

Web Hosting

As College cannot provide external webspace, except in exceptional circumstances, some suggestions (not recommendations) for web hosting are given here:

<http://angelfire.lycos.com>

<http://www.tripod.lycos.co.uk/>

<http://dreamwater.com/>

The best bet is to look on <http://www.google.co.uk> for 'Free Web Hosting'.

How to upload:

<http://www.winchester.ac.uk/designproject/promote/upload.htm>

Choosing a domain name

<http://www.winchester.ac.uk/designproject/promote/domain.htm>

LIBRARY IT CENTRE

Library IT Centre
University College Winchester
Sparkford Road
Winchester, SO22 4NR

Phone: 01962 827223
Email: itcentrestaff@winchester.ac.uk



University College Winchester

www.winchester.ac.uk

Usability & Effectiveness. Go to:

<http://www.winchester.ac.uk/designproject>

Further help...

For one-to-one or small group training come to the IT Surgery Tuesday and Thursday afternoons. Sign up at the back of Kenneth Kettle building.

Other times by special arrangement.

Students contact:

ITTrainer@winchester.ac.uk
(01962) 827154

Staff contact:

StaffTraining@winchester.ac.uk
Ex 7445 to book a session

XP

Dreamweaver 3

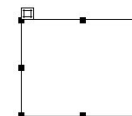
Self Help Leaflet

Layers

Layers are similar to text boxes in Word, allowing you to place images and text anywhere on the page. They will only work in Internet Explorer version 4 and above and Netscape Navigator version 4 and above. If you wish your site to be able to be viewed by everyone use tables instead of layers.



Insert a Layer using the Layer button on the common toolbar.

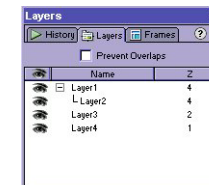


Click and drag on the tab in the top left of the layer to move it or use the arrow keys. To move it whilst snapping to a grid hold shift and use the arrow keys.

Select several layers by holding shift and clicking on them. To align them go to the **Modify** menu and choose **Align**.

They will align to the last layer you selected.

To group layers first make sure the layers palette is switched on by going to the **Window** menu and choosing **Layers**. Click on a layer in the layer palette, hold down the control key and drag one layer over another. Moving the parent layer will then move all the grouped layers.



Show or hide layers by clicking on the eye next to the relevant layer in the layers palette. If no eye is showing then whether the parent layer is visible will determine the layer's visibility.

In the Layers palette the z column refers to the order in which the layers will appear when the web page is loaded. This is most noticeable if you have overlapping layers. Drag the names in the layers window around to change the order in which the layers are loaded.

It is possible to convert the layers to a table so that all users can access them. Once you have placed all the layers go to **Modify** menu then **Convert then Layers to Tables**.

In
this
issue

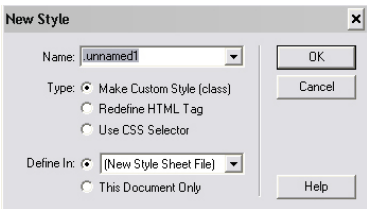
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CSS

Cascading Style Sheets (CSS) separate content from the layout of the page. HTML still remains responsible for providing the structure for a document, whilst style sheets provide template like control over the presentation and appearance of the text.

By using Cascading Style Sheets the styles can be saved as a separate document (known as a style sheet) and applied to lots of web pages or web sites. The pages are simply attached to the style sheet. Any changes to the style sheet are reflected in all the connected web pages. This allows the whole look of a site to be changed very easily.

Creating a CSS Style

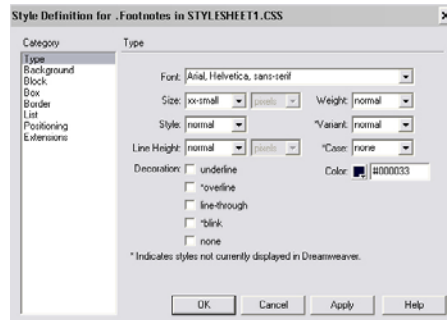


- Select some text and apply the formatting you require to it.
- Go to *Text / CSS Styles / New Style*
- Name the style and click on *OK* (leave the other options unchanged).

As this is the first time you have used this function you will be prompted to save the style sheet. Name it *StyleSheet* and click on *Save*.

Formatting the Style

- In the next box set the formatting for this style. (Font, Size, Style, Colour, etc.) Then click on *OK*.
- Text size should be relative, e.g. 'small', rather than fixed, e.g. '12', for accessibility reasons.
- The starred formatting won't show in Dreamweaver but will show on the browser.



Applying the Style

- Go to *Text / CSS Styles / Attach Style Sheet*. Select the CSS file you made.
- Highlight the required text
- Go to *Text / CSS Styles / Your Style Name*

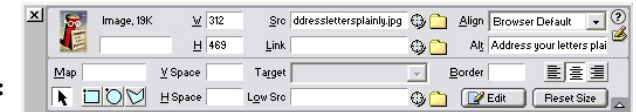
Create some more styles using the method described above. They will be added to the saved stylesheet.

Want to Learn More: <http://www.w3schools.com/css/default.asp>

Alt Tags



You may have noticed when you hover over an image in a webpage, that a text box appears. This is known as an 'Alt Tag'.



To Provide an Alt Tag:

Highlight your image, so that the image properties box is visible, as above.

Look for the area labelled 'Alt' and type in the information you wish people to see. This is particularly important for visually impaired users who may not be able to see the image.

Accessibility is an important issue in web design, see:

<http://www.winchester.ac.uk/designproject/produce/access/access.htm>

Meta Tags

The following page <http://www.winchester.ac.uk/designproject/promote/keywords.htm> gives hints on how to choose keywords and descriptions for Meta Tags



```
1 <html>
2 <head>
3 <title>Untitled Document</title>
4
```

- Ensure that you have the code visible.
- Meta tags need to be inserted after the `<head>` tag.
- Go to *Insert / Head Tags / Description*
- Type a short description for the site. About 150 characters is good. This will be used by search engines as the only description for the site.
- Go to *Insert / Head Tags / Keywords*
- Type words and phrases separated by commas, particularly those you have been unable to use in the text. At least 200 characters is suggested. You need to try and think what your customers will be looking for. For instance, a page on costs, you could include the words 'tariff, price, expense, price tag, cost price', etc.

Meta Tags in a Template

If you are using a template, you will need to ensure that you create an editable region for the metatags. In the code view, you will need to have an area something like this, with your keywords substituted:

```
1 <html>
2 <head>
3 <!-- #BeginEditable "doctitle" --> <title>www.wv2poster.co.uk</title> <!-- #EndEditable --><!-- #BeginEditable "metatags" -->
<meta name="description" content="British Second World War Posters of the Second World War. A site associated with a PhD project near completion."><meta name="keywords" content="posters, poster, propaganda, porporganda, Second World War, World War II, War, home front, Ministry of Information, MOI, history, social history, images, pictures">
4 <!-- #EndEditable -->
```