



2017 release

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# Adobe® Dreamweaver® CC

The Professional Portfolio

**AGAINST THE CLOCK**  
mastering graphic technology



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The image on the cover shows a spiral staircase going up with blue tiled wall in France.  
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**AGAINST THE CLOCK**  
mastering graphic technology

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# Acknowledgements

## ABOUT AGAINST THE CLOCK

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Against The Clock, long recognized as one of the nation's leaders in courseware development, has been publishing high-quality educational materials for the graphic and computer arts industries since 1990. The company has developed a solid and widely-respected approach to teaching people how to effectively use graphics applications, while maintaining a disciplined approach to real-world problems.

Having developed the *Against The Clock* and the *Essentials for Design* series with Prentice Hall/Pearson Education, ATC drew from years of professional experience and instructor feedback to develop *The Professional Portfolio Series*, focusing on the Adobe Creative Suite. These books feature step-by-step explanations, detailed foundational information, and advice and tips from industry professionals that offer practical solutions to technical issues.

Against The Clock works closely with all major software developers to create learning solutions that fulfill both the requirements of instructors and the needs of students. Thousands of graphic arts professionals — designers, illustrators, imaging specialists, prepress experts, and production managers — began their educations with Against The Clock training books. These professionals studied at Baker College, Nossi College of Art, Virginia Tech, Appalachian State University, Keiser College, University of South Carolina, Gress Graphic Arts Institute, Kean University, Southern Polytechnic State University, Brenau University, and many other educational institutions.

## ABOUT THE AUTHOR

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**Erika Kendra** holds a BA in History and a BA in English Literature from the University of Pittsburgh. She began her career in the graphic communications industry as an editor at Graphic Arts Technical Foundation before moving to Los Angeles in 2000. Erika is the author or co-author of more than thirty books about Adobe graphic design software. She has also written several books about graphic design concepts such as color reproduction and preflighting, and dozens of articles for industry online and print journals. Working with Against The Clock for more than fifteen years, Erika was a key partner in developing *The Professional Portfolio Series* of software training books.

## CONTRIBUTING AUTHORS, ARTISTS, AND EDITORS

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- **Chris Barnes**, Wilson Community College
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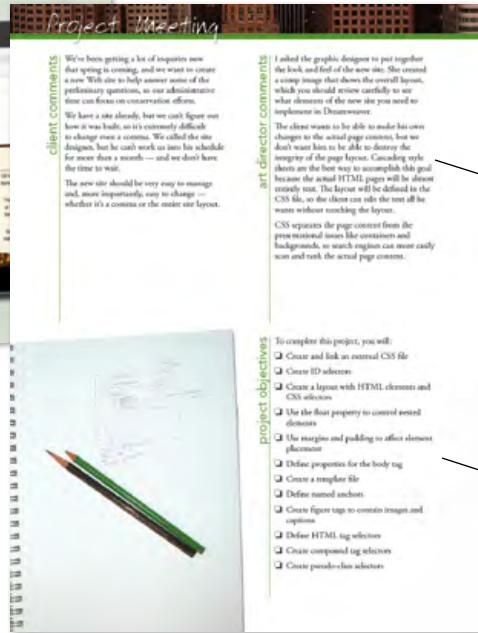
Finally, thanks to **Angelina Kendra**, editor, and **Liz Bleau**, copy editor, for making sure that we all said what we meant to say.

# Walk-Through



## Project Goals

Each project begins with a clear description of the overall concepts that are explained in the project; these goals closely match the different "stages" of the project workflow.

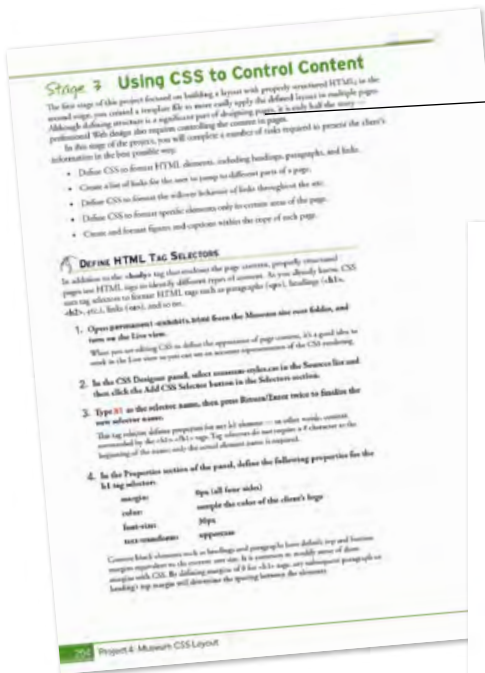


## The Project Meeting

Each project includes the client's initial comments, which provide valuable information about the job. The Project Art Director, a vital part of any design workflow, also provides fundamental advice and production requirements.

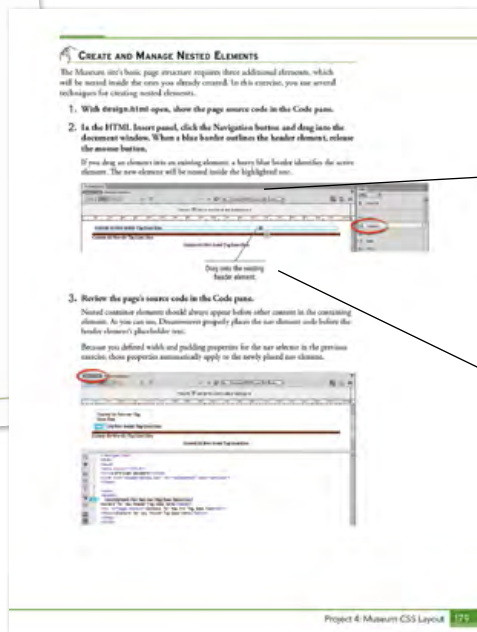
## Project Objectives

Each Project Meeting includes a summary of the specific skills required to complete the project.



## Real-World Workflow

Projects are broken into logical lessons or "stages" of the workflow. Brief introductions at the beginning of each stage provide vital foundational material required to complete the task.



