IS623 - Further Features of Dreamweaver 8

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Further Features of Dreamweaver 8

1 Session Objectives

In this session you will extend your knowledge of web page construction and the use of Dreamweaver 8. In doing this, you will learn how to apply Span and Div regions, along with the use of Classes and Cascade Style Sheet rules that make use of these Classes to affect the appearance of the page. You will also consider how to create an active Table of Contents and insert movies from YouTube.

2 Creating the Session’s Web Page

2.1 Starting Dreamweaver

To start Dreamweaver on an Open-Access PC:

(a) Click on .

(b) Click on Dreamweaver .

2.2 Getting the Session’s Files and Folders

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 a folder containing some resources that we will need. We will do this using the Split view option, as this allows us to work easily on both sites.

2.2.1 Displaying 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 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,

2.2.2 Getting the Session’s Resources

We will now take a copy (or Get) the resources that we will need for this session. This will consist of the web page and text file we will be working on, along with ‘our’ (W:) drive folders into which we will save our own copy of this web page. To do this:

(a) In the Remote view panel on the left-hand side of the screen locate the Resources folder and expand it by clicking on the [+ ] sign to its left.
From within the Resources folder locate the Training subfolder and expand it by clicking on the [+1] sign to its left.

Then locate the IS623 subfolder and click on it to select it.

Now click on the Get File(s) button to copy the folder to your Local drive.

If the Dependent Files dialogue box appears asking whether or not to include any dependent files click on Yes.

We now need to Get a copy of the folder in which we will save our work. To do this:

i) In the Remote view panel on the left-hand side of the screen locate the folder displaying the four letters of your username, e.g. if your username is ztaa123 locate the folder ztaa.

Note: 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. ztaa), and subfolders within each of these folders for every user’s numerical part of their username (e.g. 123).

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

iii) 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.

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

v) If the Dependent Files dialogue box appears asking whether or not to include any dependent files click on Yes.

2.2.3 Opening the Web Page

We will now open the web page slogans.html. It should be noted that we would normally have Checked Out the file rather than taken a copy by using the Get option as we have just done.

However, for today’s session this has been done to enable us to all work on the same web page at the same time. We will then each save it to our own folder so that each has his/her own copy on which to work.

To open the slogans.html file:

(a) Ensure that the Site - personal.rhul.ac.uk entry at the top of the panel is expanded. If it is not, expand it by clicking on the plus sign to its left.

(b) Locate the Resources folder and check if it is expanded; if it is not, expand it by clicking on the plus sign to its left.

(c) Similarly, locate the Training subfolder and check if it is expanded; if it is not, expand it by clicking on the plus sign to its left.

(d) Now locate the IS623 subfolder and check if it is expanded; if it is not, expand it by clicking on the plus sign to its left.

(e) Locate the file slogans.html and then double-click on it to open the file.

(f) If the Dependent Files dialogue box displays click No.
A Dreamweaver dialogue box may appear stating that the file is already checked out and do we wish to override this. As we do not wish to, click on No.

A dialogue box is displayed, stating that the file is read only and cannot be changed. Since we will shortly be saving the file with a new name, click on View.

The web page will open in the Document Window ready for you to edit. Note: remember that opening a web page to edit in this way is not the normal method and is done here for the purpose of today’s session to enable us all to work on a copy of the same page.

2.2.4 Saving the Web Page to our Own Folder

We will now save this file to our own folder on the (W:) drive so that we can work on it without affecting the web page of anyone else. To do this:

(a) Click on File.
(b) Click on Save As. The Save As dialogue box displays.
(c) We need the Save in: panel to display the Site name Personal.rhul.ac.uk, however at present it is probably displaying IS623. If this is the case then to navigate to Personal.rhul.ac.uk:
   i) Click on the Up One Level button to display Training in the Save in: panel.
   ii) Similarly, click on the Up One Level button again to display Resources in the Save in: panel.
   iii) Finally, click on the Up One Level button again to display Personal.rhul.ac.uk in the Save in: panel.
(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) Ensure that the File name: panel displays slogans.html
(g) Click on Save to save the web page and close the Save As dialogue box.
(h) If the Update Links? dialogue box displays click on Yes to ensure that any links remain intact.

2.3 Completing the Web Page’s Text

If you view the page you should notice that there is no text below the Who Uses Slogans heading.

We will now open a text file that is included as part of the Resources folder and then paste the text below this heading. This is similar to the scenario where you may have, or be given, a text file and want to turn it into an effective web page.
2.3.1 Opening the Text File
To open the file and copy the text into our page:

(a) Ensure that the right-hand panel under the Files heading displays Local view, if it does not, click on the down-arrow to its right and select Local view from the list that displays.

(b) Locate the Resources folder and, if necessary, expand it by clicking on the plus sign to its left.

(c) Similarly locate the Training folder and, if necessary, expand it by clicking on the plus sign to its left.

(d) Now locate the IS623 folder and, if necessary, expand it by clicking on the plus sign to its left to display its contents.

(e) We need to open the additional-text.txt file, so locate this and then open it by double-clicking on it.

