IS622 - An Introduction to: 
Dreamweaver 8

October 2013
# Table of Contents

1. **Using Dreamweaver 8** ................................................................. 1
   1.1 Session Objectives ................................................................. 1
   1.2 Starting Dreamweaver on an Open-Access PC ................................. 1
   1.3 The Dreamweaver Window .......................................................... 2
      1.3.1 Modifying the Appearance of Dreamweaver’s Window ................... 2
   1.4 Understanding Sites ................................................................. 3
   1.5 Getting the Session’s Folders and Files ........................................... 3
      1.5.1 To display the Split View ...................................................... 3
      1.5.2 Getting the Folder To Save Work To .......................................... 4
      1.5.3 Viewing the Local Site .......................................................... 5
      1.5.4 Using Dreamweaver’s Copy Files Buttons .................................... 5
   1.6 Creating a New Web Page ............................................................ 6
   1.7 Entering Text ................................................................................. 6
   1.8 Saving the Web Page ................................................................. 6
   1.9 Applying headings ......................................................................... 7
   1.10 Updating the Title Text ............................................................... 8
   1.11 Viewing the HTML Markup within your Web Page .............................. 9
   1.12 Working with Lists ....................................................................... 10
   1.13 Inserting a Table .......................................................................... 10
      1.13.1 Entering Data into a Table ....................................................... 12
      1.13.2 Modifying the Table Size ......................................................... 12
   1.14 Attaching Images ......................................................................... 13
      1.14.1 Inserting an Image into the Web Page ......................................... 13
      1.14.2 Creating a Link to Another Image .............................................. 14
      1.14.3 Saving Images to the Local Site ................................................. 14
   1.15 Creating a Cascade Style Sheet ..................................................... 16
      1.15.1 Using a CSS Rule to Change the Font Colour of the h1 Heading ....... 16
      1.15.2 Using a CSS Rule to Change the Font Colour of the h2 Heading ...... 17
      1.15.3 Using a CSS Rule to Change the Font Colour of the h3 Heading ...... 17
      1.15.4 Viewing the Cascading Style Sheet Rules ..................................... 18
      1.15.5 Creating a CSS Rule to Affect the Image’s Text Wrapping .............. 18
   1.16 Entering Links .............................................................................. 19
      1.16.1 Creating a Link to Another Web Page ......................................... 19
      1.16.2 Creating a Link Within the Web Page ......................................... 19
   1.17 Using a CSS Rule to resolve the h1 Heading Font Colour Problem .......... 20
   1.18 Using a CSS Rule to Affect the Background Colour ............................ 21
   1.19 Entering a Horizontal Rule ........................................................... 22
1.20 Reviewing your Web Page’s HTML Markup ........................................... 22
1.21 Checking the Web Page ................................................................. 22
  1.21.1 Checking your Web Page’s HTML ................................................ 22
  1.21.2 Putting the Web Page File on to the Remote Site ......................... 23
1.22 Viewing your Web Page ............................................................... 23
  1.22.1 Starting Internet Explorer ......................................................... 23
  1.22.2 To Display the Web Page .......................................................... 23
  1.22.3 Validating the Web Page ............................................................ 24
1.23 Checking In the Files ................................................................. 24
1.24 Editing a Checked In File .............................................................. 24
1.25 Closing Dreamweaver and Internet Explorer .................................... 26
1.26 Conclusion ....................................................................................... 26

2 Session Evaluation .............................................................................. 26

3 Accessing the (Y:) drive and (W:) drive from your Own PC/Laptop ......... 27
An Introduction to Dreamweaver 8

1 Using Dreamweaver 8

1.1 Session Objectives

In this session you will learn how to produce a basic web page using Dreamweaver version 8. In doing so you will learn how to insert text, tables, lists, links and images. You will also learn how to apply headings to text, and how to create Cascading Style Sheet (CSS) Rules in order to affect the appearance of your web page.

1.2 Starting Dreamweaver on an Open-Access PC

We will begin by opening Dreamweaver and then checking that we are working with the correct Site. We will examine Dreamweaver’s use of Sites, and what this means, shortly. However, at this stage it is important to note that on the Open-Access PCs a Site has already been setup for you to use, which in this case is Personal.rhul.ac.uk, although when working on your own computer you will need to do this yourself.

Note: Instructions on how to access the (Y:) drive and (W:) drive from your own computer are given on page 27 of these Session Notes.

To start Dreamweaver on an Open-Access PC and select the Site:

(a) Turn on the computer and log onto the network.
(b) Click on .
(c) Click on .
(d) Ensure that the panel immediately below the Files heading displays the Site Personal.rhul.ac.uk. If it does not:
   (i) Ensure that the Files panel is displaying on the right-hand side of the Dreamweaver Window. If it is not, press [F8] on the keyboard to display it.
   (ii) If the arrow to the left of the Files heading is not pointing down click on the Files heading to change it and display the files associated with the current site.
   (iii) Click on the down-arrow to the right of the panel and select Personal.rhul.ac.uk from the list that displays.
1.3 The Dreamweaver Window

The Dreamweaver user-interface consists of three main parts:

- The Document Pane, where you create and edit your web pages. This normally occupies the majority of the window, and is generally positioned top-left.
- The Properties/Results Pane, where you can view and modify the properties of the object you are currently viewing and where the results of searches (and replaces) will be displayed. This pane is normally displayed below the document pane.
- The CSS/Application/Tag Inspector/Files Pane, normally displayed to the right of the Document pane. You will probably make far more use of the Files region of this pane than any of the other three.

**Note:** do not tick the 'Don't show again' box of Dreamweaver's splash screen, otherwise you may never learn if an updated version is available!

1.3.1 Modifying the Appearance of Dreamweaver's Window

- To hide the right-hand panel, and so expand the Document Window, click on the right-facing arrow on the dividing line.
- To redisplay the right-hand panel, click on the left-facing arrow at the centre of the right-hand vertical upright, or press [F8].

- To hide the Properties/Results panel, click on the down-facing arrow on the dividing line.
- To redisplay the Properties/Results panel, click on the up-facing arrow on the lower horizontal bar.
- To display the Document Window in full-screen view press [F4]. Similarly, to return to the previous view (normally the Document pane, the Properties/Results pane, and the Files/etc (right-hand) pane), press [F4] again.
1.4 Understanding Sites

For your web page to be viewed on the Internet it needs to be saved to a server that is accessible on the Internet, which in our case is the (W:) drive. However, when using Dreamweaver you do not actually work directly on this server, which Dreamweaver terms the Remote site. Instead you work on a copy that is saved to another drive, which Dreamweaver terms the Local site, and in our case is our (Y:) drive.

