- DAY 1 -
Dreamweaver Basics

Objective

Learn the basic and essential features of Dreamweaver. Create and modify pages using Dreamweaver. Publish a Web page into a folder on Evergreen's Web server.
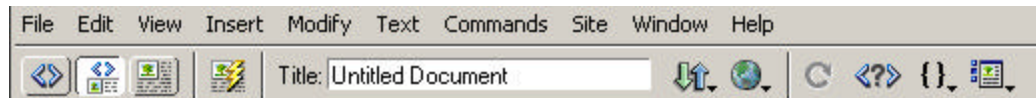
1. Creating a New Page

A. Switch to the Untitled Document that opened with Dreamweaver.

Note: To create a new page in the future, select **File > New File**.

2. Creating a Title for the New Page

A. In the Dreamweaver Toolbar, highlight the Title "Untitled Document" and type a new Title for your page.

B. Alternately, go to **Modify > Page Properties** to see the page property options.

C. The title is also **very** important for Evergreen's search feature. It is useful to viewers if the title is inclusive and informative.

Note: The naming convention for titles on the Evergreen Web server should be the content of the page or area name followed by "at Evergreen".

D. Notice the tag in the code window that was created when you titled the page.

Note: When your completed web page is displayed in a browser, the title shows along the top left of the browser window and will become the **bookmark** or **favorites** name when someone bookmarks your page.

3. Web Page Naming Conventions

A. While using Evergreen's webspace, **always save your homepage as home.htm.** It is essential that you always save your home page as the same name with the same file extension.

B.   To avoid confusion **always be consistent** in the extensions you use for saving your web pages. At Evergreen, the standard is .htm. That means that **ALL** your pages' file names should end in **.htm**.

C.   Always name your pages in the following manner:

    i.   Use only **lower case letters**. Unix servers are case sensitive and recognize upper and lower case letters as having a different value (e.g., puppy.htm and Puppy.htm would be considered two different files.)

    ii.   **Never leave spaces** in the name!

    iii.   **Never use special characters** such as periods, #, &, etc.

    iv.   **Stay away from underscores**. When made into a link, it is impossible to see the underscore in the filename.

        a   **Good file name:** moviebooklinks.htm

        b   **Bad file name:** movie_& book.links.htm

D.   Name files logically. Give your webpages obvious file names that will adequately describe the contents of the page without being too lengthy. It's a good idea to keep your file names under 30 characters in length.

4.   Home Page Naming Demystified

A.   When you first open your web account, your root folder already contains the page **home.htm**. If you edit that page and then save it as **home.html**, you will have 2 pages in your root web folder, one called home.htm and one called home.html.

B.   The Evergreen Web server is set to default to **home.htm** as your home page. Evergreen's Web server is also configured to default to the following home page file names in order as they appear in this list:

    i.   home.htm

    ii.   home.html

    iii.   default.htm

iv.   default.asp

v.   index.htm

5.   Window Descriptions

A.   Open the **Insert and Properties** panels by selecting them from
the **Window** menu: Window > Insert/Properties. These two panels
are used the most in Dreamweaver and you can move them
where you like by dragging the top-left of the title bar.