(f) If the Dependent Files dialogue box displays click No.

(g) A Dreamweaver dialogue box may appear stating that the file is already checked out and do we wish to override this. As we do not wish to, click on No.

(h) Another Dreamweaver dialogue box may appear stating that this is a read only file. We only need to copy its contents so click on View to close the dialogue box and view the file.

Note: had we needed to actually work on this file we would have had to check-out the file, in which case we would then have clicked on Check Out.

(i) A new document window displays containing the text that we wish to copy to our new Web page.

(j) We need to copy the entire text into our web page, so to do this complete the steps in one of the following columns:

<table>
<thead>
<tr>
<th>Menu Bar</th>
<th>Button</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Click on Edit</td>
<td>—</td>
<td>▶ Press [Ctrl]+[A]</td>
</tr>
<tr>
<td>▶ Click on Select All</td>
<td>—</td>
<td>▶ Press [Ctrl]+[C]</td>
</tr>
<tr>
<td>▶ Click on Edit</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td>▶ Click on Copy</td>
<td>—</td>
<td></td>
</tr>
</tbody>
</table>

(k) We now need to return to the Web page that we are currently creating (slogans.html), so to do this:

i) Click on Window.

ii) Click on slogans.html at the bottom of the menu that displays.

(l) Ensure that the insertion point is below the Who Uses Slogans heading.
Now paste the text into your Web page. To do this complete the steps in one of the following columns:

<table>
<thead>
<tr>
<th>Menu Bar</th>
<th>Button</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>➤ Click on <strong>Edit</strong></td>
<td>—</td>
<td>➤ Press [Ctrl]+[V]</td>
</tr>
<tr>
<td>➤ Click on <strong>Paste</strong></td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

The text will be pasted into the your Web page.

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

#### 2.3.2 Viewing the HTML Markup
If you now view the new web page you should notice that the text is rather narrow. This is the result of line breaks being inserted at the end of each line as a result of the copy and pasting process – which is a problem frequently encountered! To investigate this problem further:

(a) We will now view the source of our web page, so click on the Code view button at the left of the toolbar to identify the cause of this.

(b) If you now view the end of each line below the *Who Uses Slogans* heading you will see that many contain the `<br>`, or line break, tag. It is this tag that is causing these lines to be so short, and so we need to remove them to enable the lines to wrap naturally.

#### 2.3.3 Removing the Unwanted Line Breaks
We will now use Dreamweaver’s **Clean up HTML** dialogue box to remove these unwanted 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) As we wish to remove the `<br>` tags, click within the check box for the **Specific tag(s):** option button to insert a tick mark.

(d) Now enter into the **Specific tag(s):** panel the tag name that you wish to remove, which in this case is: **br**

   **Note:** there is no need to enter the opening and closing brackets for Dreamweaver to accept that this is a tag.

(e) Click on **OK**. When the process is complete Dreamweaver displays a dialogue box stating that 4 specified tag(s) removed.

(f) Click on **OK** to close the summary and the **Clean Up HTML/XHTML** dialogue box.

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

(h) If you now view the HTML code you will see that all the `<br>` tags have been removed.

(i) Return to the **Design** view by clicking on the Design button towards the left of the toolbar.
2.4 Entering a Table of Contents

We will now enter a Table of Contents at the top of the page to make it easier for our readers to navigate. We will do this by entering the text, marking it up as an unordered list to close it up, removing the bullet markers because they are inappropriate here, and then creating the Anchors (links) to the relevant headings. To do this:

(a) Click just below the Table of Contents heading at the top of the page to obtain an insertion point.
(b) Enter the text for the first entry, which is: Introduction
(c) Press [Enter] to create a new paragraph.
(d) Enter the second entry, which is: J F Kennedy
(e) Press [Enter] to create a new paragraph.
(f) Enter the third entry, which is: Who Uses Slogans
(g) Press [Enter] to create a new paragraph.
(h) Enter the fourth entry, which is: Most Recognised Slogans?
(i) Press [Enter] to create a new paragraph.
(j) Save the page again by pressing [Ctrl]+[S].
(k) Click within the text Table of Contents and apply a Heading 2 format to it by pressing [Ctrl]+[2].
(l) Save the page by pressing [Ctrl]+[S].

2.5 Modifying the Table of Contents Appearance

We will now modify the table of contents entry so that it displays as an unordered list without bullet points, which will close up the list’s lines of text. We will achieve this by giving the unordered list a Class (name) and using that to apply a Cascading Style Sheet rule to remove the bullet points.

2.5.1 Converting the Table of Contents Entries into an Unordered List

We will begin by converting the table of contents entries into an unordered list. To do this:

(a) Click within the last item in your table of contents, which is Most Recognised Slogans?
(b) Press and hold [Shift], then use the [Cursor-Up] key [↑] to move the insertion point to somewhere in the first item, which reads Introduction.
(c) Release the [Shift] key.
(d) Then click on the Unordered List button ☐ in the Properties panel to change the text into an unordered list.
(e) Save the page again by pressing [Ctrl]+[S].