This Local site exactly mirrors (a subset of) the Remote site; that is, the Local site contains an exact copy of (some of) the files on the Remote site. You work on the files in your Local site and then upload them to the Remote site when you need to preview them or when you have completed your work.

This combination of Remote and Local site Dreamweaver refers to as a Site. During the setup of the site it is given a name, which in our case is Personal.rhul.ac.uk. Therefore, when we select this Site we are informing Dreamweaver:
- Which server we use to work on our existing web pages and create new ones
- Which server we save our web pages to in order to be accessible on the Internet.

1.5 Getting the Session’s Folders and Files

We now need to take a copy (or Get) the folders and files that we will be working on in today’s session, which in this case is the folder in which we will save our work and a resources folder containing some images.

To do this we will change the view to Split view so that we can see both the Remote and Local sites together. We will then get the folders and files that we need.

1.5.1 To display the Split View

(a) If the Files panel is not already displayed on the right-hand side press [F8] to display it.

(b) Click on the Files tab if it is not already selected.

(c) Click on the Expand button to display a window with the Remote site on the left and the Local site on the right.

(d) If the Remote site displays: To see your remote files, click the button on the toolbar, click on the Refresh (F5) button on the toolbar, the Remote site should display. 

Note: do not click on the button in the message as it does not work!
1.5.2 Getting the Folder To Save Work To
We now need to take a copy of, or Get, the folder on the Remote server to which we will save our work. To do this:

(a) The left-hand (Remote) site is organised in a hierarchical structure containing folders for every department, designated by the first four letters of the username (e.g. zqaa), and subfolders within each of these folders for every user's numerical part of their username (e.g. 123).

(b) Therefore scroll down the list and locate the folder displaying the four letters of your username.

(c) Now expand this folder by clicking on the plus sign to its left.

(d) Scroll down the list of subfolders to locate the one that is named with the three numbers of your username and then click on it to select it.

(e) Finally, copy the folder to your Local site by clicking on the Get File(s) button.

(f) If the Dependent Files dialogue box displays asking whether you wish to get any dependent files, for example images associated with any web pages you may have, click on quickly, as it is automatically closed within 30 seconds.

We click on because the general rule to work to is always Get dependent files but never Put them (i.e. never attempt to put them back onto the server using this dialogue box, instead do it manually).

Note: it is important that you do not click within the Don't show me this message again option button, as you will need to get dependent files, and thus display this dialogue box, in the future.

(g) We now need to get the resources we will need for today’s session, which in this case are some images in the JPG subfolder of the Resources folder. To do this:
   i) In the left-hand (Remote) site scroll through the list of folders and locate the Resources folder and then click on the plus sign to its left to expand it.
   ii) Locate the Graphics folder and then click on the plus sign to its left to expand it.
   iii) Finally locate the JPG subfolder and click on it to select it.
   iv) Click on the Get File(s) button to take a copy to your Local site.
   v) If the Dependent Files dialogue box displays asking whether you wish to get any dependent files, click on because it is advisable to always Get any (potential) files.

Remember that it is important that you do not click within the Don't show me this message again option button.
1.5.3 Viewing the Local Site

We will now view the folders that we have just copied to our Local site before progressing to creating our web page. To do this:

(a) In the right-hand (Local) site locate the folder with the name Site - Personal.rhul.ac.uk in the list of folders and then expand it by clicking on the plus sign to its left.

**Note:** if the folder does not expand click on the Refresh button to refresh the display.

(b) Now expand the folder with the first four letters of your username by clicking on the plus sign to its left.

(c) You should now see a subfolder which displays the three numbers of your username. This is where we will be saving the Local copy of the web pages that we create.

(d) Close the Split view by clicking on the Expand button again.

1.5.4 Using Dreamweaver’s Copy Files Buttons

The Get File(s) button that we have just used is one of four that enables us to copy files between the Remote and Local sites. Their correct use is important and should be as follows:

- **The Get File(s) button** copies the selected file(s) from the Remote site to the Local site, leaving the Remote site copy available for others to use.

- **The Put File(s) button** copies the selected file(s) from the Local site to the Remote site. The file(s) will be marked as Checked Out (if this has not already been done) thus preventing other users from making changes to it/them.

- **The Check Out Files(s) button** copies the selected file(s) from the Remote site to the Local site, and marks both local and remote copies as Checked Out.

- **The Check In button** copies the selected file(s) from the Local site to the Remote site and removes the Checked Out status.

**Note:** the rule to adhere to when obtaining files from the Remote site is:

- You should only Check Out files if you want to modify them;
- You should only modify files if they are checked out;
- In all other cases you should use Get File(s).
1.6 Creating a New Web Page

We will now open a new page which we will use to enter the content for our web page. To do this:

(a) Click on File.
(b) Select New. The New Document dialogue box displays.
(c) Click on the General tab.
(d) Under the Category: heading at the top left of the dialogue box click on Basic page.
(e) Under the Basic page: heading to the right click on HTML.
(f) Ensure that the Document Type (DTD): panel displays HTML 4.01 Strict. If it does not, click on the down-arrow to the right of the panel and select it from the list that displays.
(g) Click on Create. A new page displays in the Document window.

1.7 Entering Text

We are now going to create a web page that gives some basic details about us, and so may be considered to be the starting point for an online CV. We will begin by entering some text. To do this:

(a) Ensure that the insertion point is at the top left-hand side of the Dreamweaver window.
(b) Enter the text that you wish to appear, which in this case is: Royal Holloway, University of London
(c) Now press [Enter] to create a new paragraph.
(d) Enter the next line of text, which in this case is your name.
(e) Press [Enter] again to create a new paragraph.
(f) Similarly enter the next line of text, which in this case is your role within the College, e.g. Student or Lecturer.
(g) Press [Enter] again to create another new paragraph.
(h) Finally, enter: Joined RHUL: followed by the month and year you joined the College.
(i) Press [Enter] again to create another new paragraph.

1.8 Saving the Web Page

Having began the creation of our new web page we now need to save it. To do this:

(a) Click on File.
(b) Click on Save. The Save As dialogue box displays.
(c) Ensure that the Site name, which in this case is Personal.rhul.ac.uk, is displaying in the Save in: panel. If it is not:
   i) Click on the down-arrow to the right of the Save in: panel and select your (Y:) drive from the resultant list.
   ii) In the list of folders and files, locate the Web folder, and double-click on it to select and open it.
iii) In the list of folders and files, locate the Sites folder, and double-click on it to select and open it.
iv) In the list of folders and files, locate the Personal.rhul.ac.uk folder, and double-click on it to select and open it. The Save in: panel should now display Personal.rhul.ac.uk.