B.   The **Insert window** is used for inserting objects into your page
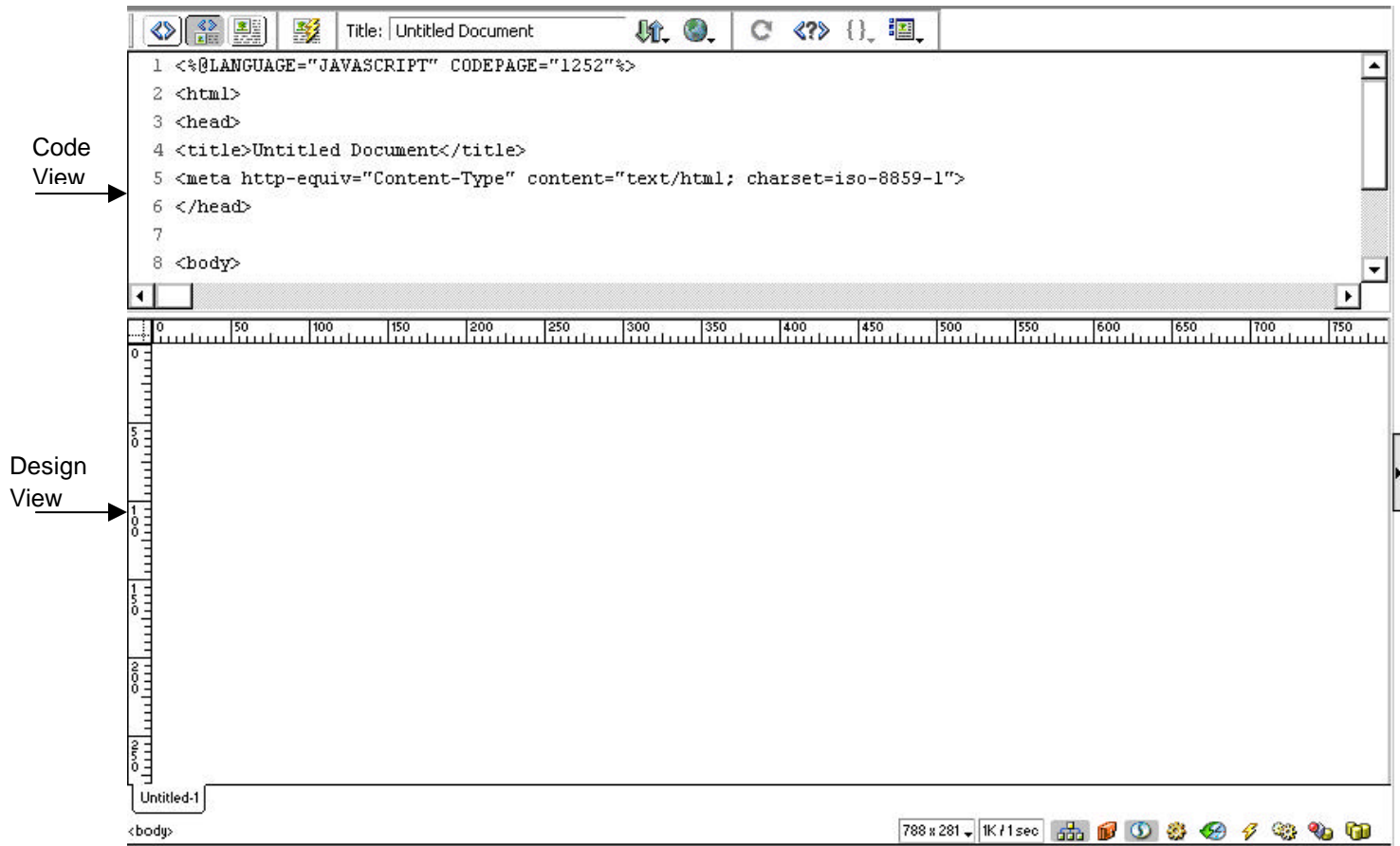like images and tables.

C.   The **Property Inspector** is used for defining properties of
elements of a page like font size and layer background color.

6.   Views

1. There are two ways of viewing your webpage as you are working: the
WYSIWYG Design view and the behind-the-scenes Code view.

2. Click the second to left button ⟨⟩ on the main toolbar to view the
page in both code and design views, i.e., split-screen.