2.5.2 Applying a Class (Name) to the Table of Contents

So that we can make changes to the table of contents unordered list without affecting any other unordered list on our page we need to give this a Class (name) which we can then use when we wish to make changes that affect only the table of contents, for example to remove the bullets from the unordered list.

To do this:

(a) Click within the first item in your table of contents, which is Introduction.
(b) We need to select this unordered list, so in the Document Structure Navigator at the bottom of the Document Window locate the <ul> tag and then click on it.
(c) We now need to give this entry a Class so that we can then apply a Cascading Style Sheet rule to it. 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 Tag Inspector heading in the right-hand panel to display its options.
   iii) Ensure that the Attributes tab is selected.
   iv) If it is not already expanded, click on the plus sign to the left of the CSS/Accessibility option to expand it.
   v) Locate the class option and then click within the panel immediately to its right.
   vi) Enter the name you wish to give to this Class remembering to avoid spaces, and that it is case-sensitive. In this case we will call it: TOC
   vii) Press [Enter] to create the Class.

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

2.5.3 Creating a Cascading Style Sheet Rule to Remove the Bullet Points
We will now create a Cascading Style Sheet rule which will be associated with the Class TOC to remove the bullet points from the table of contents unordered list.

To do this:
   (a) 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.
   (b) Ensure that the CSS Styles tab is selected.
   (c) Similarly, ensure that the All tab is selected.
   (d) Click on the New CSS Rule button, which is located towards the bottom right-hand corner of the CSS Styles pane. The New CSS Rule dialogue box displays.
   (e) In the Selector Type: panel ensure that the Class (can apply to any tag) option button contains a check mark. If it does not, click within it to insert one.
   (f) Click within the Name: panel to select the existing entry.
   (g) Enter the Class name to which we want this rule to apply, which in this case is: TOC
   (h) 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.
   (i) Click on OK to close the New CSS Rule dialogue box and display the CSS Rule definition for .TOC dialogue box.
   (j) Click on the List option under the Category heading.
   (k) Click on the down-arrow to the right of the Type: panel and select none so that enumerators do not display on the list.
   (l) We do not need to make changes to any of the other settings, so click on OK to close the CSS Rule definition for .TOC dialogue box.
If you now view your table of contents you should see that the bullet points no longer appear.

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

2.6 Creating Links From the Table of Contents to the Headings
We now need to create links, or Anchors, between the items in the table of contents and the headings to which they relate. This is done by first creating Anchors within each heading and then creating the actual link.

2.6.1 Creating the First Anchor
(a) Position the insertion point immediately to the left of the first heading within the Table of Contents, which is Introduction.
(b) Click on the Named Anchor button on the toolbar to display the Named Anchor dialogue box.
(c) In the Anchor name: panel enter the name you wish to give to this Anchor, which in this case is: Introduction
   Note: Named Anchors cannot contain spaces.
(d) 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 Introduction heading.

2.6.2 Displaying Invisible Elements
If the Anchor does not display you will need to display the Invisible Elements. To do this:
(a) Click on **View**.
(b) Click on **Visual Aids**.
(c) Select **Invisible Elements** so that a tick mark display to its left
   Note: although it is helpful to see invisible elements when necessary, it does add to screen clutter and also makes it harder to visualise the final appearance of the page; thus the general rule is to display invisible elements only when needed, and to suppress their display at all other times.
(d) To turn off the display of the Invisible Elements:
   i) Click on **View**.
   ii) Click on **Visual Aids**.
   iii) Select **Invisible Elements** so that a tick mark does not display to its left.

2.6.3 Creating the Remaining Anchors
(a) Now position the insertion point immediately to the left of the second heading, which is J F Kennedy.
(b) Click on the Named Anchor button on the toolbar to display the Named Anchor dialogue box.
(c) In the Anchor name: panel enter the name you wish to give to this Anchor, which in this case is: JFK
   Note: Named Anchors cannot contain spaces.
(d) Click \[\text{OK}\] 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 heading.

(e) Similarly position the insertion point immediately to the left of the third heading, which is Who Uses Slogans.

(f) Click on the Named Anchor button \[\text{on the toolbar to display the Named Anchor dialogue box.}\]

(g) In the Anchor name: panel enter the name you wish to give to this Anchor, which in this case is: WhoUses

Note: Named Anchors cannot contain spaces.

(h) Click \[\text{OK}\] 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 heading.

(i) Finally position the insertion point immediately to the left of the fourth heading, which is Most Recognised Slogans?

(j) Click on the Named Anchor button \[\text{on the toolbar to display the Named Anchor dialogue box.}\]

(k) In the Anchor name: panel enter the name you wish to give to this Anchor, which in this case is: MostRecognised

Note: Named Anchors cannot contain spaces.

(l) Click \[\text{OK}\] 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 heading.

2.6.4 Creating the Links

We now need to create the links between the Anchors we have just created and their relevant line in the Table of Contents.

To do this we will use the Point to File button.

