibility Awareness and Web Author Workshops A and B located at <http://www.calstatela.edu/handouts> in the 'W' section.

NOTE: The capital letters within parentheses refer to the particular Section 508 standard.

## **Screen Readers and Accessibility**

The Internet is a vast landscape of information, most of which is represented visually. For those with visual impairments, navigating a computer and the web can be difficult. Screen readers are programs that read aloud the on-screen information. They can “read” any words found on the screen including window titles, button names, or any other plain text source. However, screen readers cannot “read” pictures, charts, graphs, and other visual representations of information. Adding alternate text descriptions for pictures and tables and using hidden descriptions to label sections of the site are two easy ways to help screen readers “read” a web page.

## **Alt and Longdesc Attributes (A)**

The first Section 508 standard is one of the easiest to follow. All images on an HTML page must include an alternate text, also known as alt text. When a screen reader finds an image on a web page, it announces the text in the alt attribute of the image HTML tag. The alt text should include a short description of the image. If the image is purely decorative and contains no important information, enter empty quotations (e.g., alt="") for the alt text. Images conveying important information should include appropriate alt text that explains the image’s content.

To set the banner image’s alt text:

1. Click the banner image.
2. In the **Properties** panel, click the **Alt** arrow and select **<empty>**.

Users can leave alt text empty, provided they select *empty* as outlined above. Not selecting empty removes the alt attribute resulting in a less accessible site. Screen readers skip any image with an <empty> alt attribute. If alt text is not empty, screen readers will read the file name or some other information about the image. The banner image is a perfect example of when to use empty alt text because it is only used for decoration.

Find more information about alt text at [http://www.calstatela.edu/accessibility/p\\_img.php](http://www.calstatela.edu/accessibility/p_img.php).

## **Colors and Contrast (C)**

Section 508 standard C requires a contrast ratio of 5:1 between background and foreground colors. Testing a web page’s color contrast requires the use of a program such as the *Color Contrast Analyzer*.

- For a step-by-step guide to downloading and using the Color Contrast Analyzer, download the Web Author Workshop A handout at <http://www.calstatela.edu/its/docs/pdf/atiworkshopa.pdf>.
- For a video tutorial on using the Color Contrast Analyzer, please visit <http://www.youtube.com/user/MyCSULA#grid/user/15E04DED3747036F> (see part 7.3a).

Although the color schemes used in the template pages should meet the color contrast requirements, page authors should still carefully choose the color combinations used on their pages.

Find more information about this mandate at [http://www.calstatela.edu/accessibility/p\\_col.php](http://www.calstatela.edu/accessibility/p_col.php).

## **Readability, With or Without Style Sheets (D)**

Section 508 standard D states that documents shall be organized so they are readable without requiring an associated style sheet. Typically, CSS styles are used to define the look and feel of a web page. If site visitors disable styles or use their own style sheets, the web page should remain fully usable with headings, paragraphs, hyperlinks, and lists being sensible and obvious to the viewer.

Page authors using the CSULA CSS style sheets should find no conflicts. However, authors who create their own styles must ensure those styles do not conflict with any styles the user applies locally.

To preview a site with styles disabled, use the Web Developer extension for Mozilla Firefox (<http://www.mozilla.com>). The Web Author Workshop A handout, available at <http://www.calstatela.edu/handouts>, explains how to download the Web Developer extension for Firefox.

For more information on style sheets and readability, please visit [http://www.calstatela.edu/accessibility/p\\_rea.php](http://www.calstatela.edu/accessibility/p_rea.php).

## **Image Maps (E & F)**


Image maps allow sections of an image to link to different websites. These embedded links can be very useful for large images, such as a map of a campus. Although image map creation is not covered in this handout, page authors should know the restrictions placed on using them.

For more information on creating image maps, please refer to the Dreamweaver CS4 part 3 handout located at <http://www.calstatela.edu/handouts> in the 'A' section. Dreamweaver can create client-side accessible image maps. To meet Section 508 standards E and F, add alternate text for each area on the image map. For more information on the Section 508 requirements for image maps, refer to [http://www.calstatela.edu/accessibility/p\\_map.php](http://www.calstatela.edu/accessibility/p_map.php).

## **Tables (G & H)**

Tables are a great way to visually organize information on a web page. However, tables can easily confuse screen readers or other assistive technology. The proper use of table heading <th> and table data <td> cell tags is a must. To properly associate a header cell with the cells it describes, use the scope attribute.