(d) In the list of folders and files locate the folder that is named with the first four letters of your username and double-click on it to select and open it.
(e) Similarly, locate the subfolder that is named with the three numbers of your username and select it by double-clicking on it.
(f) Now highlight the text in the File name: panel and enter the name for your web page. In this case we will call it: about-me.html

Note: in general:
- Files should be given meaningful names with no embedded spaces or other “funny” characters; letters, digits, hyphens and underscores are fine, all other characters should be avoided if at all possible.
- File and folder names used on the web are frequently case sensitive, that is a file or folder name using one or more capital letters is considered different to one using the same name but all in lower case characters. So it is therefore important to use the correct case when entering any file or folder name, and also to remember the case used.

(g) Click on Save to save the web page and close the Save As dialogue box.

You should notice that this file name now appears in Dreamweaver’s Title bar. Also note that an asterisk (*) displays after this file name to indicate that changes have been made to the document that have yet to be saved.

1.9 Applying headings

We will now consider how we can change the appearance of the text we have just entered using the Heading facility. Then later in the session we will change the appearance of these headings using a Cascading Style Sheet.

(a) First click anywhere within the text Royal Holloway, University of London.
(b) There are six heading levels that you can select from and, to enhance its user friendliness, it is advised that every web page you create contains at least a Heading 1 level heading, which is normally located at the beginning of the web page.

(c) We will now apply a Heading 1 heading to the Royal Holloway, University of London text. We can do this by either using an option from the Properties panel or via a shortcut option. We will first use the Properties panel, so to do this:

i) If the Properties panel is not displaying click on Modify and select Selection Properties to display it.
ii) At the top left-hand corner of the Properties panel, click on the down-arrow alongside the Format panel to display a list of options. Note that there are six Heading options along with Paragraph and two others that we will not be using today.
iii) Click on the Heading 1 option to apply this heading option to the Royal Holloway, University of London text.
(d) We will now apply a Heading 2 heading to your name text. To do this we will use the shortcut option, which is frequently quicker than using the Properties panel. To do this:
  i) Click anywhere within your name text.
  ii) To use the shortcut option for applying headings you press [Ctrl] and the heading number level that you wish to apply, for example [Ctrl]+[1] will apply a Heading 1 tag to the paragraph of text in which the insertion point is currently located.
  iii) We wish to apply a Heading 2 to our name, so press [Ctrl]+[2] on your keyboard.

(e) Similarly, we will apply a Heading 3 heading to your role in College and date of joining RHUL text using the shortcut option. To do this:
  i) Click within your role in College text and then press [Ctrl]+[3] on your keyboard.
  ii) Now click within your date of joining RHUL text and then press [Ctrl]+[3].

(f) You should notice that the file name in Dreamweaver's Title bar now displays an asterisk (*) at the end of the file name, which indicates that changes have been made that have yet to be saved. We therefore need to save these changes.

However, you have probably noticed that the toolbar does not contain the floppy disk Save button that is common on most other applications. We could save the file by clicking on File and then selecting Save, however an easier and quicker method is to use a shortcut option. Therefore to do this:
  i) Press [Ctrl]+[S] (S for save) on your keyboard. The changes will now be saved.

1.10 Updating the Title Text

Before progressing to the use of lists and tables we will update the Title text for this page. This is important to update because it is the text that is displayed in the browser’s Title bar, and so identifies the web page to others.

If you look at the Title: panel located to the right of the Design button on the toolbar you should see that it currently displays the text Untitled Document. To insert a title more appropriate to our web page:
  (a) Right-click in the Title: panel to open a short-cut menu.
  (b) Click on Select All to select all the existing title’s text.
  (c) Now overtype the highlighted text with the title you wish to use. In this case we will enter a title that comprises your name followed by Details Page, e.g.:
  Ann’s Details Page
  (d) Press [Enter] to accept the title change.
  (e) Press [Ctrl]+[S] (S for save) on your keyboard. The change will now be saved and the asterisk removed from the file name in the Title bar.
1.11 Viewing the HTML Markup within your Web Page

We will briefly view the HTML markup within our web page. To do this:

(a) Change to Code view by clicking on the Show Code view button towards the left of the toolbar.

(b) Every correct web page has the following superficial structure:
   i) A header, specifying a title and other optional elements:

   ```html
   <html>
   <head>
   <title>Ann's Details Page</title>
   </head>
   </html>
   ```

   ii) The body of the document, containing the text/graphics/links, etc.

   ```html
   <body>
   <h1>Royal Holloway, University of London</h1>
   <p>&nbsp;</p>
   <h2>Ann Nonymouse</h2>
   <h3>Departmental Administrator</h3>
   <h3>Joined RHUL: April 2007</h3>
   <p>&nbsp;</p>
   </body>
   ```

   iii) Wrapped around the <head> and <body> elements are two lines which identify the document as an HTML document:  

   ```html
   at the start of the web page, and </html> at the end.
   ```

   iv) The <P> and </P> tags show the beginning and end of a paragraph. Paragraphs are the most common way to present blocks of text. When you type in any text it will be a paragraph, unless you set it as a heading. 

   **Note:** &nbsp; is a non-breaking space, which is a space that prevents two words being split across lines.

(c) As you can see from the above example, an HTML document consists of a number of tags which are enclosed in angle brackets; examples include <html>, <head>, <title>, and <body>. For most but not all of these there is a matching tag which contains a forward-slash [/] immediately after the opening angle bracket. You will see </html>, </head>, </title>, and </body>.

   The pairs of tags show the beginning and end of HTML elements: that is, they surround parts of the document according to their function or appearance. For instance, the tags <title> and </title> surround the Title element — the piece of text which will be displayed in the browser window’s Title bar when the document is being displayed.

   **Note:** a ‘DOCTYPE’ directive specifies the Document Type Definition (DTD) which identifies exactly which ‘dialect’ of SGML is being used so that it can be processed correctly e.g.

   ```html
   <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 //EN">
   ```

(d) When you have finished return to the Design view by clicking on the Show Design view button towards the left of the toolbar.
1.12 Working with Lists

We will now move on to examine the use of lists within our web page. Lists are useful for presenting itemized information, a set of sequential steps to perform a task, menus or definitions. Web pages can contain several different kinds of lists; in this session we will consider only ordered and unordered lists. An ordered list may be thought similar to a numbered list in Word, and an unordered list similar to a bulleted list.

In this case we will include three of your distinguishing features. To do this:

(a) Position the insertion point below the date you joined RHUL
(b) Press [Enter] to create a new paragraph.
(c) Now enter the text: **Distinguishing Features:**
(d) Press [Enter] to create another new paragraph.