(a) We need to begin by selecting the text Introduction in the Table of Contents. The most accurate way of doing this is by using the Document Structure Navigator. To do this:

- Click anywhere within the text Introduction in the Table of Contents.
- Within the Document Structure Navigator at the bottom of the Document Window click on the \[\text{<li>}\] tag. The list item within the Table of Contents will be selected.

(b) Without clicking anywhere else, scroll down the page (if necessary) so that you can see the Anchor to the left to the heading Introduction.

(c) 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 \#Introduction.

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

Note: these links will not work until the page is viewed in a web browser.

(e) Save the page by pressing \[\text{[Ctrl]}+[\text{S}]\].
(f) Now create the link between the **J F Kennedy** Table of Contents entry and its heading. To do this:
   i) Click anywhere within the text **J F Kennedy** in the Table of Contents.
   ii) Within the **Document Structure Navigator** at the bottom of the Document Window click on the `<li>` tag to select the list item within the Table of Contents.
   iii) Without clicking anywhere else, scroll down the page so that you can see the Anchor to the left to the heading **J F Kennedy**.
   iv) 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 #JFK.
   v) Now (and only now!) release the mouse button to create the link.
   vi) Save the page by pressing [Ctrl]+[S].

(g) Similarly create the link between the **Who Uses Slogans** Table of Contents entry and its heading. To do this:
   i) Click anywhere within the text **Who Uses Slogans** in the Table of Contents.
   ii) Within the **Document Structure Navigator** at the bottom of the Document Window click on the `<li>` tag to select the list item within the Table of Contents.
   iii) Without clicking anywhere else, scroll down the page so that you can see the Anchor to the left to the heading **Who Uses Slogans**.
   iv) 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 #WhoUses.
   v) Now (and only now!) release the mouse button to create the link.
   vi) Save the page by pressing [Ctrl]+[S].

(h) Finally create the link between the **Most Recognised Slogans?** Table of Contents entry and its heading. To do this:
   i) Click anywhere within the text **Most Recognised Slogans?** in the Table of Contents.
   ii) Within the **Document Structure Navigator** at the bottom of the Document Window click on the `<li>` tag to select the list item within the Table of Contents.
   iii) Without clicking anywhere else, scroll down the page so that you can see the Anchor to the left to the heading **Most Recognised Slogans?**.
   iv) 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 #MostRecognised.
   v) Now (and only now!) release the mouse button to create the link.
   vi) Save the page by pressing [Ctrl]+[S].
2.7 Applying an Unordered List to the Most Recognised Slogans? Text
We will now apply an unordered list to the text below the Most Recognised Slogans? heading so that it appears with bullet points. To do this:

(a) Locate the **Most Recognised Slogans?** heading towards the bottom of the page.
(b) Click within the last item of the list, which is: **The appliance of science - Zanussi**.
(c) Press and hold [Shift], then use the [Cursor-Up] key [↑] to move the insertion point to somewhere in the first item, which reads **Vorsprung durch Technik - Audi**.
(d) Release the [Shift] key.
(e) Then click on the Unordered List button in the Properties panel to change the text into an unordered list.
(f) Save the page again by pressing [Ctrl]+[S].
(g) If you now view the list you will see that it displays with bullet points, which contrasts to the Table Of Contents which does not.
The reason for the difference is because the CSS rule that we created to remove the bullet points from an unordered list only applies to the Class TOC. As we did not apply this Class (name) to the unordered list that we have just created the rule does not apply, and so the bullet points display (however if we were to now apply the Class TOC to this list they would be removed). This therefore gives some indication as to the power that the use of Classes can give us.

2.8 Using Spans
Although HTML has a wealth of general high-level tags such as <H1>, <BODY> and so on, it lacks more specific descriptors such as <BOOK-TITLE>, <SCIENTIFIC-NAME>, and so on. For every such region in the document for which no more appropriate HTML tag already exists, we use the generic <SPAN> tag which we then customise by defining each instance to be a member of a specific CLASS. Whilst HTML tags are all pre-defined and new ones cannot be created by the document author, classes such as "Book-title", "Scientific-name", etc., are exactly the opposite: there are no pre-defined classes, and it is the document author’s responsibility to create and use classes which are relevant and appropriate to the document.

We will investigate this by applying a span to each of the three occurrences of the word **slogan** (which is the topic of the page) and give it the Class (name) topic. We will later see that by so doing, we have provided exactly the information which will be needed to allow us to change the appearance of topic using the mechanism of cascading style sheets (CSS).

2.8.1 Creating the First Spanned Region

(a) Select the first occurrence of the word **slogan**, which is in the first line below the **Introduction** heading by clicking and dragging across it.
(b) We need to display the Tag editor, so press [Ctrl]+[T] to display this.
(c) Wait for the drop-down list to display and then begin typing the name of the tag that you wish to apply, which in this case is: **span** You should notice that once sufficient characters have been entered the drop-down list displays the name of the tag that we require.
(d) Once the **span** option is highlighted in the list select it by pressing [Enter].
(e) We now need to give this spanned region a Class, or name, which we can use later to apply a style. To begin this process press [Space].
A drop-down list displays, with the class option selected, so accept this by pressing [Enter]. The tag will now display as: `<span class="">` with the insertion point located within the two double quotes.