To create a table in Dreamweaver:

1. Place the mouse pointer in the main content division where you want to insert the table.
2. Click the **Table** button  on the **Insert** toolbar. The **Table** dialog box opens (see Figure 43).
3. In the **Rows** and **Columns** boxes, enter the number of rows and columns for the table.
4. Change the value in the **Table width** box to **100 percent**.
5. In the **Header** section, select the option that matches the table layout you want to create. (**Left** adds row headers, **Top** adds column headers, etc.)
6. In the **Summary** box, add a short summary of the table contents.

**NOTE:** Text entered in the **Caption** box appears on the page. Text entered in the **Summary** box will only be read by screen readers.

7. Click the **OK** button to create the table. Dreamweaver automatically adds the scope attributes based on the selected **Header** option.

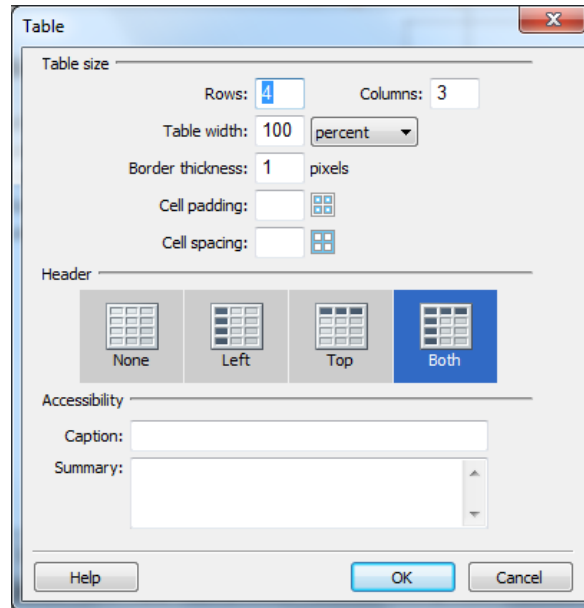


Figure 43 – Table Dialog Box

Page authors wanting to change the layout of the header cells will have to manually edit the code and change the scope attributes accordingly or create a new table with Dreamweaver’s Table button and then transfer the content.

For more information on the scope attribute and how to manually add it to tables, visit [http://www.calstatela.edu/accessibility/p\\_tab.php](http://www.calstatela.edu/accessibility/p_tab.php).

### **Screen Flickering (J)**

Section 508 standard J states that pages shall avoid causing the screen to flicker with a frequency greater than 2Hz or lower than 55Hz. Although this mandate applies to web pages, it may be more applicable to animations and other plug-ins. Avoid using the <blink> or <marquee> tags to comply with this standard.

Find more information about screen flickering at [http://www.calstatela.edu/accessibility/p\\_fli.php](http://www.calstatela.edu/accessibility/p_fli.php).

### **Plug-ins (M)**

Section 508 standard M states that pages containing a link to a file requiring an applet, plug-in, or other application be present on the client system (site visitor’s computer) to interpret the page content, must provide a link to the application that can open the file.

Examples of file types requiring plug-ins include Adobe Acrobat and Flash files, Microsoft Word, PowerPoint, and Excel files, and music and video files. Refer to [http://www.calstatela.edu/accessibility/p\\_plu.php](http://www.calstatela.edu/accessibility/p_plu.php) for examples of code that can be copied and pasted into web pages to fulfill this requirement.

## Forms (N)

Forms are a very common method of obtaining user information. Forms can be used to log into a service, create a new account, or simply gain user feedback. It is very important that forms be accessible because their complex layouts often confuse screen readers.


To make a form more accessible, use the fieldset tag to group similar form entries. Fieldsets are very useful for check box and radio groups, but they can be used to group any number of form elements. Use the *Fieldset* button  to create a new fieldset. After creating and naming a fieldset, add form elements by simply selecting them from the Insert toolbar (see Figure 44).



Figure 44 – Forms Tab of the Insert Toolbar

In addition to fieldsets, labels can be used to make form elements easily identifiable to a screen reader. When creating a new form element such as a text field, text area, list, or menu from the Insert toolbar, use the *Input Tag Accessibility Attributes* dialog box (see Figure 45). Enter a unique name for the form entry in the *ID* box. Be aware that duplicate IDs are not allowed. In the *Label* box, enter the label that should appear on the website. Select the appropriate option to position the label before or after the form field. Leave the *Attach label tag using 'for' attribute* option selected since it is the most accessible-friendly option. Page authors can also set a *Tab Index* which sets the navigation order of form elements beginning from the number one. Click the *OK* button to close the dialog box.