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```
1 <%@LANGUAGE="JAVASCRIPT" CODEPAGE="1252"%>
2 <html>
3 <head>
4 <title>Untitled Document</title>
5 <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
6 </head>
7
8 <body>
```

Code View

Design View

Untitled-1

\<body\>

788 x 281   1K / 1 sec

7.   Adding Text

A.   Select **File > Open** and open **home.txt** from the Course Materials folder.

B.   Select **all** of the text. (**Edit > Select All**)

C.   Select **Edit > Copy** to copy the text.

D.   Close the **home.txt** document and place your cursor in the bottom right layer.

E.   Select **Edit > Paste** to paste the text into the webpage.

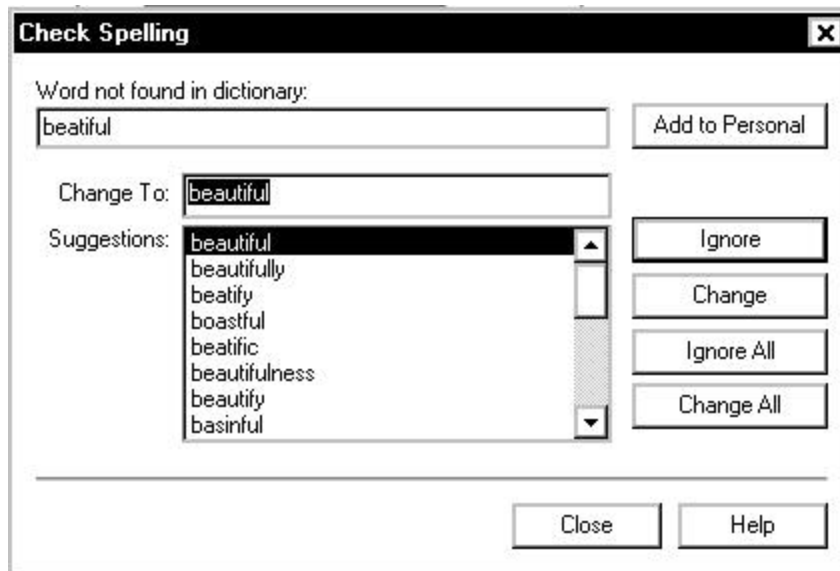**Note:** You can copy and paste text from almost any application.

F.   You can also add text to any layer by placing your cursor in a layer and starting to type.

8.   Checking the Spelling

A.   On the File Menu, select **Text > Check Spelling** (Shift + F7).

Dreamweaver's spell check works in similar fashion to MS Word, suggesting spelling changes and providing options to Change or Ignore.

9.   Saving

A.   Always save your document by selecting **File >Save** (Ctrl + S).

B.   Navigate to your local site folder.

C.   Name your file **hometest.htm**.

D.   Click **Save.**

10.   Moving Files Between your Local and Remote Sites

A.   There are three methods for moving files between the twin Local and Remote sites: Get, Put and Synchronize

i.   The **Get** ⬇ shortcut moves files from the Remote to the Local. This command can be applied to an entire site, to a group of selected files within a site or to a single selected file.

ii.   The **Put** ⬆ shortcut moves files from the Local to the Remote site.

Note: The **GET** and **PUT** commands can be applied to an entire site, to a group of selected files within a site or to a single selected file.

iii.   The **Synchronize** shortcut examines the time stamp associated with each file and moves the most recent one where needed. This command applies to the complete site and will be explained later.

B.   When you select the **Get** or **Put** command, Dreamweaver will ask if you want to move all **associated files**.

i.   If you have made text or formatting changes only, you can safely choose "no."

ii.   However, if you have added images or changed a template, you should choose "yes." Choosing "yes" in either circumstance will not cause problems.

C.   Dreamweaver understands **Associated Files** to mean:

i.   Images

ii.   Templates

iii.   Folders used for organizational purposes

iv.   Other linked documents (word, pdf, css, js, etc)

11.   Publishing

A.   From the **Site Window** (**Site > Site Files**), click the **Connect**

button ![icon] on the toolbar to connect to the remote host.

B.   To publish a file or files, select them and press the **Put** button

on the toolbar or drag them to the remote folder.

Choose **Yes** when asked to copy all dependent files. This eliminates the
need to publish all images and other files separately from your HTML file.