Ensure that the insertion point is still positioned within the double quotes and then enter the Class name that you wish to use. This should be short and meaningful and not contain any spaces. In this case we are dealing with page’s topic, so enter the name: topic

The Tag editor should now display: `<span class="topic">`

To complete the setting up of this Span press [Enter].

Finally, we will view the markup within our web page in order to see the changes that we have just made. To do this change to Code view by clicking on the Code button towards the left of the toolbar.

You should notice that the selected text (slogan) is now shown with the <span> (on) and </span> (off) tags that we have just inserted positioned around it: `<span class="topic">slogan</span>`

Change back to Design view by clicking on the Design view button towards the left of the toolbar.

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

2.8.2 Creating the Second Spanned Region

Select the next occurrence of the word slogan, which is within the first line below the Who Uses Slogans heading by clicking and dragging across it. **Note:** we will be including only the word slogan, and not slogans.

We need to display the Tag editor, so press [Ctrl]+[T] to display this.

Wait for the drop-down list to display and then begin typing the name of the tag that you wish to apply, which in this case is: span. You should notice that once sufficient characters have been entered the drop-down list displays the name of the tag that we require.

Once the span option is highlighted in the list select it by pressing [Enter].

We now need to give this spanned region a Class, or name, which we can use later to apply a style. To begin this process press [Space].

A drop-down list displays, with the class option selected, so accept this by pressing [Enter]. The tag will now display as: `<span class="">` with the insertion point located within the two double quotes.

Ensure that the insertion point is still positioned within the double quotes and then enter the Class name that you wish to use. This should be short and meaningful and not contain any spaces. In this case we are dealing with page’s topic, so enter the name: topic

The Tag editor should now display: `<span class="topic">`

To complete the setting up of this Span press [Enter].
2.8.3 Creating the Third Spanned Region

(a) Select the third occurrence of the word **slogan**, which is the last word of the first paragraph below the **Who Uses Slogans** heading by clicking and dragging across it.

(b) We need to display the Tag editor, so press **[Ctrl] + [T]** to display this.

(c) Wait for the drop-down list to display and then begin typing the name of the tag that you wish to apply, which in this case is: **span** You should notice that once sufficient characters have been entered the drop-down list displays the name of the tag that we require.

(d) Once the **span** option **is** highlighted in the list select it by pressing **[Enter]**.

(e) We now need to give this spanned region a Class, or name, which we can use later to apply a style. To begin this process press **[Space]**.

(f) A drop-down list displays, with the **class** option selected, so accept this by pressing **[Enter]**. The tag will now display as: `<span class=““>` with the insertion point located within the two double quotes.

(g) Ensure that the insertion point is still positioned within the double quotes and then enter the Class name that you wish to use. This should be short and meaningful and not contain any spaces. In this case we are dealing with page’s topic, so enter the name: **topic**

(h) The Tag editor should now display: `<span class=“topic”>`

(i) To complete the setting up of this Span press **[Enter]**.

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

2.8.4 Creating a CSS Rule to Affect the Class Topic

We will now create a Cascading Style Sheet (CSS) Rule to apply a yellow font colour to the **topic** Class. This will mean that all (3) spanned regions to which the **topic** Class has been applied will display in yellow.

To do this:

(a) If necessary 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.

(b) Ensure that the **CSS Styles** tab is selected.

(c) Similarly, ensure that the **All** tab is selected.

(d) 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.

(e) We need to make a custom style for this Class. Therefore in the **Selector Type:** panel ensure that the **Class (can apply to any tag)** option button contains a check mark. If it does not, click within it to insert one.
(f) If it is not already entered, in the **Name:** panel enter the name of the Class to which you wish to apply this style. In this case it is the topic Class, and so enter: **topic**

**Note:** the Name must begin with a period (full stop), which Dreamweaver will automatically enter.

(g) As we want this Cascading Style Sheet to apply only to the Web page we are currently working on click on the **This Document Only** option button in the **Define in:** panel so that it displays a check mark.

(h) Click on **OK** to close the **New Style** dialogue box and display the **CSS Rule definition for .topic** dialogue box.

(i) We want to format how the text within this Class appears, so ensure that the **Type** option is selected in the **Category** panel on the left of the dialogue box.

(j) 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 **yellow** colour.

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

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

(m) If you now view your web page you should see that all the slogan entries (topics) are displayed in yellow.

### 2.8.5 Editing a CSS Rule

You may consider that the choice of yellow for our topic Class was not the best as it will probably be difficult to see for many of our readers. Therefore in order to investigate how an existing CSS Rule can be edited we will now modify the Rule we created to make the topic Class appear with yellow text. In this case we will change it to make the text appear in red, or another colour of your choice.

To do this:

(a) Click on the **.topic** CSS Rule from the list that displays in the **CSS Styles** window to select it.

(b) Click on the **Edit Style** button at the bottom of the **CSS Styles** window to display the **CSS Rule definition for .topic** dialogue box.