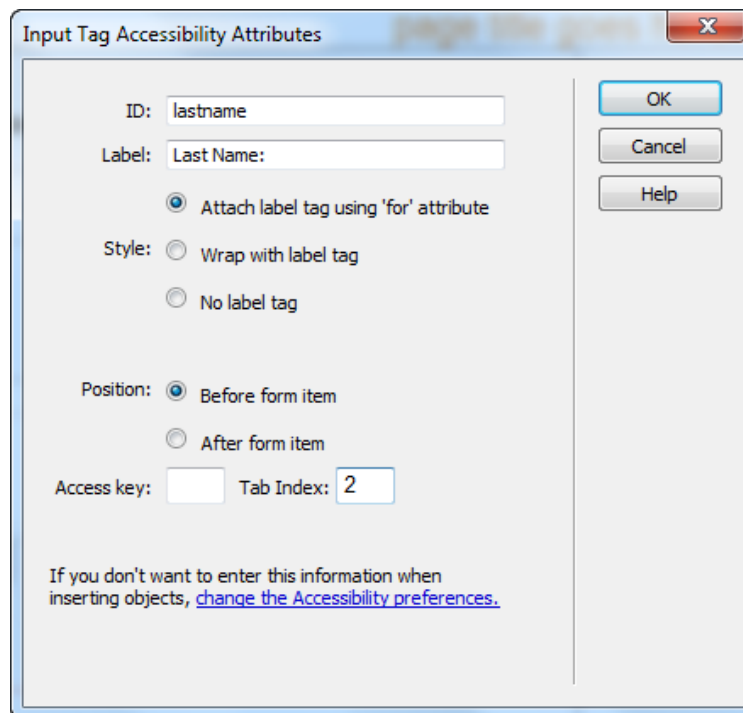


Figure 45 – Input Tag Accessibility Attributes Dialog Box

The *Checkbox Group* dialog box offers users different options for check box or radio groups (see Figure 46). Enter a name for the entire group of options in the *Name* box. To add a new check box item, click the plus button. The check box *label* appears on the web page while the *value* is passed to the server if that option is selected. Click the *OK* button and Dreamweaver will create an accessible check box group.

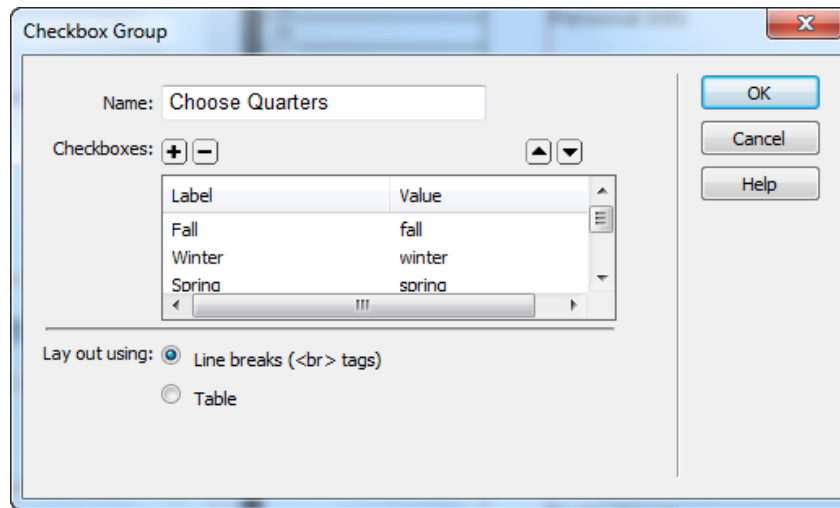


Figure 46 – Checkbox Group Dialog Box

For more information on creating accessible forms, visit [http://www.calstatela.edu/accessibility/p\\_for.php](http://www.calstatela.edu/accessibility/p_for.php).

## **Time Delays (P)**

Section 508 standard P states that when a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. Users with certain disabilities may require more time to read a page or complete a form, and web pages should allow for this requirement. For more information on the use of time delays, please visit [http://www.calstatela.edu/accessibility/p\\_tim.php](http://www.calstatela.edu/accessibility/p_tim.php).