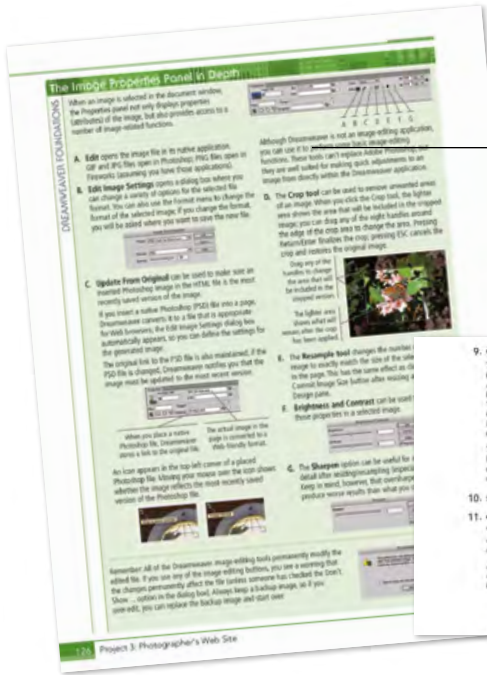
## Step-By-Step Exercises

Every stage of the workflow is broken into multiple hands-on, step-by-step exercises.

## Visual Explanations

Whenever possible, screen shots are annotated so that you can quickly identify important information.

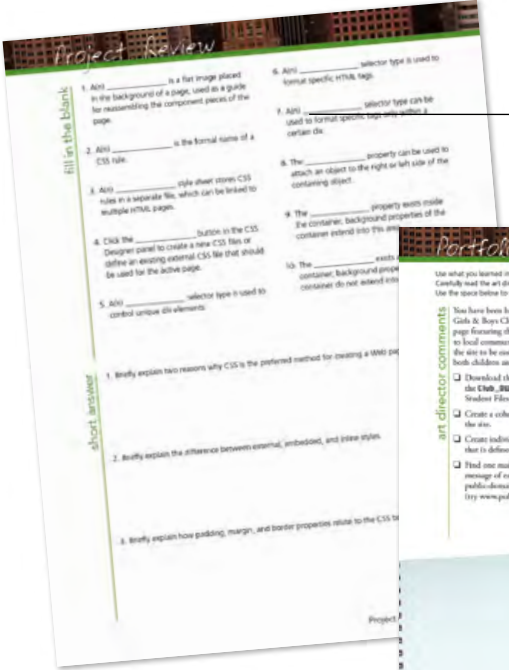




**Dreamweaver Foundations**  
Additional functionality, related tools, and underlying graphic design concepts are included throughout the book.



**Advice and Warnings**  
Where appropriate, sidebars provide shortcuts, warnings, or tips about the topic at hand.



**Project Review**  
After completing each project, you can complete these fill-in-the-blank and short-answer questions to test your understanding of the concepts in the project.



**Portfolio Builder Projects**  
Each step-by-step project is accompanied by a freeform project, allowing you to practice skills and creativity, resulting in an extensive and diverse portfolio of work.



**Visual Summary**  
Using an annotated version of the finished project, you can quickly identify the skills used to complete different aspects of the job.

# Projects at a Glance

The *Against The Clock Portfolio Series* teaches graphic design software tools and techniques entirely within the framework of real-world projects; we introduce and explain skills where they would naturally fall into a real project workflow. For example, rather than including an entire chapter about site management, we teach site management where you naturally need to do so — when you begin building a new site in each project.

The project-based approach in the *Portfolio Series* allows you to get in depth with the software beginning in Project 1 — you don't have to read several chapters of introductory material before you can start creating finished artwork.

The *Portfolio Series* project-based approach also prevents “topic tedium” — in other words, we don't require you to read pages and pages of information about marking up text (for example); instead, we explain text-related mark-up as part of a larger project (in this case, as part of a digital book chapter).

Clear, easy-to-read, step-by-step instructions walk you through every phase of each job, from creating a new file to saving the finished piece. Wherever logical, we also offer practical advice and tips about underlying concepts and graphic design practices that will be important as you enter the job market.

The projects in this book reflect a range of different types of Dreamweaver jobs, from organizing a client's site and links to developing a functional site template to building a dynamic site. When you finish the eight projects in this book (and the accompanying Portfolio Builder exercises), you will have a substantial body of work that should impress any potential employer.

The eight Dreamweaver projects are described briefly here; more detail is provided in the full table of contents (beginning on Page viii).

## project 1

### Bistro Site Organization

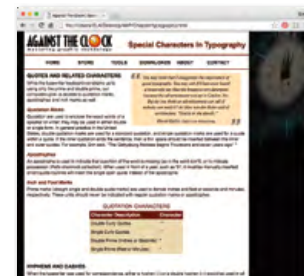
- ❑ Exploring Site Structure
- ❑ Organizing the Site Navigation
- ❑ Naming and Titling Documents



## project 2

### Digital Book Chapter

- ❑ Preparing the Workspace
- ❑ Working with Semantic Markup
- ❑ Working with Special Characters
- ❑ Creating Lists
- ❑ Attaching an External CSS File



## project 3

### Photographer's Web Site

- ❑ Placing Static Foreground Images
- ❑ Extracting Photoshop Assets

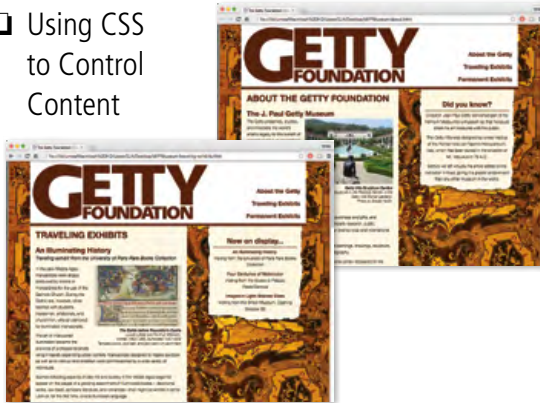




project 4

## Museum CSS Layout

- ❑ Creating Layouts with Style Sheets
- ❑ Working with a Template
- ❑ Using CSS to Control Content



project 7

## Vintage Car JavaScript Site

- ❑ Using JavaScript Behaviors
- ❑ Adding jQuery UI Elements



project 5

## Cupcake Bakery CSS Site

- ❑ Working with Classes
- ❑ Creating Online Forms



project 8

## Bootstrap Responsive Page

- ❑ Working with Bootstrap
- ❑ Creating CSS3 Transitions



project 6

## Kayaking CSS3 Site

- ❑ Working with CSS3 Selectors
- ❑ Working with Web Fonts
- ❑ Adding Video in HTML5
- ❑ Creating a CSS3 Image Gallery



*Our goal in this book is to familiarize you with the Dreamweaver tool set, so you can be more productive and more marketable in your career as a graphic designer.*

*It is important to keep in mind that Dreamweaver is an extremely versatile and powerful application. The sheer volume of available panels, options, and features can seem intimidating when you first look at the software interface. Most of these tools, however, are fairly simple to use with a bit of background information and a little practice.*

*Wherever necessary, we explain the underlying concepts and terms that are required for understanding the software. We're confident that these projects provide the practice you need to be able to create sophisticated artwork by the end of the very first project.*

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# Getting Started

## PREREQUISITES

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*The Professional Portfolio Series* is based on the assumption that you have a basic understanding of how to use your computer. You should know how to use your mouse to point and click, as well as how to drag items around the screen. You should be able to resize and arrange windows on your desktop to maximize your available space. You should know how to access drop-down menus, and understand how check boxes and radio buttons work. It also doesn't hurt to have a good understanding of how your operating system organizes files and folders, and how to navigate your way around them. If you're familiar with these fundamental skills, then you know all that's necessary to use the Portfolio Series.