(c) As we want to change how the text within this Class appears, ensure that the **Type** option is selected in the **Category** panel on the left of the dialogue box.
(d) 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 colour.

(e) We do not need to make any further changes so click on **OK** to close the **CSS Rule definition for .topic** dialogue box.

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

(g) If you now view your web page you should see that all the slogan entries (topic) now display in red. This illustrates how the use of spanned areas within your web pages can improve their flexibility and, probably, maintenance overhead.

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

2.9 Creating a Header Area

We have just examined how to use Spans, which may be considered to go across the page, to affect the appearance of some specific text.

Another markup option is the Div tag, which enables a page to be divided up. We will examine its use by creating a header, or banner, area at the top of our page. We will also associate a Class with it so that we can then apply a CSS rule to display a background colour to this area (Div) whilst leaving the rest of the page unaffected.

**2.9.1 Inserting the DIV Markup**

We will now insert the Div tag, which in this case will be used to display the header area of our web page, and will display across the full width of the page.

To do this:

(a) Click at the very top left of the page to ensure that the insertion point is located there.

(b) Click on **Insert.**

(c) Select **Layout Objects.**

(d) Click on **Div Tag** to display the **Insert Div Tag** dialogue box.

(e) Ensure that the **Insert:** panel displays **At insertion point.** If it does not, click on the down-arrow to the right of the panel and select this from the list that displays.

(f) In the **Class:** panel enter the name that you wish to associate with this Div tag. As we are inserting the Div tag that will be used to display our header information enter: *header*

(g) Click on **OK** to insert the Div tag and close the dialogue box.

(h) Save the page by pressing [Ctrl]+[S].
2.9.2 Entering Text Into the Header
We will now enter some text into the header area that we have just created. To do this:

(a) Ensure that the text **Content for class “header” Goes Here** is selected. If it is not select it by clicking and dragging across it or by triple-clicking on it.

(b) Now enter the main header text, which is: **Slogans**

(c) Press [Enter] to create a new paragraph.

(d) Now enter the subheading, which is: **or, I am a Doughnut**

(e) As the Slogan heading is the page’s main heading it should appear using the Heading 1 (H1) markup. To do this:
    i) Click anywhere within the **Slogans** heading.
    ii) We need to apply the H1 markup, so press [Ctrl]+[1] on your keyboard.

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

(g) Similarly, the **or, I am a Doughnut** text is also a heading, so we will mark it up to use the Heading 2 (H2) markup. To do this:
    i) Click anywhere within the **or, I am a Doughnut** text.
    ii) We need to apply the H2 markup, so press [Ctrl]+[2] on your keyboard.

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

2.9.3 Creating a CSS Rule to Affect the Class header
We will now create a Cascading Style Sheet (CSS) Rule to apply a background colour to the header Class. Because we are associating this rule to the header Class it will change only the background colour of the header area that we have just created, rather than the whole page as we did in the IS622 session.

To do this:

(a) If necessary 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.

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

(c) Similarly, ensure that the All tab is selected.

(d) 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.

(e) We need to make a custom style for this Class. Therefore in the Selector Type: panel ensure that the **Class (can apply to any tag)** option button contains a check mark. If it does not, click within it to insert one.

(f) If it is not already entered, in the Name: panel enter the name of the Class to which you wish to apply this style. In this case it is the header Class, and so enter: **header**

**Note:** the Name must begin with a period (full stop), which Dreamweaver will automatically enter.
(g) As we want this Cascading Style Sheet to apply only to the Web page we are currently working on click on the This Document Only option button in the Define in: panel so that it displays a check mark.

(h) Click on OK to close the New Style dialogue box and display the CSS Rule definition for .header dialogue box.

(i) We want to format how the background appears within this Class, so ensure that the Background option is selected in the Category panel on the left of the dialogue box.

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

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

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

(m) If you now view your web page you should see that the background of the header area now displays with the colour you selected.

2.9.4 Editing the .header CSS Rule
You may consider that your header would look better if it did not extend across the full width of the page.

To explore this we will now edit the CSS rule we have just created, in this case to reduce its width and centre it across the page. To do this:

(a) Click on the .header CSS Rule from the list that displays in the CSS Styles window to select it.

(b) Click on the Edit Style button at the bottom of the CSS Styles window to display the CSS Rule definition for .header dialogue box.

(c) As we want to affect the header area click on the Box option in the Category panel on the left of the dialogue box.

(d) To reduce the header's width click in the Width: panel and enter an appropriate value, in this case 90.

(e) As this is a percentage we wish to set, click on the down-arrow in the panel immediately to the right of the Width: panel and select % from the list that displays.
We now need to set the margins so the header is centred across the page. To do this:

i) Under the **Margin** heading on the right click on the **Same for all** option box so that a tick mark appears within it.

ii) Now, click on the down-arrow to the right of the **Top:** panel below the **Margin** heading and select **auto**.

To see the effect of these changes click on **Apply** and view how your header now appears.