## **Topics Not Covered**

Please note that the accessibility portion of this handout covers only a fraction of the requirements set by the Section 508 guidelines. For the full list and more information, please visit <http://www.calstatela.edu/accessibility/508.php>. Below is a list of the topics not covered in this handout:

- **Captions (B)** – any video or multimedia presentation with a voice-over must be captioned.
- **Frames (I)** – if frames *must* be used, they must be properly titled and named.
- **Text-Only Alternative (K)** – a text-only alternative must be provided for any element not following the other accessibility guidelines.
- **Scripts (L)** – any script used to generate content must be accessible. Also, pages must function properly even if the user turns scripts off.
- **Skipper (O)** – a method to skip repetitive links must be provided. The CSULA web templates include a skipper.

## **Dreamweaver CS5.5 Site Reports**

Dreamweaver’s site reports allow users to check for several types of errors including broken links, missing alt text, and untitled web pages. After finding and fixing problem areas, page authors should run site reports again to ensure that all problems have been resolved.

**NOTE:** A site must be defined or imported before running a site report. Individual pages do not need to be opened before running a site report.

To run a site report:

1. Click the **Window** menu, point to **Results**, and select **Site Reports**. The **Site Reports** tab of the **Results** panel displays (see Figure 47).

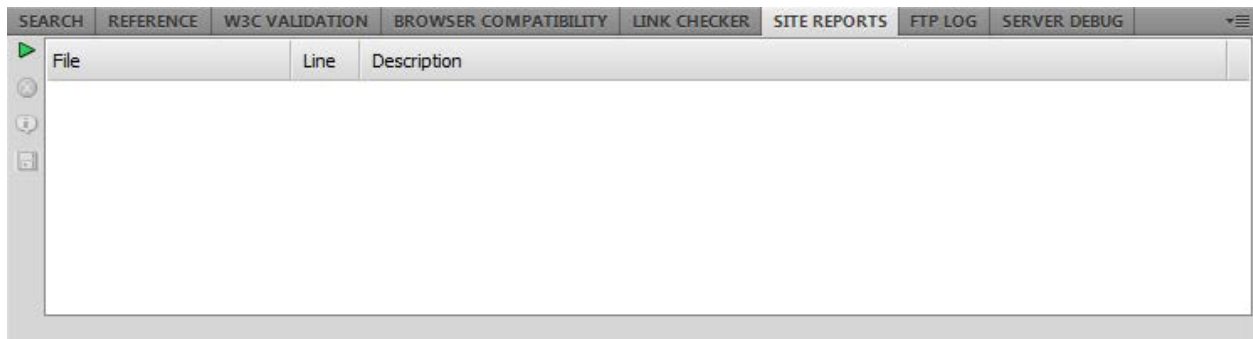



Figure 47 – Site Reports Tab of the Results Panel

2. Click the **Reports** button  located in the upper-left corner of the **Results** panel. The **Reports** dialog box opens (see Figure 48).
3. Click the **Report on** arrow and select **Entire Current Local Site** from the list.
4. Under **HTML Reports**, select the **Missing Alt Text** and **Untitled Documents** check boxes.