(e) Now enter a distinguishing factor of your choice, for example what the colour of your hair is, e.g. **Hair colour: brown**
(f) Press [Enter] to create another new paragraph.
(g) Now enter a second distinguishing factor of your choice, for example your eye colour e.g. **Colour of eyes: green**
(h) Press [Enter] to create another new paragraph.
(i) Finally enter a third distinguishing factor of your choice, for example your height, e.g. **Height: 1.5m**
(j) Press [Enter] to create another new paragraph.

(k) As this list may not be in a particular order we need to display it as an unordered list. Therefore to do this:
   i) Highlight the text describing your features.
   ii) Click on the Unordered List button in the Properties panel. The text will be converted into a bulleted list.

   **Note:** had you wished to convert this text to an ordered list you would have clicked on the Ordered List button instead.
(l) Save the page again by pressing [Ctrl]+[S].

(m) Before moving on we will apply a Heading 4 heading to the Distinguishing Features heading for our list. To do this:
   i) Click within the text **Distinguishing Features** and then press [Ctrl]+[4] on your keyboard.
(n) Save the page again by pressing [Ctrl]+[S].

1.13 Inserting a Table

We will now create a table in which you can enter some details about your interests. To do this:

(a) Click in the blank area below the unordered list that you have just created so that the insertion point is within a blank paragraph of your document.
(b) Press [Enter] to create another new paragraph.
Click on the Table button on the toolbar to display the Table dialogue box.

We want to make our table 4 rows deep by 2 columns wide, so to do this enter 4 in the Rows: and 2 in the Columns: panels.

To make it easy to initially enter the text into the table we will set the table's width to be the full width of the web page, that is 100 per cent of the page width. To do this:

i) Ensure that the Table width: panel displays 100. If it does not select the value in the panel and then overtype it with 100.

ii) Now ensure that the panel to the right of the Table width: panel displays percent. If it does not, click on the down-arrow to its right and select percent from the list that displays.

In this case we will set the borders of the table so that they display with a thin border. Therefore to do this:

i) Ensure that the Border thickness: panel displays 1. If it does not overtype the current value in the panel with 1. It should be noted that the higher the number the thicker the border will be, and that the panel should never be left empty.

ii) The inner border lines are set using the Cell spacing: option. It is generally better to set this to 0 so that no additional inner border lines are displayed. Therefore in this case click within the panel and enter 0.

The readability of a table can be enhanced by setting an appropriate value for the spacing between the cell contents and borders, which is achieved using the Cell padding: panel. As with the other panels, the higher the number the more space between the two, with 0 giving no additional space. A value of 4 is generally found to give pleasing results, so enter this into the panel now.

Under the Header option we can select whether and where we want headers within our table. In this case we will select to have a header for each column. Therefore click on the Top option which is the third option from the left.

Finally, we will enhance our table by entering a Caption and Summary text. The Summary text is essential for helping those readers who have a visual disability as this will be read out via a speech synthesiser and can be used to explain the table's content and structure. It is therefore important to enter this information so that they are not disadvantaged. To do this:

i) Click within the Summary: panel and enter the summary text, which in this case is:

2 column table listing my interests, with left-hand column listing interests and right-hand column listing how often interest pursued
The Caption panel enables a caption to be added to the table. To do this:

i) Click within the Caption: panel and enter the caption for our table, which in this case is: **My Interests**

**Note:** you should **not** change the Align caption: option from default as this will produce markup within your web page that will not validate, and so may create a problem displaying in some browsers.

The setting up of the table is now complete, so click **OK** to close the dialogue box and create the table.

1.13.1 Entering Data into a Table
We will now enter some basic data into the table. To do this:

(a) Click within the top left-hand cell of the table to obtain an insertion point.
(b) Now enter the header for this column, which is: **Interest**
(c) Now click within the top right-hand cell and enter the header for this column, which is **Frequency**
(d) We will now enter some text for each row. In this case we will enter text giving some details of your interests, so to do this:
   i) Click within the second row down in the left-hand column and enter an interest of your choice, for example: Travelling
   ii) Click within the third row down in the left-hand column and enter: Reading
   iii) Click within the fourth row down in the left-hand column and enter: Cooking
   iv) Now click within the second row down in the right-hand column and enter an indication of how often you take part in this interest, for example: Often or infrequent.
   v) Similarly click within the third row down in the right-hand column and enter an indication of how often you take part in this interest
   vi) Finally, click within the fourth row down in the right-hand column and enter an indication of how often you take part in this interest.

1.13.2 Modifying the Table Size
We will now modify the table so that it autosizes to accommodate the width of the text contained within it, rather than the fixed width that we set earlier. To do this:

(a) Click anywhere within the table to obtain an insertion point.
(b) We now need to select the entire table. The easiest way to do this is via the Document Structure Navigator, which is located towards the bottom of the window, so locate the `<table>` tag within this and then click on it to select the table.

(c) In the Properties panel locate the `W` panel (W for width) at the top centre and then overtype its current value of 100 with **0**
(d) Press **[Enter]** to make the change and set the table to autosize to its content.
(e) Save the page again by pressing **[Ctrl]+[S]**.
1.14 Attaching Images

We will now consider how to attach an image to our web page. In producing this particular web page the intention is to insert our own ID picture. However, as it is expected that this will not currently be available we will use a ‘general purpose’ image to act as a place holder until one is.

1.14.1 Inserting an Image into the Web Page

We will now insert into our web page the **Statue-small.jpg** image that we earlier obtained when we got today’s files and folders. To do this:

(a) We will insert the image so that it appears below the Royal Holloway heading at the top of the page, so position the insertion point at the end of the text **Royal Holloway, University of London**.

(b) Click on **Insert**.

(c) Select **Image** to display the **Select Image Source** dialogue box.

(d) Ensure that the Site name, which in this case is **Personal.rhul.ac.uk**, is displaying in the **Look in:** panel.

(e) If it is **not**, click on the Up One Level button sufficient times to display this.

OR

i) Click on the down-arrow to the right of the **Save in:** panel and select your (Y:) drive from the resultant list.

ii) In the list of folders and files, locate the **Web** folder, and double-click on it to select and open it.

iii) Then in the list of folders and files, locate the **Sites** folder, and double-click on it to select and open it.

iv) Finally, in the list of folders and files, locate the **Personal.rhul.ac.uk** folder, and double-click on it to select and open it. The **Look in:** panel should now display **Personal.rhul.ac.uk**.

(f) In the list of folders and files locate the **Resources** folder and double-click on it to select and open it.

(g) Then in the list of folders and files locate the **Graphics** folder and double-click on it to select and open it.

(h) Finally, locate the **JPG** folder and select it by double-clicking on it.

(i) In the list of files and folders below the **Look in:** panel locate the **Statue-small.jpg** image file and then click on it to select it.

(j) Click on **OK** to close the **Select Image Source** dialogue box and insert the image.