## RESOURCE FILES

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All of the files you need to complete the projects in this book — except, of course, the Dreamweaver application files — are on the Student Files Web page at [againsttheclock.com](http://againsttheclock.com). See the inside back cover of this book for access information.

Each archive (ZIP) file is named according to the related project (e.g., **Cars\_DWCC17\_RF.zip**). At the beginning of each project, you must download the archive file for that project and expand that archive to access the resource files that you need to complete the exercises. Detailed instructions for this process are included in the Interface chapter.

Files required for the related Portfolio Builder exercises at the end of each project are also available on the Student Files page; these archives are also named by project (e.g., **Flowers\_DWCC17\_PB.zip**).

## SOFTWARE VERSIONS

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This book was written and tested using the 2017 release of Adobe Dreamweaver CC software (Build 9315). You can find the version and build number in the Splash Screen that appears while your application is launching, or by choosing About Dreamweaver in the Dreamweaver CC/Help menu.

Because Adobe has announced periodic upgrades rather than releasing new full versions, some features and functionality might have changed since publication. Please check the Errata section of the *Against The Clock* Web site for any significant issues that might have arisen from these periodic upgrades.

## SYSTEM REQUIREMENTS

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*The Professional Portfolio Series* was designed to work on both Macintosh or Windows computers; where differences exist from one platform to another, we include specific instructions relative to each platform. One issue that remains different from Macintosh to Windows is the use of different modifier keys (Control, Shift, etc.) to accomplish a task. When we present key commands, we always follow the same Macintosh/Windows format — Macintosh keys are listed first, then a slash, followed by the Windows keys.



# The Dreamweaver CC User Interface

Typical Dreamweaver work ranges from static HTML pages with hyperlinks to complex, dynamic, database-driven sites, where pages are generated on-the-fly based on individual user requests. Mastering the tools and techniques of the application can significantly improve your potential career options. Our goal in this book is to teach you how to use the available tools to create different types of work that you might encounter in your professional career.

The basic exercises in this introduction are designed to let you explore the Dreamweaver user interface. Whether you are new to the application or upgrading from a previous version, we recommend you follow these steps to click around and become familiar with the basic workspace.

## LAUNCHING THE DREAMWEAVER APPLICATION

The first time you launch Dreamweaver, you see a series of setup screens that determine what is included in the initial user interface (UI). In this exercise, we walk you step-by-step through the initial setup process.

### 1. Macintosh users:

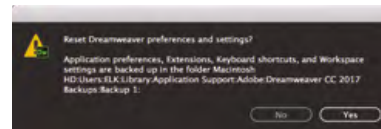
**While holding down the Command-Option-Shift keys, launch Dreamweaver.**

### Windows users:

- **Locate the Dreamweaver application folder on your system (probably C:/Program Files/Adobe/Adobe Dreamweaver [version]).**
- **Press and hold the Control-Shift-Windows keys and double-click Dreamweaver.exe.**

### 2. Click Yes when asked if you want to reset preferences and settings.

Steps 1–2 reset the application to its original “out-of-the-box” state, resulting in Dreamweaver launching as if for the first time.

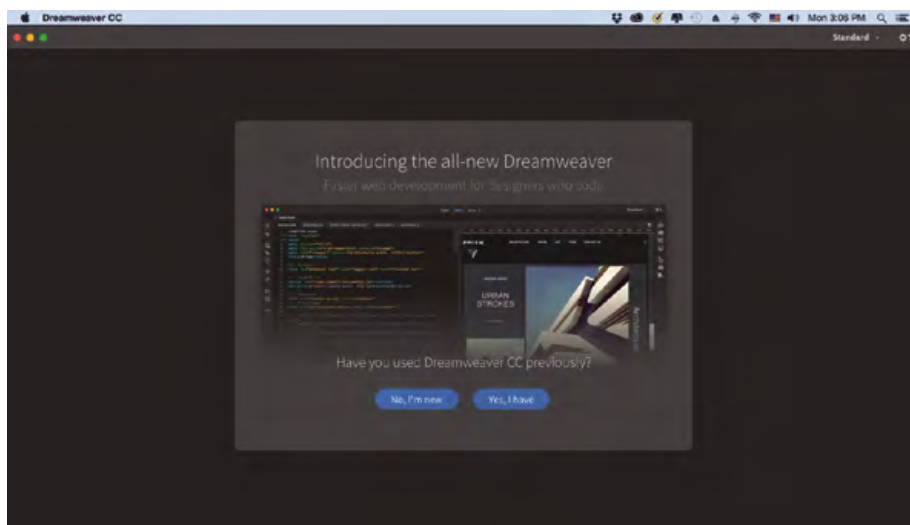


### 3. When you see the setup screen asking if you have used Dreamweaver previously, click the Yes, I Have button.

This book is designed to teach you how to use the software; clicking the “Yes” button allows you to more quickly move on to the exercises in this book.

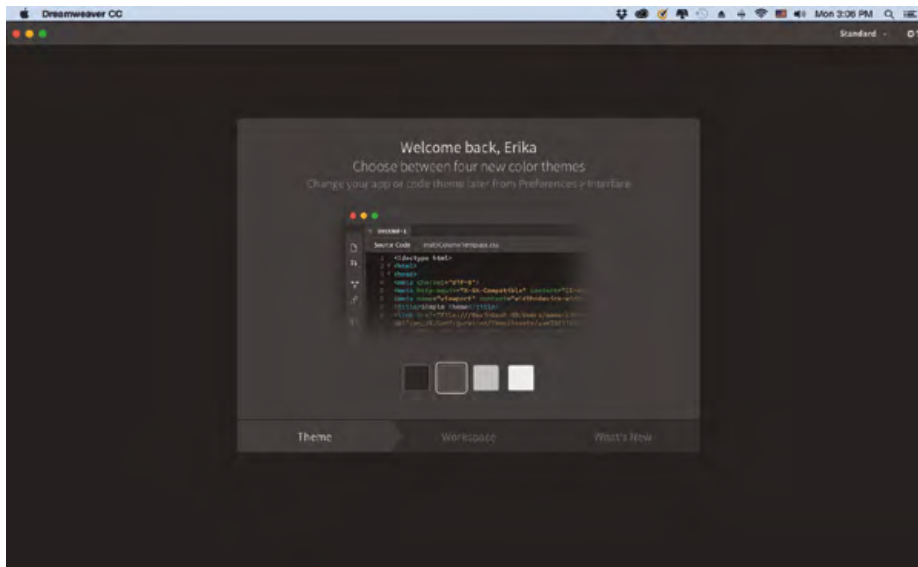
#### Note:

*If you click the No, I'm New button, you will see a series of introductory videos before you can use the software.*



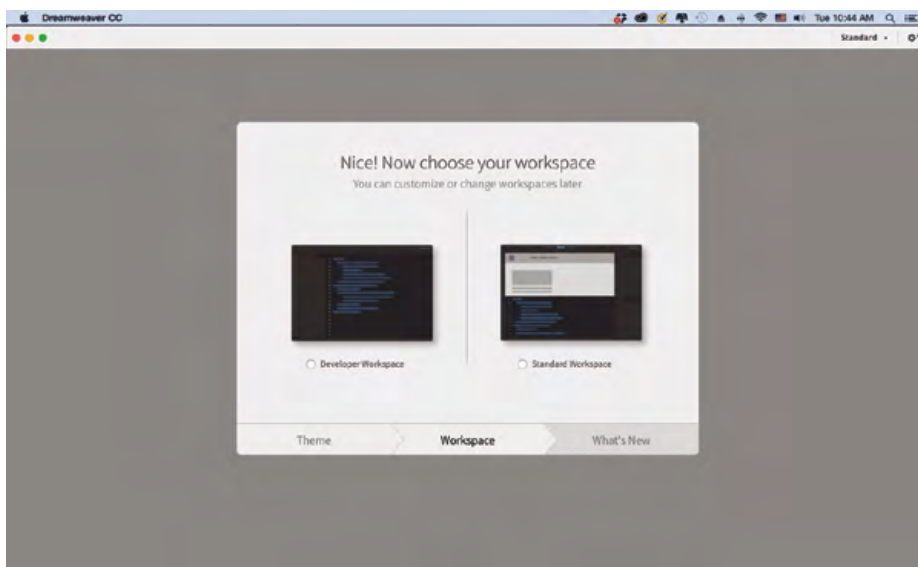
#### 4. In the second setup screen, choose the color theme you prefer.

The color theme defines the basic appearance of your overall workspace, including the darkness or lightness of various panels and panes throughout the application. The screen captures throughout this book use the lightest option because they reproduce better on a printed page. Feel free to use whichever theme you prefer.



#### 5. In the third setup screen, choose the Standard Workspace option.

These options define what you see when you first begin using the application. Regardless of what option you choose here, the workspace is highly customizable; you will learn how to personalize your individual workspace in the next exercise.

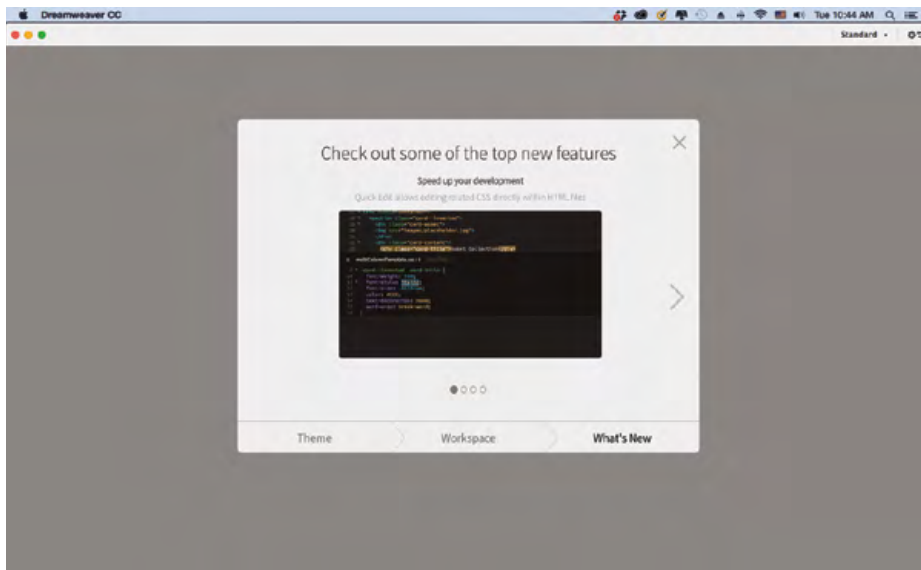


**Note:**

*You can change the color theme of your workspace at any time in the Interface pane of the Preferences dialog box.*

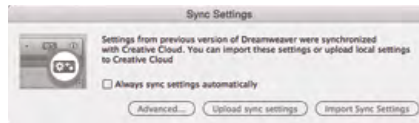
## 6. Click the Close button in the final setup screen to dismiss the setup screen.

You can use the arrow buttons to navigate through the featured new options, or simply close the screen to begin working in Dreamweaver.



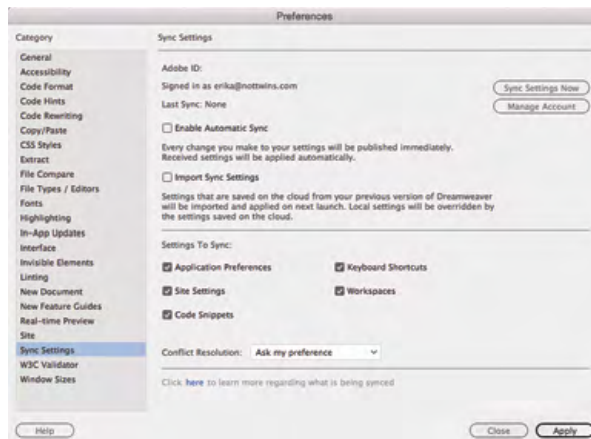
## 7. If you see a message about syncing settings, click the Advanced button.

As part of your individual-user Adobe Creative Cloud membership, you can use the Sync Settings options to share certain custom assets between different computers. This means that you can access those same assets on any computer where you are logged in to your Creative Cloud account.



Clicking the Advanced button in the warning dialog box opens Sync Settings pane of the Preferences dialog box, where you can customize which settings are synced.

If you check the Enable Automatic Sync option, changes to the settings in your desktop application automatically upload to your Creative Cloud account, and changes to your Creative Cloud account are automatically applied whenever you use the application.



## 8. Click Close to dismiss the Preferences dialog box.

## 9. Continue to the next exercise.

### Note:

You must be logged into your Creative Cloud account and connected to the Internet for the sync process to work. You can open the Help menu to verify that you are signed in to your Creative Cloud account.

