



**WEB DEVELOPMENT USING
DREAMWEAVER
WORKSHOP HANDOUT**

**Academic Computing
The Evergreen State College**

Site Definition

When starting a project in Dreamweaver the first thing to do is **Define a Site**. Defining a site involves designating where to save files on the local computer and where they are stored on the remote server.

How to Define a Site Using the Advanced Tab:

- 1.** Select **Site > New Site**.
- 2.** Select the **Advanced** tab.

Define Local Info:

1. Enter the name of your site next to **Site Name**. For example: "SOS Media". This is only for your reference.
2. Designate a local root folder that will contain all of the site's files.
 - Click the folder icon to the right of the **Local Root Folder** field.
 - Navigate to a location on the computer to store site files. You may need to create a new folder.
 - Click **Open**.
 - Click **Select**.

Define Remote Info:

1. Click **Remote Info** from the left column.
2. Select **FTP** from the **Access:** drop-down list.
3. In the **FTP Host** box, type the name of the web server (i.e. academic.evergreen.edu) or the IP address.
4. In the **Host Directory** box, type the path to your web space folder (i.e. /s/smibet15 OR /curricular/program)
5. Type your Evergreen Login and Password in the appropriate boxes.
6. Click the **Test** button to verify you've entered the correct settings.

- 4.** Click **OK**.

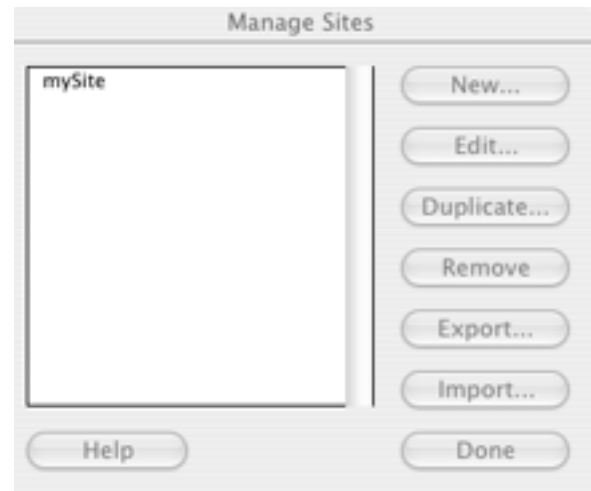
Site Management

The most important skill in web development is file management. Having files named properly and organized for easy retrieval is essential. Most site and file management can be done through the Files Panel.

How to Edit Site Information:

1. Select **Site > Manage Sites...**
2. Select the site to be edited.
3. Click **Edit**.
4. Click **Done** when Finished.
5. Click **Done** once more and the changes are applied.

Note: Reset site settings by clicking on **Remove**.



Manage Sites Window

Site Views (Local and Remote)

Use the Site drop-down menu in the Files Panel to switch between viewing local files on the computer and remote files on the server.

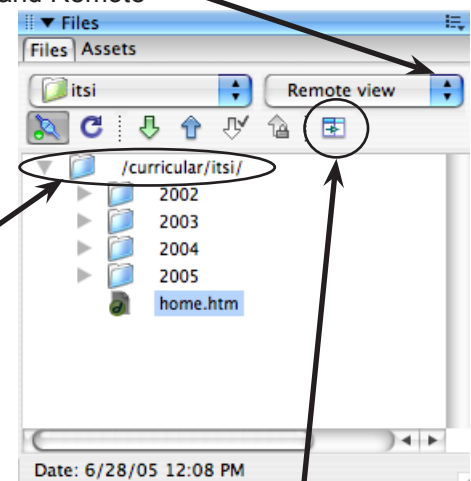
The file panel can also be expanded to view local and remote files side by side by clicking the button directly under the drop-down menu.

Understanding Paths

The Local View should mirror the Remote View. While working on a site work on the local site off-line. When you are done connect to the remote server and **Put** (the blue up arrow) files on the remote site to post the changes.

ALERT: All files that are used in a site must reside in the Local root folder.