(k) The **Image Tag Accessibility Attributes** dialogue box now displays to enable you to enter some alternate text for the image you have just inserted. It is important that you enter a short description of the image into the **Alternate text:** panel as it is this that is read out to anyone using a speech synthesiser, for example someone with a visual disability. Therefore to do this:
1.14.2 Creating a Link to Another Image
So far we have only inserted one image into our web page. To enable the reader to view a larger image, we can insert a link from this image to a larger version. To do this:

(a) The image should already be selected, indicated by a black border and sizing handles. If it is not, click on it to obtain these.

(b) To create the link click on the Browse for File icon to the right of the Link panel in the Properties panel to display the Select File dialogue box.

(c) Ensure that the JPG folder is displayed in the Look in: panel. If it is not navigate to it as you did to find the Statue-small.jpg image.

(d) In the list of files and folders below the Look in: panel locate the Statue.jpg image file and then click on it to select it.

(e) Click on OK to close the Select File dialogue box and create the link.

Note: this link will only work when the web page is displayed in a browser, and not when in an editing package such as Dreamweaver that we are using here.

(f) Save the page again by pressing [Ctrl]+[S].

1.14.3 Saving Images to the Local Site
When wanting to incorporate an image of your own into a web page, you must first save it to your Local site (in this case Personal.rhul.ac.uk) which is located on your (Y:) drive before inserting it into the web page, otherwise it will not display.

Once you have done that you must remember to Check In the image onto the Remote site, otherwise those viewing your web page will not be able to see the image!

To copy an image to your Personal.rhul.ac.uk site using Windows Explorer on an Open-Access PC:

(a) Click on the Start button to display the Start Menu.

(b) Then click on Windows Explorer to open Windows Explorer.

OR

Press the [Windows] key at the right of the keyboard and with it still depressed press [E] on the keyboard.
(c) Locate the image file you wish to copy to your Personal.rhul.ac.uk site and then copy it to the Clipboard. To do this:
   i) Right-click on the image file.
   ii) Select **Copy**.

(d) You now need to locate your Local site folder in order to copy these files to it. To do this:
   i) If necessary scroll down in the left-hand panel to display the list of available drives.
   ii) Click on the (Y:) drive in the list to select the drive and display its contents in the right-hand panel.
   iii) In the right-hand panel locate the **Web** folder and then double-click on it to display its contents.
   iv) Similarly, locate the **Sites** folder and then double-click on it to display its contents.
   v) Locate the **Personal.rhul.ac.uk** folder and then double-click on it to display its contents.
   vi) Now find the folder with the name that consists of the **first four** letters of your username, e.g. zhaa and then double-click on it to display its contents.
   vii) Locate the folder with the name that consists of the **three numbers** of your username, e.g. 123 and then double-click on it to display its contents.
   viii) Now **right-click** anywhere within a blank area of the right-hand panel to obtain a shortcut menu, and then choose **Paste** to paste the image file into your Local site.

   **Note:** If you are using a number of graphics you can first create a folder to hold them together. However, this folder **must** be saved to the folder which is named with the **three numbers** of your username (e.g. 123).

(e) Close Windows Explorer by clicking on its close button \[\times\].

(f) Once the image is inserted into your web page you will need to Check In the image file onto the Remote site. To do this:
   i) Click on the image file in Dreamweaver’s File pane on the right-hand side of the screen.
   ii) Click on the Check In button \[\checkmark\] within Dreamweaver’s File pane.
1.15 Creating a Cascade Style Sheet

So far we have only considered how to affect the content of our web page, for example by entering text, tables, links and images. We will now examine how to affect the appearance of the page, which is normally the role of the browser, by creating a Cascading Style Sheet, or CSS.

In doing this we will create a CSS rule to change the font colour of the h1, h2 and h3 headings. We will also create rules to change the wrapping of the image and the page’s background colour.

1.15.1 Using a CSS Rule to Change the Font Colour of the h1 Heading

To create a Cascading Style Sheet to change the colour of the Heading 1 text:

(a) Click anywhere within the h1 heading containing the text Royal Holloway, University of London.

(b) Click on the CSS heading at the top of the right-hand panel so that the arrow to its left points downward and the CSS Styles panel displays.

(c) Ensure that the CSS Styles tab is selected.

(d) Also ensure that the All tab below this is selected.

(e) Click on the New CSS Rule button, which is located towards the bottom right-hand corner of the CSS Styles window. The New CSS Rule dialogue box displays.

(f) We need to affect an HTML tag, therefore in the Selector Type: panel ensure that the Tag (redefines the look of a specific tag) option button contains a check mark. If it does not, click within it to insert one.

(g) We need to ensure that the Tag: panel displays the HTML tag that we wish to affect.

(h) Therefore, if Dreamweaver has not automatically entered this, click within the Tag: panel and type in h1 OR

Click on the down-arrow to the right of the Tag: panel and select h1 from the list that displays.

(i) We want this CSS Rule to apply only to the Web page we are currently working on, therefore click on the This document Only option button in the Define in: panel so that it displays a check mark.

(j) Click on OK to close the New CSS Rule dialogue box and display the CSS Rule definition for h1 dialogue box.

(k) We want to affect how the text within this tag will appear, so ensure that the Type option is selected in the Category panel on the left of the dialogue box.
(l) Click on the down-arrow at the bottom right-hand corner of the square panel alongside the **Color:** heading to display a pallet of colours and then select a red or other colour of your choice.

(m) We do not need to make changes to any of the other settings, so click on **OK** to close the **CSS Rule definition for h1** dialogue box.

(n) Save the page by pressing **[Ctrl]+[S]**.

### 1.15.2 Using a CSS Rule to Change the Font Colour of the h2 Heading

We will now create another CSS Rule to change the font colour of the h2 heading displaying our name. So to do this:

(a) Click anywhere within your name.

(b) Click on the New CSS Rule button **+,** towards the bottom right-hand corner of the **CSS Styles** window to display the **New CSS Rule** dialogue box.

(c) Ensure that the **Tag (redefines the look of a specific tag)** option button contains a check mark. If it does not, click within it to insert one.

(d) Similarly ensure that the **Tag:** panel displays the **h2** tag that we wish to change the font colour for.

(e) We want this CSS Rule to apply only to the Web page we are currently working on, therefore click on the **This document Only** option button in the **Define in:** panel so that it displays a check mark.

(f) Click on **OK** to close the **New CSS Rule** dialogue box and display the **CSS Rule definition for h2** dialogue box.

(g) We want to affect how the text within this tag will appear, so ensure that the **Type** option is selected in the **Category** panel on the left of the dialogue box.

(h) Click on the down-arrow at the bottom right-hand corner of the square panel alongside the **Color:** heading to display a pallet of colours and then select a blue or other colour of your choice.