### Note:

If you do not enable automatic syncing, you can click the Sync Settings button in the top-right corner of the user interface to initiate the sync process at any time.





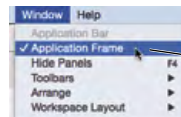
## EXPLORING THE DREAMWEAVER WORKSPACE

After making your initial choices in the setup screens, you will see the default workspace settings defined by Adobe. When you relaunch the application after you or another user has quit, the workspace defaults to the last-used settings — including specific open panels and the position of those panels on your screen.

As you gain experience and familiarity with the software, you will develop personal working styles and preferences. You will also find that different types of jobs often require different but specific sets of tools. In recognition of this wide range of needs, Dreamweaver includes many options for customizing the arrangement of the application's many panels. We designed the following exercise so you can explore various ways of controlling Dreamweaver's panels.

### 1. Macintosh users: Open the Window menu and make sure the Application Frame option is checked (toggled on).

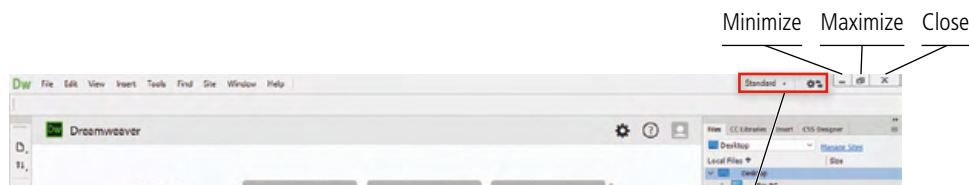
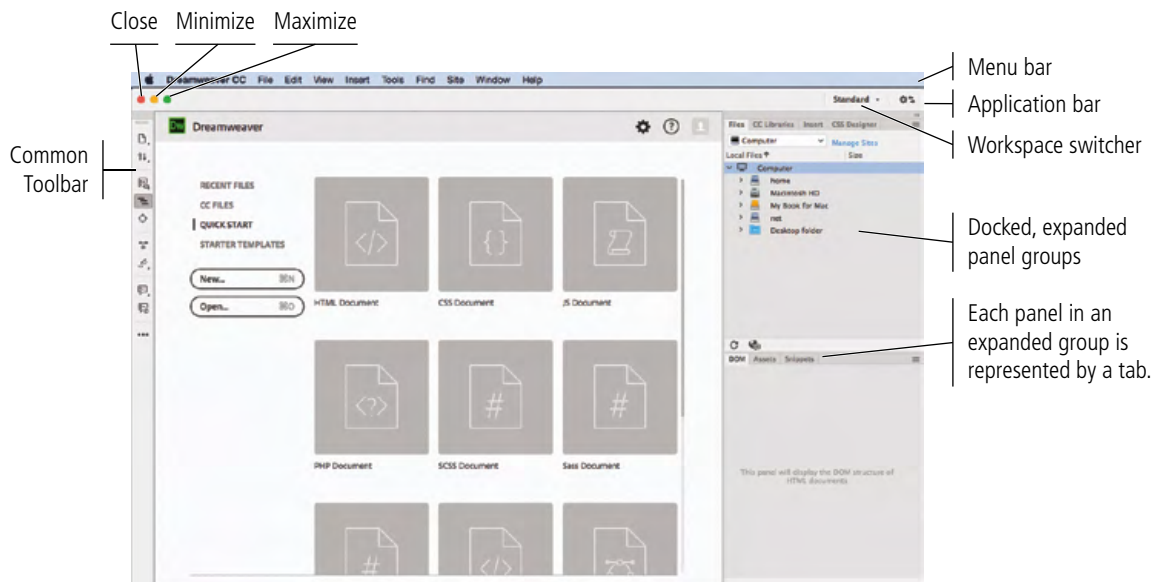
Many menu commands and options in Dreamweaver are **toggles**, which means they are either on or off; when an option is already checked, that option is toggled on (visible or active). You can toggle an active option off by choosing the checked menu command, or toggle an inactive option on by choosing the unchecked menu command.



This option should be checked.

### 2. Review the various elements of the workspace.

Because you chose the Standard workspace in the previous exercise, the default UI includes the Common Toolbar on the left and a set of docked expanded panels on the right side of the workspace.




The Windows Menu bar includes the same options that are available in the Macintosh Application bar.


The general Macintosh and Windows workspaces are virtually identical, with a few primary exceptions:


- On Macintosh, the application's title bar appears below the Menu bar; the Close, Minimize, and Restore buttons appear on the left side of the Application bar, and the Menu bar is not part of the Application frame.  
On Windows, the Close, Minimize, and Restore buttons appear at the right end of the Menu bar, which is part of the overall Application frame.
- Macintosh users have two extra menus (consistent with the Macintosh operating system structure). The Apple menu provides access to system-specific commands. The Dreamweaver menu follows the Macintosh system-standard format for all applications; this menu controls basic application operations such as About, Hide, Preferences, and Quit.
- On Windows, each application is contained within its own frame; all elements of the application — including the Menu bar, panels, and open documents — are contained within the Application frame; you can't turn off the Application frame on the Windows OS. On Macintosh, you can toggle the Application frame off in the Window menu; when the Application frame is not active on Macintosh, you can also toggle the Application bar on and off in the Window menu.


## Understanding the Common Toolbar


The Common Toolbar, which you can toggle on or off in the View>Toolbars submenu, appears by default on the left side of the UI when you use the Standard workspace. It provides easy access a number of useful options. (These options will make more sense as you complete the projects in this book, in which these are explained more clearly in context.)


The Open Documents menu (  ) lists all open files. Choosing a file in this list makes that file active in the document window.


The File Management menu (  ) includes options for managing files that are uploaded on a remote server. You can Get files from or put files onto the server; and check files in or out to view or make changes to files that are being managed in a team setting.


The Live View Options menu (  ) includes a number of options for managing what you see in the document window when the Live view is active.


The Toggle Visual Media Queries Bar button (  ) can be used to show or hide that element, which appears by default at the top of the document window whenever the Live view is active.

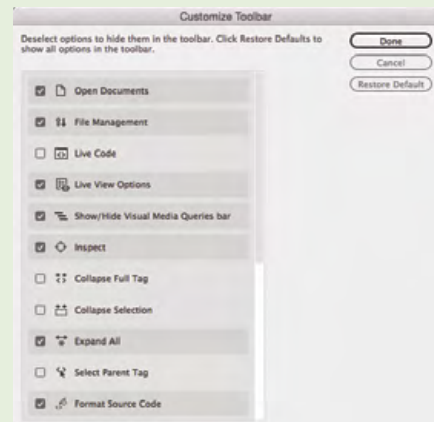
The Expand All button (  ) can be used to expand any code blocks that have been collapsed in the Code pane.

