

Designing an ePortfolio: an introduction to creating a Web-based portfolio using Dreamweaver 8

Getting Started – defining your site

You need to define your portfolio site before you begin working on it in Dreamweaver. You will need to do this every time you work on your site from a new computer.

- Open Dreamweaver (Start > All Programs > Macromedia > Dreamweaver 8)
- Once Dreamweaver has loaded
 - Site > Manage Sites
 - Click New... > Site
 - Check that the Advanced tab is selected
 - Fill in the following information
 - Site name: Only you will see your site name, so name it something you will recognize
 - Local root folder: Click the folder icon and browse to the drive and folder where your portfolio is located
 - Click OK
- After your site has been defined, each time you work on it go to
 - Site > Manage Sites
 - Select your site name
 - Click Done

Personalizing Your Template – design and layout

A template contains the framework of each page on your site with the same layout. You can create a single template and use it as a starting point for each of your new pages. Also, if you make changes to the template (e.g. add a new link to the navigation bar), all of your pages will be updated. The basic portfolio template will be supplied to you.

To create a new template:

- File > New...
- Make sure the General tab is selected
- Under Category, select Template
- Under Template Page, select HTML template
- Click Create

In design view, you can work on your web pages in a “What You See Is What You Get” format. To get to design view:

- At the top of your page, be sure that “Design” is selected. “Code” will reveal the html code of your page. “Split” will show both design and code views.

Using Tables for Layout

Although working in design view is much like using Word or PowerPoint, you will notice that it is difficult to align text and images, and you cannot create columns. Instead, you can use tables to lay out your page.

- Go to Insert > Table (or click the table icon on the Insert Toolbar)
- Select number of rows and columns (you can change this later)
- If you do not want your table to be visible, set the Border thickness to 0
- Cell spacing and padding affect how close your content can get to the edge of a cell (you can adjust this later)
- Click OK
- To add content to a cell
 - Click inside the cell
 - The cell will expand to fit the content if it is too small
- To change table properties
 - Select the table
 - Click somewhere inside the table
 - Click <table> at the bottom of the window
 - Change properties in the Properties toolbar

Some tips when working with tables for layout:

- You would like the width of your page to be approximately 800 pixels
- Feel free to nest tables within tables
- You can resize your table by dragging its edges, but sometimes it moves things around unexpectedly. Be patient! (and make use of Ctrl + Z for undo)
- You can split and merge cells by selecting them and clicking the split or merge icons in the Properties toolbar

Adding/ Editing Text

Adding and editing text in Dreamweaver is much like using Word. You can click in the design view page and just start typing. All of the properties of the text (font, size, color, alignment, etc.) can be changed in the Properties toolbar.

Creating Hyperlinks

- Highlight the text you would like to link
- In the Properties Toolbar, there is a Link blank
- If you are linking to an outside web page:
 - Type the full URL in the Link blank (e.g. <http://www.depauw.edu>)
- If you are linking to an internal page:
 - Drag the scope icon next to the Link blank to the page you want to link to in the Files Toolbar
 - OR click the folder icon next to the Link blank and browse to your page
- If you would like the link to create an email:
 - Type <mailto:username@depauw.edu>

Adding Images

- First, make sure that your images are saved in your website folder. You may wish to create a folder inside your website folder called “images.”
- Select the image in the Files Toolbar
- Drag the image into the design view

Creating Editable Regions (THIS IS VERY IMPORTANT)

After you finish your template, you will be able to make new web pages based on the template. However, the only places you will be able to add new information is in editable regions.

- Click the location where you would like to add the editable region (e.g. a cell in a table)
- Go to Insert > Template > Editable Region
- Name the region something descriptive (e.g. body, title)
- Don't worry that the region is small. It will expand when you add content.

Creating Pages from a Template

Once you have personalized your template, you can create web pages using this template. You can only add content to editable regions in the template.

- Go to File > New...
- Select the Templates tab
- Select the template you wish to use
- Click Create
- Add content to your editable regions
 - Do this the same way you did in your template
 - You can add tables to editable regions
- Save your pages often!!!

Saving (also Very Important!)

Anything you wish to add to your website (images, web pages) must be saved in your site folder.

- Only use letters, numbers, _ and – in your names (no spaces)

Helpful Websites

<http://www.visibone.com/>

<http://www.webstyleguide.com/>

Dreamweaver Screen