(i) We do not need to make changes to any of the other settings, so click on **OK** to close the **CSS Rule definition for h2** dialogue box.

(j) Save the page by pressing **[Ctrl]+[S]**.

### 1.15.3 Using a CSS Rule to Change the Font Colour of the h3 Heading

We will now create another CSS Rule to change the font colour of the role in College and date of joining RHUL headings. To do this:

(a) Click anywhere within the h3 heading containing your role in College.

(b) Click on the New CSS Rule button **+,** towards the bottom right-hand corner of the **CSS Styles** window to display the **New CSS Rule** dialogue box.

(c) Ensure that the **Tag (redefines the look of a specific tag)** option button contains a check mark. If it does not, click within it to insert one.
(d) Similarly ensure that the **Tag**: panel displays the **h3** tag that we wish to change the font colour for.

(e) We want this CSS Rule to apply only to the Web page we are currently working on, therefore click on the **This document Only** option button in the **Define in**: panel so that it displays a check mark.

(f) Click on **OK** to close the **New CSS Rule** dialogue box and display the **CSS Rule definition for h3** dialogue box.

(g) We want to affect how the text within this tag will appear, so ensure that the **Type** option is selected in the **Category** panel on the left of the dialogue box.

(h) Click on the down-arrow at the bottom right-hand corner of the square panel alongside the **Color**: heading to display a pallet of colours and then select a **green** or other colour of your choice.

(i) We do not need to make changes to any of the other settings, so click on **OK** to close the **CSS Rule definition for h3** dialogue box.

(j) Save the page by pressing **[Ctrl]+[S]**.

(k) Notice that both your role in College and date of joining RHUL headings have changed their font colour as a result of this change. This is because the CSS Rule that we have just created affected all **h3** headings.

**1.15.4  Viewing the Cascading Style Sheet Rules**

Having produced CSS rules to affect the appearance of our headings we will now look at the Style Sheet code that this produces. To do this:

(a) Change to **Code** view by clicking on the Show Code view button towards the left of the toolbar.

(b) Scroll up to the top of the page and locate the beginning of the Style Sheet, which starts:

```html
<style type="text/css">

```

(c) The Style Sheet is currently made up of the three rules that we separately created, i.e. one for the **h1**, **h2** and **h3** headings.

(d) We will now create another CSS rule, this time to affect the text wrapping around the images that we inserted earlier. However this time we will use a local rule which means that rather than being part of the Style Sheet we are currently viewing, the new rule will be part of the actual element it is to affect, which in this case will be the image.

(e) Return to the **Design** view by clicking on the Show Design view button towards the left of the toolbar.

**1.15.5  Creating a CSS Rule to Affect the Image’s Text Wrapping**

We will now create another CSS Rule, which in this case will be to enable the image to float around the text and so allow the image to display on the right of the page and the text on the left. As Dreamweaver may produce markup (i.e. HTML code) that does not validate when doing this within the **CSS Styles** window we will create a local CSS Rule by entering it directly in Code view. To do this:

(a) Click on the image to select it. This will enable you to easily locate its markup in the Code view.

(b) Change to **Code** view by clicking on the Show Code view button towards the left of the toolbar.

(c) Locate the text "259" which should be at the end of the selected area towards the top of the page.
1.16 Entering Links

Links are a key feature of web pages because they enable you to link your page to other documents and to locations within your web page. We will now examine how to create a link to an external web page and then one within the web page we are creating.

1.16.1 Creating a Link to Another Web Page

We will now create a link from the Royal Holloway heading to the Royal Holloway homepage. To do this:

(a) Select the text **Royal Holloway (not University of London)** at the top of your document.
(b) To create the link click in the **Link** panel to the right of the **Properties** panel to obtain an insertion point and then enter the complete URL for the link you wish to use, which in this case is: http://www.rhul.ac.uk/
(c) Now complete the operation by pressing **[Enter]**.
   **Note:** if you fail to do this you may well find that the link does not get created.
(d) Save the page by pressing **[Ctrl]+[S]**.

1.16.2 Creating a Link Within the Web Page

We will now create a link within the web page, termed an Anchor, to enable the reader to easily move from the bottom to the top of the page. To do this:

(a) Position the insertion point immediately below the table and enter the text: **To top of page**
(b) Press **[Enter]** to create a new paragraph.
(c) We now need to create an Anchor at the location to which we want to move to when its associated text, in this case To top of page, is clicked on. To do this:
   i) Position the insertion point immediately to the left of the text **Royal** at the top of the page.
   ii) Click on the Named Anchor button ![Named Anchor button](image) on the toolbar to display the **Named Anchor** dialogue box.
   iii) In the **Anchor name:** panel enter the name you wish to give to this Anchor. As Named Anchors cannot contain spaces in this case enter: **Top**
iv) Click [OK] to close the Named Anchor dialogue box and create the Anchor. You should notice that a small anchor icon appears to the left of the word Royal.

(d) We now need to create a link between the text To top of page and the Anchor. To do this we will use the Point to File button.

(e) We need to begin by selecting the text To top of page. The most accurate way of doing this is by using the Document Structure Navigator. To do this:
   i) Click anywhere within the text To top of page.
   ii) Within the Document Structure Navigator at the bottom of the Document Window click on the <p> tag. The paragraph of text will be selected.

(f) Without clicking anywhere else, scroll up the page so that you can see the Anchor to the left of the word Royal.

(g) Now click on the Point to File button, which is to the right of the Link panel on the Properties panel, and with the mouse button still held down drag it up so that it is pointing to the Anchor and the Link panel displays #top.

(h) Now (and only now!) release the mouse button to create the link.

(i) Save the page by pressing [Ctrl]+[S].

1.17 Using a CSS Rule to resolve the h1 Heading Font Colour Problem

If you now view the text Royal Holloway, University of London you should notice that the words Royal Holloway are now blue and underlined rather than the red that we specified using the CSS Rule. The reason for this is because we have now associated a link to this heading, in this case to the Royal Holloway web site, and so the CSS Rule no longer applies. To overcome this problem we need to create another CSS Rule which stipulates that where a h1 element is also a link (or a element) the font colour should also be red. To do this:
   (a) Click anywhere within a blank part of your web page.
   (b) Click on the New CSS Rule button towards the bottom right-hand corner of the CSS Styles window to display the New CSS Rule dialogue box.
   (c) Ensure that the Advanced (IDs, pseudo-class selectors) option button contains a check mark. If it does not, click within it to insert one.
   (d) Click within the Selector: panel and enter the HTML elements that you wish this rule to affect, which in this case is: h1 a

   Note: h1 a means that the rule should affect all text that has the h1 heading applied to it AND is also a hyperlink.