One further change that you may wish to make is to centre the actual headings across the header. To do this:

i) Click on the **Block** option in the **Category** panel on the left of the dialogue box.

ii) Click on the down-arrow to the right of the **Text align:** panel in the centre of the dialogue box and select **center**.

iii) Click on **Apply** to view the effect on your header.

iv) If you wish to keep the change click on **OK** to close the **CSS Rule definition for .header** dialogue box.

To undo the last change click on the down-arrow to the right of the **Text align:** panel in the centre of the dialogue box and select **left**, then click on **OK** to close the **CSS Rule definition for .header** dialogue box.

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

### 2.10 Using the Rollover Image Facility

We will now insert an image into our new web page and use the Rollover Image facility to display a different image when the viewer points to it. In this case we will use two views of Founder’s clock tower.

To do this:

(a) Position the insertion point at the very bottom of your page.

(b) Click on **Insert**.

(c) Select **Image Objects**.

(d) Select **Rollover Image** to display the **Insert Rollover Image** dialogue box.

(e) To begin inserting the thumbnail image click on the **Browse** button to the right of the **Original image:** panel to display the **Original Image:** dialogue box.
The image that we are going to use is saved in the IS623 folder. To access this subfolder:

i) Click on the Up One Level button to display the folder with the four letters of your username in the Look in: panel.

ii) Similarly, click on the Up One Level button again to display Personal.rhul.ac.uk in the Save in: panel.

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

iv) Then in the list of folders and files locate the Training folder and double-click on it to select and open it.

v) Similarly, in the list of folders and files locate the IS623 folder and double-click on it to select and open it.

It is the clocktower.jpg image that we need to use here, so click on this file to display a preview in the Image preview panel on the right of the dialogue box.

To accept this file click on OK to return to the Insert Rollover Image dialogue box.

We now need to set up the rollover image, so click on the button to the right of the Rollover image: panel to display the Rollover Image: dialogue box.

The image that we are going to use is saved in the IS623 folder. If this is not displayed in the Look in: panel:

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.

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

vi) Then in the list of folders and files locate the Training folder and double-click on it to select and open it.

vii) Similarly, in the list of folders and files locate the IS623 folder and double-click on it to select and open it.

It is the clocktower2.jpg image that we need to use here, so click on this file to display a preview in the Image preview panel on the right of the dialogue box.

To accept this file click on OK to return to the Insert Rollover Image dialogue box.

We now need to enter the Alt text for this image. To do this:

i) Click within the Alternate text: panel to obtain an insertion point.

ii) Now enter the descriptive text you want to use for this image. In this case we will enter the text: Image of Royal Holloway’s Clock Tower
This dialogue box also offers the facility to make the image to act as a hyperlink, so that, for example, when you click on the image (rather than point to it to roll over the image) another web page opens.

We will demonstrate this by linking the image to the Royal Holloway home page. To do this:

i) Click within the When clicked, Go to URL: panel to obtain an insertion point and then enter the full and complete URL for the web page you wish to display. In this case enter: http://www.rhul.ac.uk/

Finally, click on OK to close the Insert Rollover Image dialogue box.

Note: the rollover effect will only work in a browser.

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

2.11 Checking your Web Page’s HTML
We have now completed the creation of our web page and so we will now 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].

2.12 Viewing the Page in Internet Explorer
Now view the page in Internet Explorer again so that we can make final checks on the page.

To do this:

(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 displays, questioning whether you wish to save any dependent files click on No.

Note: an alternative, and quicker, method of Putting a file onto the Remote site (server) is by using the short-cut option: [Ctrl]+[Shift]+[u].

(d) We now need to start up Internet Explorer and then open the web page we are working on. To do this:

i) Click on .

ii) Click on Internet Explorer.
iii) In the URL panel, located at the top of the window, modify the Royal Holloway URL by clicking and dragging across it to select it, and then overtype it with: \( \text{http://personal.rhul.ac.uk} / \)

iv) Ensure that the insertion point is at the right-hand end of the URL.

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

vi) Similarly, enter the **three numbers** of your username followed by a forward slash \([]\).

vii) Finally, enter the file name for the web page, which in this case is: **Slogans.html**

viii) As an example, the URL panel should now display:

\( \text{http://personal.rhul.ac.uk/znma/666/slogans.html} \)

ix) Finally press \([\text{Enter}]\). Provided that you have entered the URL correctly, your web page should open.

x) View your web page and test the links to ensure everything appears correctly.

### 2.13 Checking the Web Page’s HTML Markup

We will now check the HTML Markup of this Web page. To do this we will modify the web page’s URL as we did in the previous session:

(a) We need to modify the URL for our page in the URL panel, so click at the beginning of our web page’s URL, i.e. to the left of the text \( \text{http://} \) to obtain an insertion point.

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

(c) As an example the URL panel should now display:

\( \text{http://validator.w3.org/check?uri=http://personal.rhul.ac.uk/znma/666/slogans.html} \)

(d) Press \([\text{Enter}]\). 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 \( \text{File} \) to return to your Web page.