The Format Source Code menu (  ) includes a number of options for formatting code in the Code pane.

The Apply Comment menu (  ) includes several options for adding comments to code in the Code pane.

The Remove Comment button (  ) removes commenting identifiers from the selected code in the Code view.

The Customize Toolbar button (  ) opens a dialog box that you can use add or remove various options from the toolbar. If you make changes, you can always reopen the dialog box and click the Restore Defaults button to reset the toolbar to its original state.



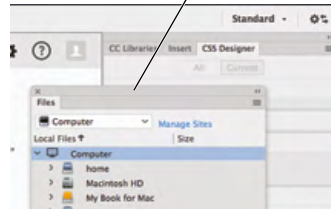
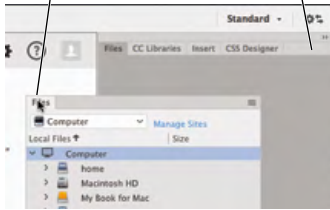
### 3. On the right side of the workspace, click the Files tab in the top docked panel group and drag left, away from the dock.

The area where the default panels are stored is called the **panel dock**. You can move any docked panel (or panel group) away from the dock, so it appears as a separate panel (called a **floating panel**).

Click the panel tab and drag to move a specific panel.

Drag from this area (called the panel **drop zone**) to move an entire panel group.

When you release the mouse button, the dragged panel "floats" separate from the panel dock.



#### Note:

*When we provide an instruction to "click and drag" you should hold down the mouse button while you drag.*

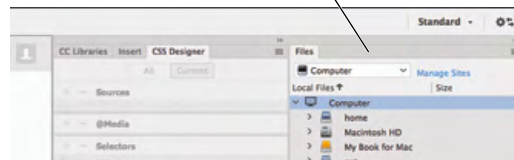
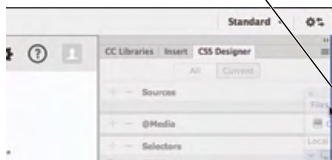
### 4. Click the Files panel tab again and drag back to the dock until a blue line appears to the right of the existing dock column.

You can move panels by dragging their tabs to another position in the dock. To move an entire panel group (including all panels in the group), you can click and drag the panel group's drop zone.

The blue line indicates where the panel or group will appear if you release the mouse button. To add a panel to an existing panel group, drag until the target group's drop zone turns blue.

Drag the Files panel tab until you see a blue line to the right of the existing dock column.

When you release the mouse button, the dragged panel appears to the right of the existing dock column.



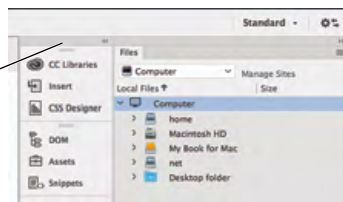
#### Note:

*You don't need to move a panel out of the dock before placing it in a different position within the dock. We included Step 3 to show you how to float panels and panel groups.*

### 5. Double-click the dock title bar above the left dock column panel.

Panels, whether docked or floating, can be collapsed to icons (called **iconic** or **iconized panels**) to save space in the document window. By default, iconized panels appear with the panel name to the right of the icon.

Double-click the title bar over a dock column to toggle between expanded and iconized modes.



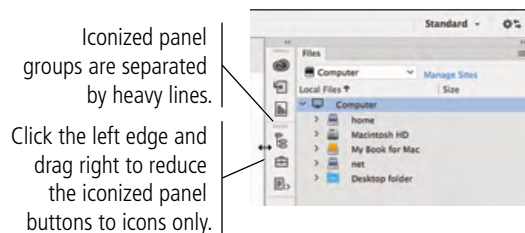
#### Note:

*Each dock column is technically considered a separate dock; it can be expanded or iconized independently of other columns.*



## 6. Click the left edge of the iconized panels and drag right.

When panels are iconized, you can reduce the panel buttons to the icons only. This can be particularly useful once you are more familiar with the application and the icons used to symbolize the various panels.



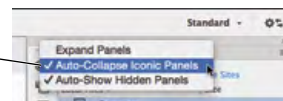
If docked panels are not iconized, you can drag the left edge of the dock column to make it wider or narrower. All panel groups in that column are affected.

You can also drag the line between two panel groups in the same dock column to make panels shorter or higher. When you drag the bottom edge of a docked group, other panels in the same column expand or contract to fit the available space. Some panels, such as the CSS Designer panel, have a smallest-possible size; depending on your monitor size, you might not be able to fully expand another panel in the same dock column if another panel would be smaller than its required minimum height.

## 7. Control/right-click the title bar above the iconized dock column. If the Auto-Collapse Iconic Panels option is not checked, choose that item to toggle on that option.

As we explained in the Getting Started section, when commands are different for the Macintosh and Windows operating systems, we include the different commands in the Macintosh/Windows format. In this case, Macintosh users who do not have right-click mouse capability can press the Control key and click to access the contextual menu. You do not have to press Control *and* right-click to access the menus.

This option should be checked (active).



(If you're using a Macintosh and don't have a mouse with right-click capability, we highly recommend that you purchase one. They're inexpensive, they're available at almost any retail store, and they save significant amounts of time accessing contextual options.)

Control/right-clicking a dock title bar opens the dock contextual menu, where you can change the default panel behavior. When the Auto-Collapse Iconic Panels option is toggled on, panels collapse as soon as you click away from them. If you uncheck this option, panels will remain open until you intentionally collapse them.

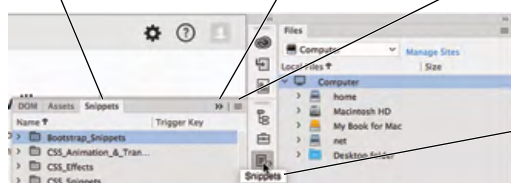
## 8. In the left column of docked panels, click the third button in the bottom panel group (Snippets).

When panels are grouped, the button you click is the active panel in the expanded group.

Clicking a docked panel button opens the panel to the left of the panel dock.

Click here to manually collapse an expanded panel group.

Click here to open the panel Options menu.



Hovering your mouse over an iconized panel button shows the name of the panel.

### Note:

Floating panel groups can be iconized just like columns in the panel dock. Simply double-click the title bar of the floating panel group to toggle between expanded and iconized modes.

## 9. Control/right-click the Snippets panel tab and choose Close Tab Group in the contextual menu.

Choosing Close in the menu closes only the active panel. Close Tab Group closes all panels that are docked together. When panels are docked, the contextual menu options are the only way to close a panel or panel group.



Control/right-click a panel tab to open the contextual menu.

