

CiDA Knowledge Organiser for Unit 1 exam January 2019

IN YOUR EXAM, READ THE EXAM BRIEF FIRST!

Creating the website – whole site structure	
Create your folders first – open where you are saving your work and create your WEBSITE NAME (name of the website e.g. Create mag) and in there an ASSETS folder.	
Always do this next, before anything else! In the DW menu that appears select Create New – Dreamweaver Site	
Choose your O drive folder to save it to	
Give the site a name, it is the name of the project e.g. Create mag	
Creating the template – the master page	
Select Blank Template and Layout <none>	
Banner	INSERT on the right hand menu, Layout, Draw AP DIV to the correct specifications of page width, e.g. 1366PX. Create the banner in Fireworks, File new and create the banner to the exam brief, e.g. lowercase, image etc. Save the banner in your website folder in a folder called ASSETS. Insert the banner into your AP DIV.
Navigation	Like the banner this needs to be an AP DIV inserted into the website. This will be created in Fireworks and inserted into the AP DIV.
Editable area	Very important – you must create an editable area or you will not be able to add any text to your new webpages you are creating. Draw AP DIV, large area then select it and choose Insert, Template Object and Editable Region.
Saving	Save the Template, go to File and choose Save as Template.
Adding hotspots/ links	Click on the image/button/object you wish to make a hyperlink. In the PROPERTIES tab in the bottom of the page select RECTANGLE HOTSPOT TOOL. Click on the image and drag the tool over the image so that it goes blue. Select the link in the PROPERTIES tab and click on the folder next to it to specify where it will link to. You can also have the link open in the new browser window if you want by choosing your Target.
Creating webpages	
Creating	Go to File and New. Select Page From Template. Choose your template you have just saved, Template.

Adding text	Select INSERT and Draw AP DIV. Choose an area for your text and copy and paste it from the Word document it is in. YOU MUST SPELL/GRAMMAR CHECK IT FIRST!
Changing the text	Choose a new font, highlight the text then Format – Font. Choose a new font size, highlight the text then Format – Paragraph Format and choose the Heading size, H1-6. 1 is biggest, 6 is smallest. I WOULD RECOMMEND TO KEEP THE TEXT BLACK RATHER THAN CHANGE COLOUR – UNLESS YOU’RE ASKED TO!
Adding images	Select INSERT and Draw AP DIV. Make sure the cursor is flashing in the AP DIV and
Adding rollovers	Select INSERT and Draw AP DIV. YOU MUST HAVE TWO IMAGES OF EQUAL SIZE FOR THIS TO WORK. Select your AP DIV so that the cursor is flashing. Select Insert – Image Object and Rollover Image. Choose your two images by selecting Browse. Add some Alternate text so that your website can be seen to be more suitable for audience and purpose. When done click OK.
Colour codes	To add a coloured box select INSERT and Draw AP DIV. Click on the image and then in the PROPERTIES tab in the bottom select next to Bg Color type in the HEX code you want e.g. #333333.
Hotspots/links	<<< See panel on left, Adding hotspots.
Editing images in Fireworks	
Cropping	To crop an image select the Crop tool, highlight the part of the image you want to KEEP and then press ENTER.
Importing	To import an image to use on your banner for example go to File and then select Import. Browse to the image you want to import, this copies it into your current image.
Adding text	To add text to an image select the T in the SELECT options on the left. Click where you wish to add text and type it in.
Changing the background colour	To change the background colour of an image/banner RIGHT CLICK on the image and select Modify Canvas, then choose Canvas Color and choose your colour.
Saving the image	File and Save As. Must be saved in your assets folder and must be a PNG file.

REMEMBER TO SAVE YOUR WORK REGULARLY!