   (e) We want this CSS Rule to apply only to the Web page we are currently working on, therefore click on the This document Only option button in the Define in: panel so that it displays a check mark.
   (f) Click on OK to close the New CSS Rule dialogue box and display the CSS Rule definition for h1 a dialogue box.
We want to affect how the text will appear, so ensure that the **Type** option is selected in the **Category** panel on the left of the dialogue box.

Click on the down-arrow at the bottom right-hand corner of the square panel alongside the **Color:** heading to display a pallet of colours and then select the **red,** or other colour, that you selected earlier for the h1 heading.

We can also remove the underline by clicking with the **none** panel so that it displays a tick mark.

We do not need to make changes to any of the other settings, so click on **OK** to close the **CSS Rule definition for h1 a** dialogue box.

Save the page by pressing **[Ctrl]+[S].**

You should now notice that the complete heading Royal Holloway, University of London displays with a red font colour.

### 1.18 Using a CSS Rule to Affect the Background Colour

We will now create one further CSS Rule, which will be to select what background colour the web page displays with. To do this:

(a) Click anywhere within the web page.

(b) We need to affect the body of our page, so click on the `<body>` tag within the **Document Structure Navigator** at the bottom of the Document Window.

(c) Click on the New CSS Rule button **[ ]** towards the bottom right-hand corner of the **CSS Styles** window to display the **New CSS Rule** dialogue box.

(d) Ensure that the **Tag (redefines the look of a specific tag)** option button contains a check mark. If it does not, click within it to insert one.

(e) Similarly ensure that the **Tag:** panel displays the **body** tag that we wish to change the background for. If it does not:
   i) Click on the down-arrow to the right of the **Tag:** panel.
   ii) Select **body** from the list that displays.

(f) We want this CSS Rule to apply only to the web page we are currently working on, therefore click on the **This document Only** option button in the **Define in:** panel so that it displays a check mark.

(g) Click on **OK** to close the **New CSS Rule** dialogue box and display the **CSS Rule definition for body** dialogue box.

(h) We want to affect how the background colour of the web page, so ensure that the **Background** option is selected in the **Category** panel on the left of the dialogue box.

(i) Click on the down-arrow at the bottom right-hand corner of the square panel alongside the **Background color:** heading to display a pallet of colours and then select a suitable colour of your choice.

(j) We do not need to make changes to any of the other settings, so click on **OK** to close the **CSS Rule definition for body** dialogue box.

(k) Save the page by pressing **[Ctrl]+[S].**
1.19 Entering a Horizontal Rule

We will now enter a Horizontal Rule in order to segment the main part of our web page from any further content that you may like to create. To do this:

(a) Position the insertion point at the end of your document below the text To top of page.
(b) Click on Insert from the Menu bar.
(c) Select HTML.
(d) Click on Horizontal Rule.
(e) Save the page by pressing [Ctrl]+[S].

1.20 Reviewing your Web Page’s HTML Markup

We have now completed adding all of the features to our web page, so we will now change to Code view and view the HTML that now makes up our page. To do this:

(a) Change to Code view by clicking on the Show Code view button towards the left of the toolbar.
(b) Now view the HTML markup that makes up the page, noting how much more there is compared to when we originally viewed it.
(c) When we consider that we have had to worry only about entering the content and little about the actual HTML markup we can than appreciate why using a web editing package such as Dreamweaver is so useful.
(d) When you have finished return to the Design view by clicking on the Show Design view button towards the left of the toolbar.

1.21 Checking the Web Page

Before completing the work on our web page there are several more stages we need to complete.

1.21.1 Checking your Web Page’s HTML

Before viewing our web page on the Web we will get Dreamweaver to scan through the document and look for any problems with the raw HTML, such as empty or redundant nested tags. To do this:

(a) Click on Commands from the Menu bar.
(b) Select Clean up HTML. The Clean Up HTML/XHTML dialogue box appears.
(c) You would generally enter ticks for any specific elements you wanted Dreamweaver to tidy. However, in this case, we will leave the default settings intact.
(d) Click on OK. Dreamweaver runs the tests and then displays a summary of what it has done.
(e) Click on OK to close the summary and the Clean Up HTML/XHTML dialogue box.
(f) Save the page by pressing [Ctrl]+[S].
1.21.2 Putting the Web Page File on to the Remote Site
At present the web page on which we are working is stored only on our Local site; however, for it to be viewable on the web, it needs to be uploaded to the Remote site. To upload (“put”) the file to the Remote site:

(a) Click on the File management button at the top of the Document window.

(b) From the list that displays, select the Put option.

(c) If the Dependent Files dialogue box is displayed, asking whether you wish to Put any dependent files, click on No. This is because the general rule to work to is never use this dialogue box to Put dependent files onto the Remote site; instead, we do it manually (i.e., by selecting the file(s) and clicking on the Put File(s) button). In the present case we have no dependent files, since the images that we used were downloaded from the Remote site, and hence must already have been saved there.

Note: if you view your about-me.html file in the Local site listing you should notice that there is tick mark displaying to its left. This is part of Dreamweaver’s collaborative working facilities, and indicates that the file is checked out to you, and thus nobody else with permissions can currently work on it. Just before completing our work today we will Check In this file, and as a result remove the tick mark.

1.22 Viewing your Web Page

1.22.1 Starting Internet Explorer
We will now start up Internet Explorer and view our web page. To do this:

(a) Click on .

(b) Click on Internet Explorer.

1.22.2 To Display the Web Page
(a) In the URL panel at the top of the window, overtype the existing address with the main address of your web page, which is: http://personal.rhul.ac.uk/

(b) Now press [End] (found above the arrow keys on your keyboard), to position the insertion point at the end of the URL.

(c) Now enter the four letters of your username followed by a forward slash [/] (the one to the right of your keyboard).

(d) Similarly, enter the three numbers of your username followed by a forward slash [/].

(e) Finally, enter the file name for the web page, which in this case is: about-me.html

(f) As an example, the Address panel should now display the URL: http://personal.rhul.ac.uk/zhaa/666/about-me.html

(g) Finally press [Enter]. Provided that you have entered the URL correctly, your web page should open.
(h) You can now view the page to ensure that everything appears OK. You can also test to make sure that your links work correctly.

1.22.3 Validating the Web Page
We will now check that the HTML Markup of our page is as accurate as possible. This is termed validation and ensures that the maximum number of browsers will be able to display the page. To do this we need to modify the web page’s URL in the Address panel: To validate our web page:

(a) In the Address panel, click at the beginning of the web page’s URL, i.e. to the left of the text http:// to obtain an insertion point.