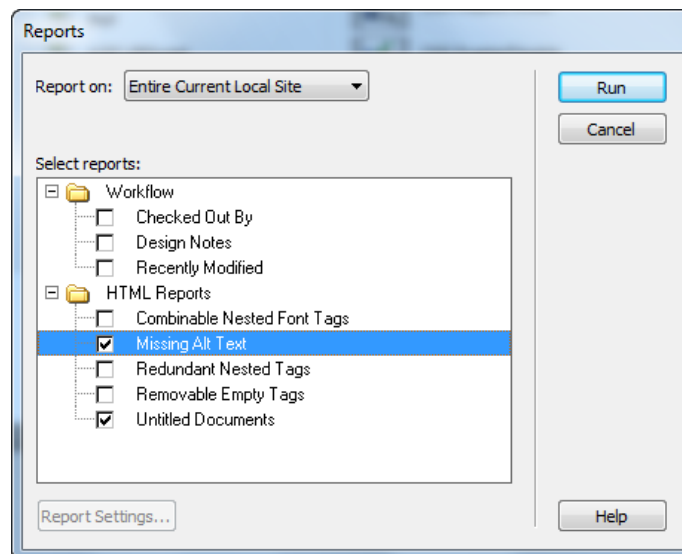


Figure 48 – Reports Dialog Box

5. Click the **Run** button. The errors are listed in the **Results** panel (see Figure 49).

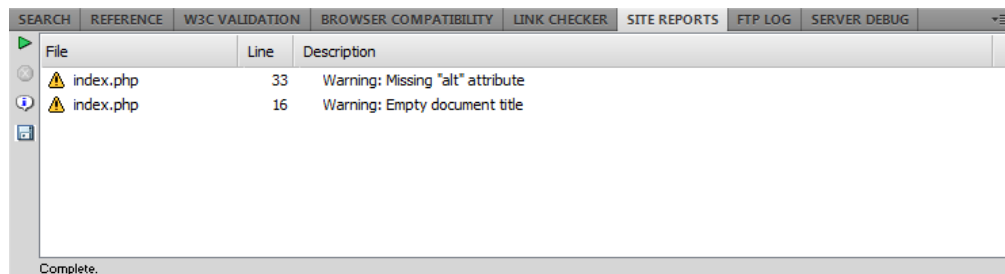


Figure 49 – Errors Report

To fix the errors:

1. In the **Results** panel, under the **File** column, double-click the file with the missing page title or alt attribute. The document opens in **Split** view and the code with errors is highlighted.
2. To fix the missing title, enter a page title in the **Title** box of the **Document** toolbar (see Figure 34).
3. To fix a missing alt attribute, enter an image description in the **Alt** box of the **Properties** panel (see Figure 50).




Figure 50 – Alt Attribute Box

## Checking Links

Broken links can occur throughout the duration of the website development process. They are often the result of forgetting to update links, renaming files outside of the Dreamweaver program, or linking to non-existent sites.

To check for broken links:

1. Click the **Window** menu, point to **Results**, and select **Link Checker**. The **Link Checker** tab of the **Results** panel displays.
2. Click the **Check Links** button  located in the upper-left corner of the **Results** panel and select **Check Links For Entire Current Local Site**. The errors are listed in the **Results** panel (see Figure 51).

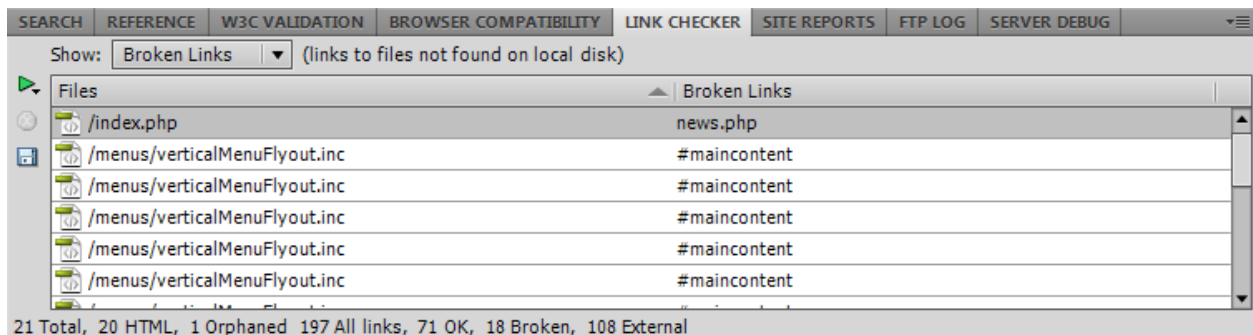


Figure 51 – Broken Links Report

3. In the **Results** panel, under the **Files** column, double-click a file with broken links to open the page. The code with errors is highlighted.
4. In the **Properties** panel, click the **HTML** button.
5. Change the link location in the **Link** box (see Figure 52).

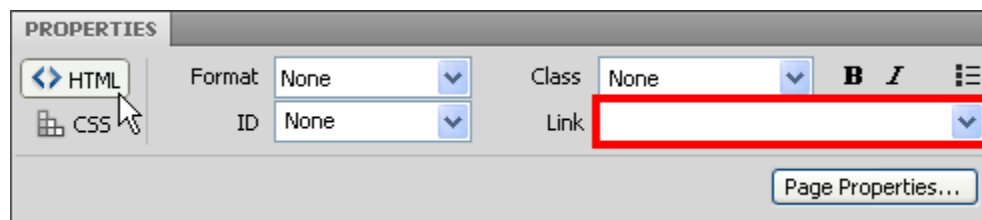


Figure 52 – HTML Properties

NOTE: Because of the way PHP creates the menus, the **Link Checker** may report working links as *broken*. Any link to **#maincontent** located in one of the menu include files (verticalMenu.inc, horizontalMenu.inc) will work correctly after the PHP interpreter creates the page and serves it to the user.