Drop-down menu toggles between Local and Remote



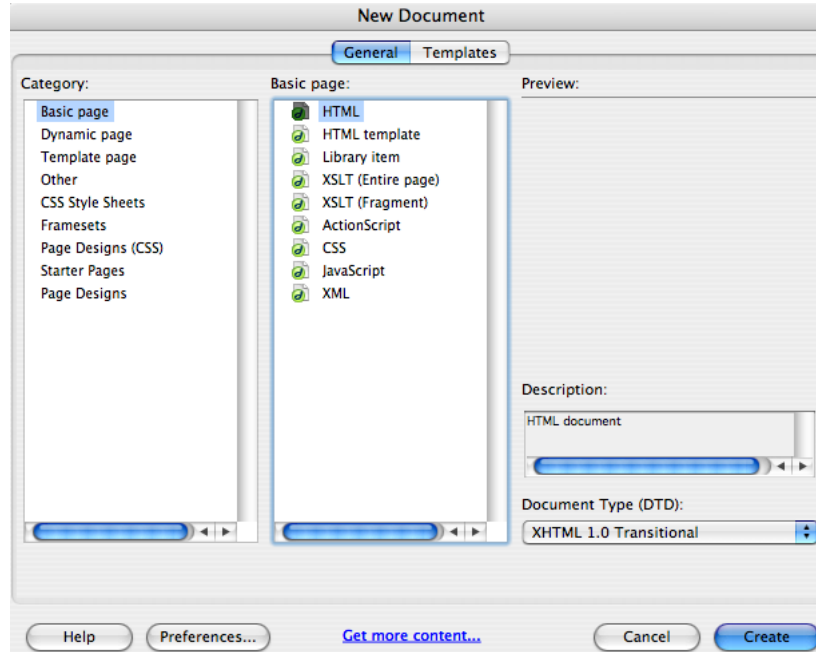
Local Root Folder

This button expands and collapses the Site Panel to view files side by side

Creating a New HTML Page

Creating a New HTML Page from the File Menu

1. Select **File > New...**
2. In the “General” tab select **Basic Page** under “Category” and **HTML** from the second column.



3. In the “Document Type” pull-down (lower right), confirm that **XHTML 1.0 Transitional** is selected. Click **Create**.

Window Environment

The essential elements in the Dreamweaver workspace are:

Menu

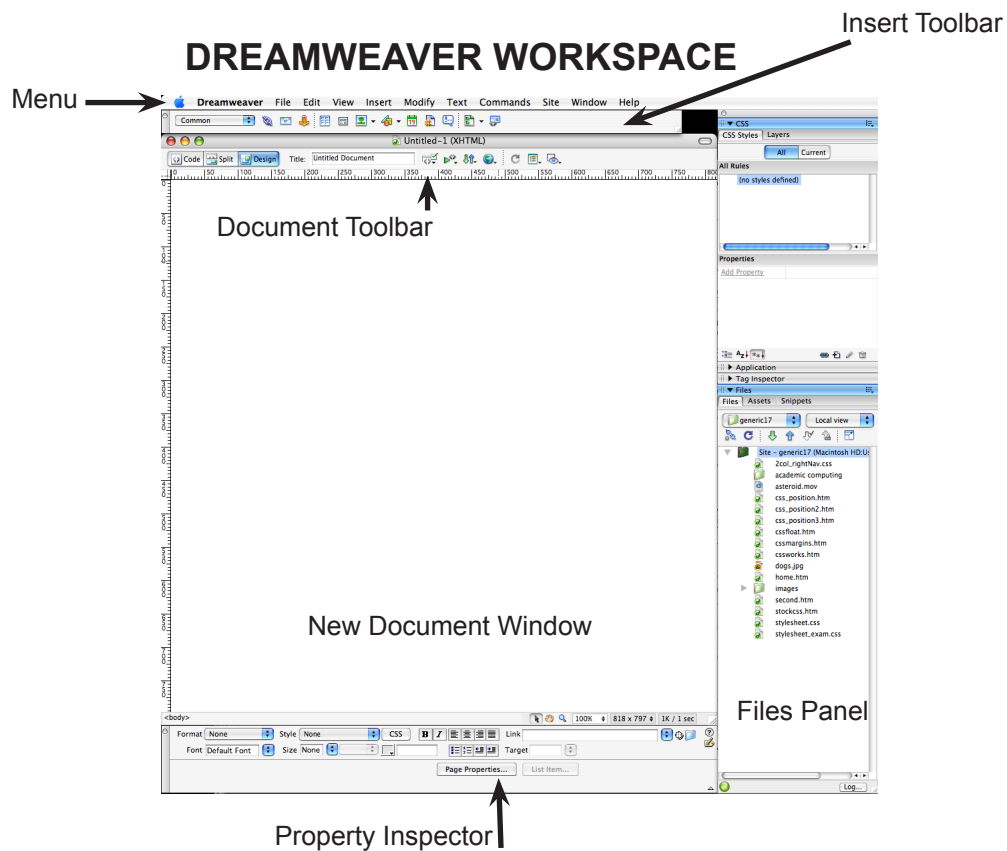
Insert Toolbar

Document

Property Inspector

Files Panel

If a panel is not already visible, select it from the Window menu.



Property Inspector

This is used to view and modify properties of the currently selected object or text.

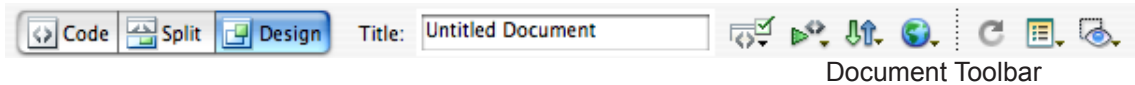
Adjusts attributes such as links, font style, color, etc.

Files Panel

As a site is built, the file structure is displayed here. Use this panel to switch between remote (files on the server) and local views.

View Options

There are three viewing and editing options in Dreamweaver. Code View works directly with HTML code to create and edit documents. Design View is a visual editor that represents what will be shown in a web browser (WYSIWYG). Split View displays Code and Design simultaneously.

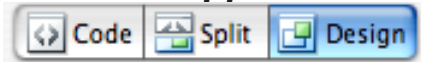


Viewing the HTML Code



- On the Document Toolbar click **Code**.

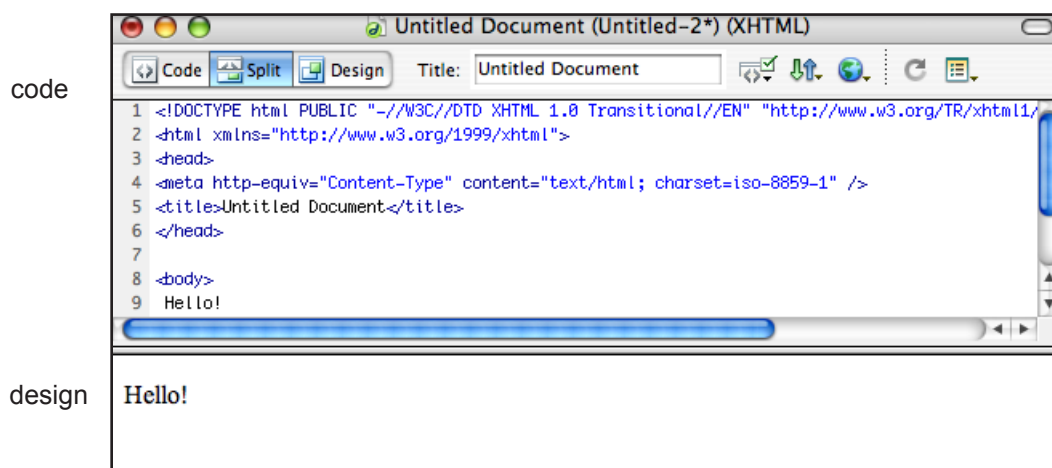
Viewing A Page As Would Appear On The Web



- On the Document Toolbar click **Design**.

View The Code and Design Views Simultaneously

- On the Document Toolbar click **Split** to view changes to either side as they happen.



Adding Text

Working with text in Dreamweaver is much like using a word processor program.