(b) Now enter the additional address: http://validator.w3.org/check?uri=

(c) As an example the URL in the Address panel should now display: http://validator.w3.org/check?uri=http://personal.rhul.ac.uk/znma/666/about-me.html

(d) Press [Enter]. Provided that you have entered the URL correctly, the W3C web page should display stating whether your page has successfully validated, and if not indicating what problems exist.

(e) When you have finished, click on the Back button to return to your web page.

1.23 Checking In the Files
With the web page completed, we can now Check In our finished document. This will ensure that the most up-to-date version of our web page is copied to the Remote site. It will also remove the tick marks from the file name in both the Remote and Local sites, thus indicating that the file is available for others who have permission to work on it. To do this:

(a) Return to Dreamweaver by clicking on its button on the Taskbar.

(b) Click on the File management button at the top of the Document window.

(c) From the list that displays, select the Check In option.

(d) If the Dependent Files dialogue box is displayed questioning whether or not you wish to check in any dependent files, click on No.

(e) Close your web page by clicking on the black Close button within the Document Window.

1.24 Editing a Checked In File
When you need to make changes to a web page that you have Checked In you need to first Check Out the file. This enables Dreamweaver to lock the file on the Remote site so that nobody else with permissions can make changes to that file. We will now consider the process of editing our about-me.html web page that we have just Checked In. To do this:

(a) We need to first display the Split View. To do this:

   i) If the Files panel is not already displayed on the right-hand side press [F8] to display it.
ii) Click on the **Files** tab if it is not already selected.

iii) Click on the Expand button to display the Remote site on the left and the Local site on the right.

iv) If the Remote site displays: **To see your remote files, click the button on the toolbar**, click on the Refresh (F5) button on the toolbar, the Remote site should display. **Note: do not** click on the button in the message as it does not work!

(b) In the left-hand (Remote view) locate the folder with the first **four letters** of your username.

(c) Now, if necessary, expand this folder by clicking on the plus sign to its left.

(d) Scroll down the list of subfolders to locate the one that is named with the **three numbers** of your username and then, if necessary, expand this folder by clicking on the plus sign to its left.

(e) Locate your **about-me.html** file and then click on it to select it.

(f) Click on the Check Out File(s) button. If the **Dependent Files** dialogue box displays click on, as you should always Get dependent files. The file will now be marked with a tick mark indicating that it is checked out to you.

(g) Now locate the file in the right-hand (Local view) pane. To do this:

i) In the right-hand (Local) site locate the folder with the name **Site - Personal.rhul.ac.uk** in the list of folders and then, if necessary, expand it by clicking on the plus sign to its left.

**Note:** if the folder does not expand click on the Refresh button to refresh the display.

ii) Now, if necessary, expand the folder with the first **four letters** of your username by clicking on the plus sign to its left.

iii) Similarly, locate the subfolder that is named with the **three numbers** of your username and then, if necessary, expand this folder by clicking on the plus sign to its left.

iv) Locate your **about-me.html** file in the list of files and folders and then double-click on it to open it.

(h) You can then continue as you did to produce the web page.

(i) When you have finished you need to Check In your web page. To do this:

i) Click on the File management button at the top of the Document window.

ii) From the list that displays, select the **Check In** option.

iii) If the **Dependent Files** dialogue box is displayed questioning whether or not you wish to check in any dependent files, click on **No**.

iv) Close your web page by clicking on the black Close button within the Document Window.
1.25 Closing Dreamweaver and Internet Explorer

(a) When you have finished, close Dreamweaver by clicking on its Close button ✗.
(b) Also close Internet Explorer by clicking on its Close button ✗.

1.26 Conclusion

In this session we have used Dreamweaver version 8 to create a web page. In doing this we have examined how to apply heading styles to our text and how lists, tables, links and images can be included. We have also considered how to create Cascading Style Sheet Rules in order to change the appearance of a page. We have also learned how we copy files between the Remote and Local sites.

If you would like to enhance your Dreamweaver skills you are recommended to complete the IS623 Further Features of Dreamweaver session. For further details visit: [http://www.rhul.ac.uk/IT/training/](http://www.rhul.ac.uk/IT/training/)

2 Session Evaluation

If you have completed this session as a taught session, we would welcome your feedback to help us to improve our training provision by completing a short online Session Evaluation.

(a) To access the Evaluation from any Open-Access PC:
   i) Click on the **Start** button to open the Start Menu.
   ii) Click on **All Programs** to cascade the Programs menu
   iii) Click on **Training** to display the Training subfolder.
   iv) Select **Session Evaluation**. The short online Session Evaluation will display ready for you to complete. This should take no longer than a couple of minutes.
3 Accessing the (Y:) drive and (W:) drive from your Own PC/Laptop

These instructions detail how you can connect to the (Y:) drive and (W:) drive that are used in this session from your own laptop etc.

**Note:** If using a Mac, instructions on setting up Campus Anywhere (VPN) can be found at: http://www.rhul.ac.uk/IT/CampusAnywhere/

Instructions on mapping to the (Y:) drive and (W:) drive can be found at: http://www.rhul.ac.uk/it/faq/itfaqs/mac/mapnetworkdrive.aspx

(a) If working on Campus ensure that you are connected to CampusNet. 
OR
If working off Campus ensure that you are connected to the Internet and that you have connected to Campus Anywhere (VPN). 
**Note:** To obtain instructions on how to set up Campus Anywhere (VPN) visit: http://www.rhul.ac.uk/IT/CampusAnywhere

Accessing the (Y:) Drive

**Important:** If your computer already has a (Y:) drive you will need to select a different letter in the following instructions.

(b) Begin by displaying Windows Explorer. To do this:
   i) Click on the Start button to open the Start Menu.
   ii) Click on Computer to the right of the Start menu.
   OR
   Press the Windows key at the right of the keyboard and with it still depressed press E on the keyboard.

(c) With Windows Explorer open click on Tools.

(d) Select Map Network Drive to open the Map Network Drive dialogue box.

(e) Click on the drop-down arrow to the right of the Drive: panel and select Y: (or any letter of your choice if that already has an entry, and so already allocated).

(f) In the Folder: panel enter the mapping for the (Y:) which is: \mydata.rhul.ac.uk\home\ 

(g) Ensure that the Reconnect at logon box displays a tick mark. If it does not, click within it so that it displays one.

(h) Click on Finish to complete the setting up. You should now be able to see the (Y:) drive containing the IT Training files.

Accessing the (W:) Drive

You can also access your (W:) drive using the same method, but taking note of the following:

(a) If your computer already has a (W:) drive you will need to select a different letter in step e.

(b) In step f the path that you must enter is: \myweb.rhul.ac.uk\home_pages\ 

**Note:** When accessing these drives you may be prompted for your username and password. If this occurs you must prefix your username with cc\ For example, if your username is zhaa666 then you must enter cc\zhaa666.