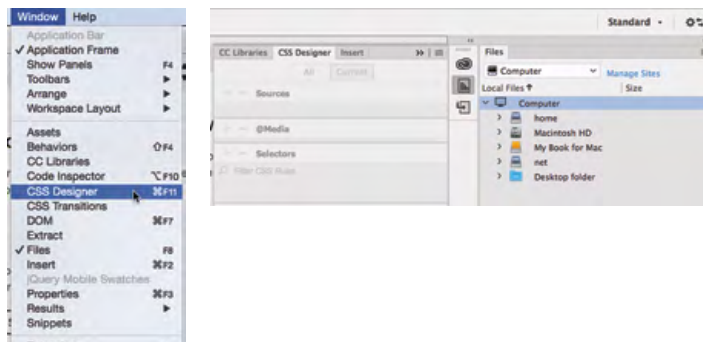
*Note:*

*You can also close individual panels by dragging them away from the dock or group, and then clicking the Close button on the floating panel (group).*

## 10. Choose Window>CSS Designer.

All panels can be accessed in the Window menu.

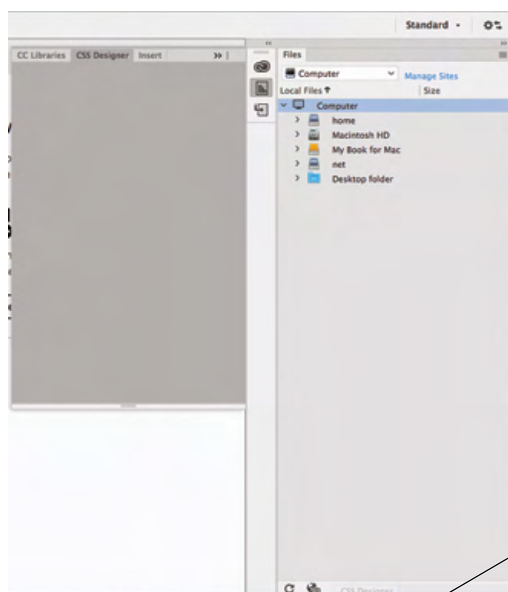
- If you choose a panel that's open but iconized, the panel expands to the left of its icon.
- If you choose a panel that's part of an expanded group, that panel comes to the front of the group.
- If you choose a panel in a minimized group, the panel group expands and the selected panel comes to the front of the group.
- If you choose a panel that isn't open, it appears in the same position as when it was last closed.



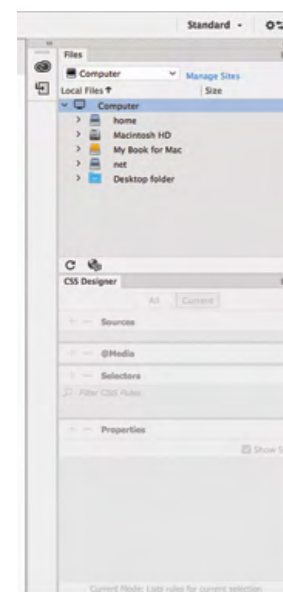
*Note:*

*Closing one panel from a panel group does not affect the other panels in the same group.*

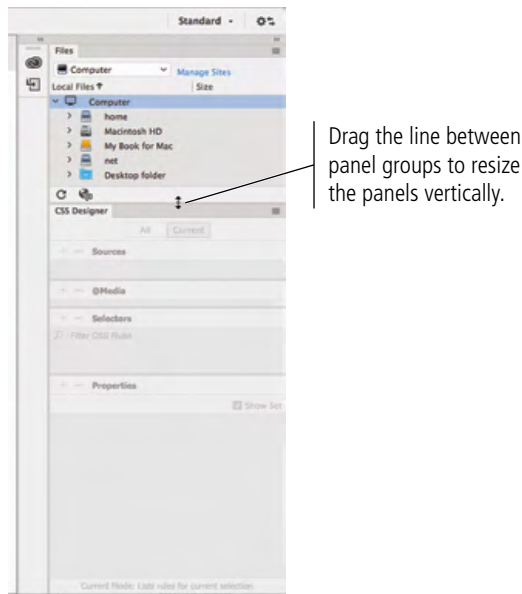
## 11. Click the CSS Designer panel tab and drag until a blue line appears below the Files panel.



The blue line shows where the panel will be placed when you release the mouse button.



12. In the right column of the panel dock, click the line between the two panel groups and drag up until the CSS Designer panel occupies about two-thirds of the vertical space.



Drag the line between panel groups to resize the panels vertically.

**Note:**

*Even if a panel is not grouped with others (no other panel tabs appear at the top of the panel), that panel is still referred to as a panel group.*

**Note:**

*Drag a panel into a group's drop zone to add a panel to an existing panel group.*

13. Double-click the CSS Designer panel tab to minimize that panel group.

You can minimize an expanded panel group by double-clicking the active panel tab. When minimized, only the group's panel tabs are visible.

If a docked panel is already minimized, clicking a panel tab once expands that group.

Double-click a panel tab to minimize that group in the dock.



**Note:**

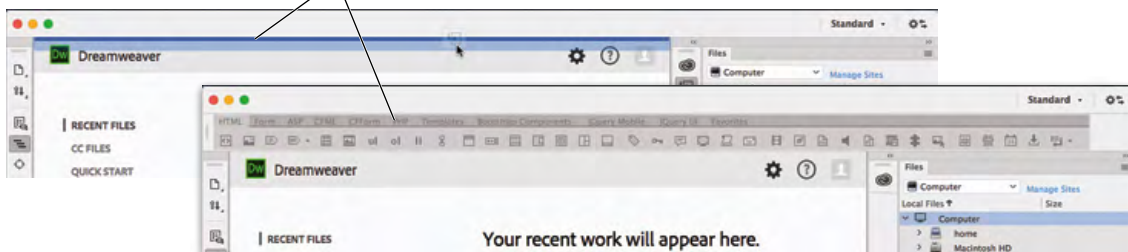
*Because workspace preferences are largely a matter of personal taste, the projects in this book direct you to use specific panels, but you can choose where to place those elements within the interface.*

14. Click the Insert panel button to expand that panel group. Click the Insert panel tab and then drag up and left until a blue line appears immediately below the Application/Menu bar.

The Insert panel contains buttons for adding a number of common elements to a Web page. Various commands are categorized into groups, which can be accessed using the menu at the top of the panel when it is docked in the default position.