### 2.14 Viewing the Page in Firefox

It is generally considered good practice to view your web pages in more than one browser in order to help ensure that as many people as possible can see your page. Therefore we will now view our page in Firefox, which is probably the second most commonly used browser.

To do this

(a) We need to copy the URL in Internet Explorer’s URL panel so that we can paste it into Firefox. To do this:

i) Ensure that you are viewing your web page in Internet Explorer.

ii) Click and drag across the URL for your web page in the URL panel.

**Note:** if the URL that displays includes the W3C validator URL ensure that only the URL for your actual web page is selected, e.g.

\( \text{http://personal.rhul.ac.uk/znma/666/slogans.html} \)

iii) Press \([\text{Ctrl}]+[\text{C}]\) to Copy the URL to the Clipboard.
(b) We now need to open Firefox. To do this:
   i) Click on Firefox.
   ii) Click on Firefox.

(c) Now paste the URL for your web page into the URL in Firefox. To do this:
   i) Click and drag across the existing URL in the URL panel within the toolbar at the top of the window.
   ii) Press [Ctrl]+[v] to Paste the URL into the panel.
   iii) Press [Enter] to display your web page.

(d) View your web page to ensure that it looks OK.
(e) When you have finished return to Dreamweaver by clicking on its button on the Taskbar.

2.15 Displaying a Movie from YouTube
We will now examine the process of attaching a YouTube movie into your web page. In this case we will attach one of J F Kennedy making his “I am a Berliner” (I am a doughnut) speech. To do this:
   (a) Position the insertion point at the end of the paragraph under the J F Kennedy heading (after doughnut!) and then press [Enter] to create a new paragraph.
   (b) Return to Internet Explorer by clicking on its button on the Taskbar.
   (c) Display YouTube by entering the following URL into the URL panel at the top of the window:
      http://uk.youtube.com/
   (d) Press [Enter] to display the page.
   (e) We now need to locate the movie. To do this:
      i) In the search panel at the top of the window enter: jfk I am a berliner
      ii) Click on Search to run the search.
      iii) When the results display locate the option with the heading Kennedy - I am a Berliner - Ich Bin Ein Berliner with a black and white image.
   (f) Display the move by clicking on the black and white image.
   (g) We now need to copy the movie’s HTML Markup. To do this:
      i) Click on Share which is located immediately below the movie.
      ii) Click on Share which is located to the left and below the Share button to display a panel containing the HTML markup.
iii) Click within this panel and then copy the markup by right-clicking and selecting **Copy**.

(h) To stop the movie running click on Internet Explorer’s Back button.

(i) Return to your web page in Dreamweaver by clicking on its button on the Taskbar.

(j) Ensure the insertion point is immediately above the **Who Uses Slogans** heading.

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

(l) Ensure that the insertion point is between an opening P tag (<p>) and closing P tag (</p>).

(m) Paste in the markup that you copied from the YouTube page by pressing `[Ctrl]+[v]`.

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

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

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2.15.1 **Viewing the Modified Page**

(a) We will now view our modified page, so click on the File management button at the top of the Document window and select **Put**.

(b) If the **Dependent Files** dialogue box displays, questioning whether you wish to save any dependent files click on **No**.

(c) Return to Internet Explorer by clicking on its button on the Taskbar.

(d) Display your slogans.html page by clicking on the down-arrow to the right of the URL panel and selecting the URL for your actual web page, e.g. [http://personal.rhul.ac.uk/znma/666/slogans.html](http://personal.rhul.ac.uk/znma/666/slogans.html)

(e) If the updated version of your web page complete with the JFK movie does not display click on Internet Explorer’s Refresh button to the right of its URL panel.

(f) View your web page and activate the movie if you wish.

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2.16 **Re-Checking the Web Page’s HTML Markup**

We will now re-check the HTML Markup of this Web page. To do this:

(a) Click on the down-arrow to the right of the URL panel.

(b) Select the URL for your page that is prefixed with the validator address, e.g. [http://validator.w3.org/check?uri=http://personal.rhul.ac.uk/znma/666/slogans.html](http://validator.w3.org/check?uri=http://personal.rhul.ac.uk/znma/666/slogans.html)
(c) 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.

(d) To ensure that the updated version of your web page has been checked click on Internet Explorer’s Refresh button to the right of its URL panel.

(e) It is likely that it notes at least one problem area with the markup of our Web page, which in this case we will not attempt to resolve.

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

2.17 Checking In the Files
With the web page completed, we can now Check In our finished document, and so remove the tick mark indicating that we are working on it from the file name. 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 Check In.

(d) If the Dependent Files dialogue box displays, questioning whether you wish to save any dependent files click on No.  

   **Note:** an alternative, and quicker, method of checking-in a file is by using the short-cut option: 

   | Ctrl | Alt | Shift | u |

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

2.18 Closing Internet Explorer, Firefox and Dreamweaver

(a) Close Dreamweaver by clicking on its Close button.

(b) Close Internet Explorer by clicking on its Close button.

(c) Also close Firefox by clicking on its Close button.
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\n
(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\n
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.