## **CSULA Accessibility Resources**

Although there are many accessibility issues, page authors have many accessibility resources for getting help. Start with the CSULA Web Accessibility Guidelines website located at <http://www.calstatela.edu/accessibility>. Here, page authors can find information about the Section 508 guidelines, testing tools, and other resources.

For tutorials on web accessibility, visit <http://www.calstatela.edu/accessibility/tutorials.php>.

Before publishing pages, authors should visit <http://www.calstatela.edu/accessibility/tools.php> to find free programs and web resources for testing the accessibility of their website. To help identify potential problems that automated programs are not able to catch, visit the Manual Evaluation Checklist page located at <http://www.calstatela.edu/accessibility/manual.php>.

## **Getting Help**

### **Other ITS Training Program Workshops**

- **Web Accessibility Awareness**  
Handout: <http://www.calstatela.edu/its/docs/pdf/adaawareness.pdf>
- **Web Author Workshop A: Accessibility Tools and Reports**  
Handout: <http://www.calstatela.edu/its/docs/pdf/atiworkshopa.pdf>
- **Web Author Workshop B: Manual Accessibility Checks**  
Handout: <http://www.calstatela.edu/its/docs/pdf/atiworkshopb.pdf>

### **Accessibility Help**

Making web pages accessible is a top priority for web developers. Therefore, there are several resources for learning how to make a web page accessible to those with disabilities. Below are some helpful links regarding web accessibility.

### **Web Accessibility Laws and Standards**

- **Section 508**: The official Section 508 information website: <http://www.section508.gov>.
- **World Wide Web Consortium (W3C)**: An international consortium where members, full-time staff, and the public work together to develop web standards. Their mission is to lead the World Wide Web to its full potential by developing protocols and guidelines that ensure long-term growth for the web. W3C establishes its own set of Web Content Accessibility Guidelines (WCAG) containing additional measures for making pages more universally accessible. Web authors and developers are encouraged to also comply with the W3C guidelines.
  - **W3C**: <http://www.w3.org>
  - **WCAG**: <http://www.w3.org/TR/WAI-WEBCONTENT>
  - **Web Accessibility Initiative (WAI)**: <http://www.w3.org/WAI/>

## Web Accessibility Awareness

- **CSU ATI:** A website providing online tutorials for creating accessible content, a list of sister campus ATI websites, and ATI newsletters: <http://www.calstate.edu/accessibility>.
- **CSULA ATI:** A website providing information on the progress of ATI at CSULA, outlining the responsibilities of the three working groups: <http://www.calstatela.edu/accessibility/ati>.
- **Web Accessibility 101:** Web-based training materials offering short video tutorials with practice data files. Topics include web accessibility concept, accessibility testing, and how to apply accessibility principles to new and existing sites using standards compliant markup and Cascading Style Sheets (CSS). This training can only be accessed on a campus networked computer. To view these videos from off campus, you need to establish a VPN connection to the Cal State L.A. network: <http://www.calstatela.edu/accessibility/video/principles.php>.
- **WebAim Introduction to Web Accessibility:** A website that provides extensive information on creating accessible content for web delivery, print, and video/audio: <http://webaim.org/intro/>.

## Testing Web Pages and Web Tools

- **CSULA Accessibility Tools:** A list of various tools and sites recommended by CSULA for verifying the accessibility of websites: <http://www.calstatela.edu/accessibility/tools.php>.
- **CSULA Web Accessibility Tutorials:** A list of various tutorials on the web for developing accessible web pages: <http://www.calstatela.edu/accessibility/tutorials.php>.
- **Manual testing tools**
  - **CSULA cheat sheet:** A simple online form that is designed to complement automated evaluation tools for website accessibility with an emphasis on areas that can only be evaluated realistically by human judgment. This checklist is based on Tom Jewett's Manual Accessibility Evaluation and is edited to follow CSULA requirements: <http://www.calstatela.edu/accessibility/manual.php>
  - **Manual Accessibility Evaluation by Tom Jewett:** <http://www.tomjewett.com/accessibility/evaluation.html>
  - **Testing for Accessibility by Jim Thatcher:** <http://www.jimthatcher.com/testing.htm>
- **Accessibility toolbars**
  - **AIS Toolbar:** Free accessibility toolbar for Internet Explorer: <http://www.visionaustralia.org.au/info.aspx?page=614%20>
  - **Firefox Web Developer Toolbar:** Free accessibility toolbar for Mozilla Firefox: <http://addons.mozilla.org/en-US/firefox/addon/web-developer/>
- **Screen readers:** Free Screen readers for download:
  - **Non-Visual Desktop Access for Windows:** <http://www.nvda-project.org/>
  - **FireVox for Mozilla Firefox:** <http://www.firevox.clcworld.net/>
- **A Complete List of Web Accessibility Evaluation Tools maintained by W3C:** <http://www.w3.org/WAI/RC/tools/complete>