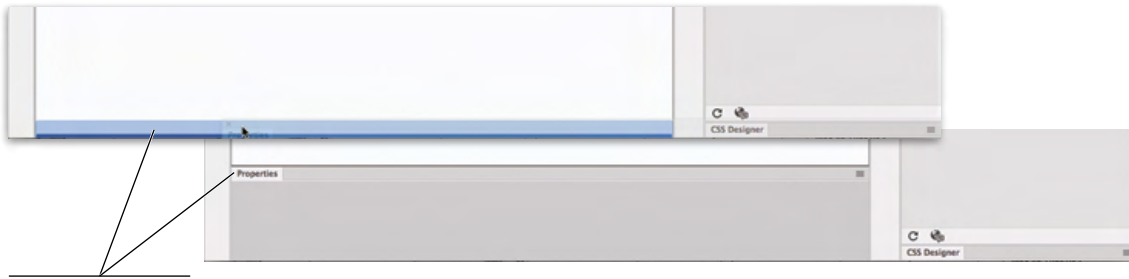
The Insert panel can be displayed as a tabbed row at the top of the workspace, which can be especially useful if you have a small monitor. When the Insert panel appears in the tabbed format, you can click the tabs in the top row to access the different categories of options.

Dock the Insert panel at the top of the workspace to display it as a series of tabs.





15. Choose **Window>Properties** to open the Properties panel. Drag the Properties panel until you see a blue line at the bottom of the workspace, then release the mouse button to dock the Properties panel.



Dock the Properties panel at the bottom of the user interface.

16. Continue to the next exercise.

## CREATE A SAVED WORKSPACE

Over time you will develop personal preferences — the Files panel always appears at the top, etc. — based on your work habits and project needs. Rather than re-establishing every workspace element each time you return to Dreamweaver, you can save your custom workspace settings so they can be recalled with a single click.

1. Click the **Workspace switcher** in the **Application/Menu bar** and choose **New Workspace**.

Again, keep in mind that we list differing commands in the Macintosh/Windows format. On Macintosh, the Workspace switcher is in the Application bar; on Windows, it's in the Menu bar.

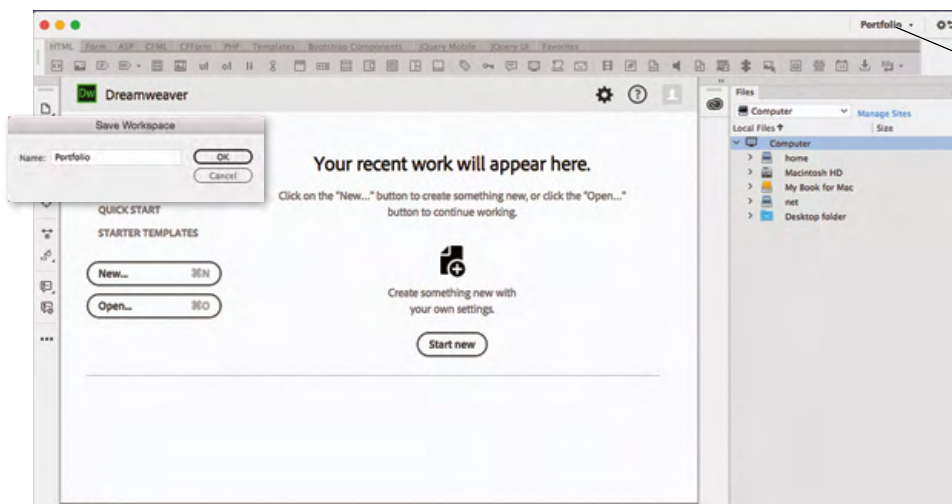
Saved **workspaces** (accessed in the **Window>Workspace Layout** menu, or in the Workspace switcher) provide one-click access to a defined group of panels.

*Note:*

*User-defined workspaces are listed at the top of the menu.*

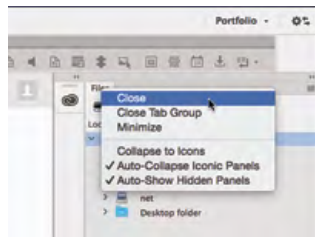


2. In the **Save Workspace** dialog box, type **Portfolio** and click **OK**.

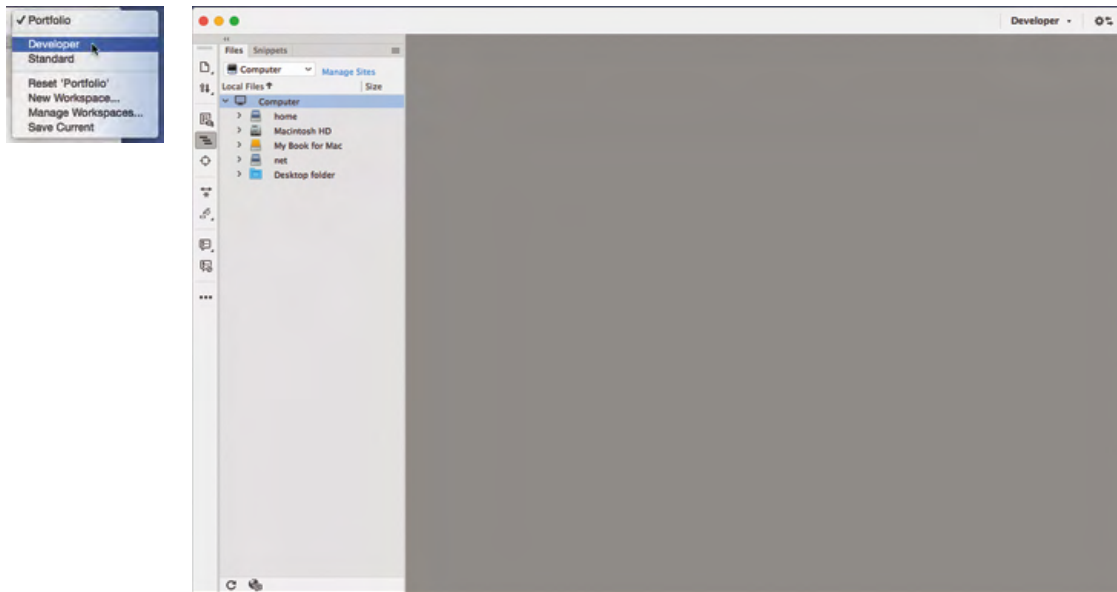


The Workspace switcher shows the name of the active workspace.

### 3. Control/right-click the Files panel tab and choose Close in the menu.



### 4. Open the Workspace switcher and choose Developer.



### 5. Open the Workspace switcher again and choose Portfolio to restore your custom workspace.

Calling a saved workspace restores the last-used state of the workspace. Because you closed the Files panel after saving the workspace, Dreamweaver reverts to the last-used version of the custom workspace — without the Files panel.

#### Note:

*The Manage Workspaces option in the Workspace switcher opens a dialog box where you can choose a specific user-defined workspace to rename or delete.*