## CSULA Support

Below is a list of the CSULA support groups that can provide assistance with web accessibility issues:

- **Information Technology Services (ITS) Help Desk:** <http://www.calstatela.edu/helpdesk>  
Location: Library Palmer Wing Lobby  
Telephone: 323-343-6170  
E-mail: [helpdesk@calstatela.edu](mailto:helpdesk@calstatela.edu)
- **Center for Effective Teaching and Learning (CETL):** <http://www.calstatela.edu/cetl>
- **Information Technology Consultants (ITCs):** <http://www.calstatela.edu/itc>

## HTML Help

Some page authors may find it beneficial to learn more about the code used to create web pages. There are plenty of tutorials on the web regarding HTML. A good place to start is with the organization that standardized the HTML language, the World Wide Web Consortium (W3C).

W3C's online web development tutorial site is <http://www.w3schools.com/>.

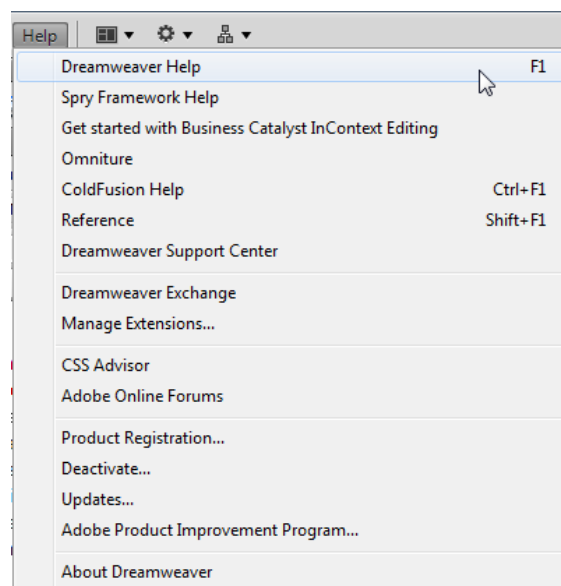
Step-by-step guides for creating web pages with HTML are available at <http://www.calstatela.edu/handouts>.

## Dreamweaver CS5.5 Help

Complete product help is available on the Dreamweaver Help and Support website (<http://www.adobe.com/support/dreamweaver/>) which can be accessed using the Help menu. Some of the online Help content is also available offline, should users be unable to connect to the Internet.

To access Dreamweaver CS5.5 help:

1. Click the **Help** menu and select **Dreamweaver Help** (see Figure 53). Or, type a search term in the search box located on the right side of the **Application** bar and press the **Enter** key (see Figure 54). The **Adobe Community Help** window opens displaying the **Adobe Dreamweaver CS5 & CS5.5** help topics.



**Figure 53 – Dreamweaver CS5.5 Help Menu**



**Figure 54 – Dreamweaver CS5.5 Search Box**

## **Useful Dreamweaver Shortcuts**

Dreamweaver CS5.5 utilizes many useful shortcut keys. The table below contains the most commonly used shortcuts (see Table 5).

**Table 5 – Shortcuts in Dreamweaver CS5.5**

<b>Shortcut</b>	<b>Description</b>
Ctrl+N	New document
Ctrl+S	Save document
Ctrl+Alt+I	Insert image
Ctrl+F	Find and replace
Ctrl+J	Page properties
Shift+F7	Check spelling
Shift+Enter	Line break
F8	Files panel
Ctrl+F2	Insert panel
Ctrl+F3	Properties panel
Shift+F10	History panel
F10	Code Inspector panel
Shift+F4	Behaviors panel
F12	Preview in primary browser
Ctrl+F12	Preview in secondary browser
Double-click	Select a word
Triple-click	Select a paragraph