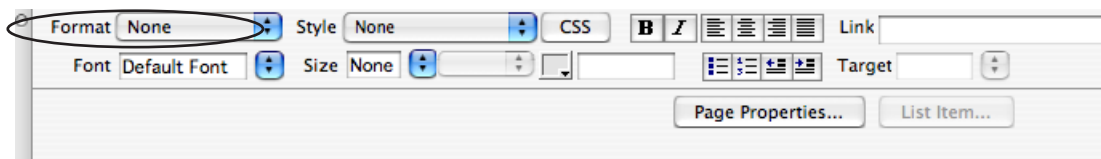
Adding Text to a Document

1. Create a new document or open an existing one.
2. Select **Design View**.
3. Click inside the document window.
4. Start typing.

Using Headings

There are six Heading styles to choose from. **Heading 1** provides the largest size font and **Heading 6** the smallest.

1. Highlight a block of text.
2. In the Properties Inspector, click on the Format drop-down menu arrow.
3. Select a heading style.
4. To remove a heading, choose **None** or **Paragraph**.



Property Inspector

Copy / Paste Text

1. Highlight a block of text from any application.
2. Select **Edit > Copy** (or Ctrl/Cmd + C).
3. In Dreamweaver, position the cursor where the text will be inserted.
4. Select **Edit > Paste** (or Ctrl/Cmd + V).

Working with Links

A link, or hyperlink, is a reference in a web document to another document or resource. Creating links in a site is an important activity for any web developer.

Absolute versus Relative Links

1. An **absolute** link uses a complete path name to locate a file.

For example: `http://access.wa.gov`

An absolute link does not change when the page that links to it is relocated. (This is like putting a stamp on a letter to your next door neighbor, putting it into the mailbox, having it go downtown to be sorted, and delivered to your neighbor.)

2. A **relative** link is created in relationship to a referencing document. For example: `images/geoduck.gif` or `links.htm`

A relative link will need to be updated if the referencing document is moved. There are a variety of conventions to learn that will assist in selecting the correct format for a link.

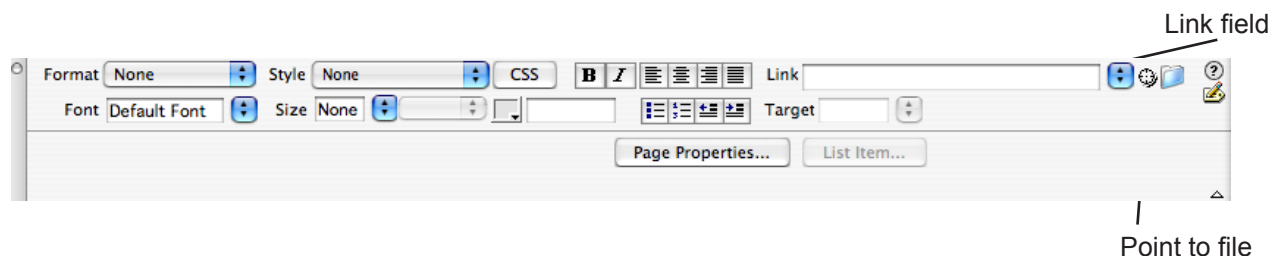
Which Links To Use When...

A rule of thumb for absolute links: Whenever the link is not on the same server, it should be absolute.

- All links to files within the same site folder should be relative links.
- Files on the same server, but not in the same site, can be relative links and also work as absolute links. For now, use absolute links for all files outside of the site folder.

How to Create an Absolute Link:

1. Highlight text or select an image to be used as the link.
2. In the Property Inspector, click in the Link field and type the complete address (or copy and paste the URL from that website). Example: `http://www.evergreen.edu`



How to Create a Relative Link:

- 1.** Highlight the text or image.
- 2.** In the Property Inspector type the name of the file to link to.
- 3.** Another method is to click on the folder icon next to the link box or use the **point to file** icon to specify the local file to link to (see graphic on previous page).

How to Create a Named Anchor:

Anchors link to a section further down in the current page or to a particular spot on another page.

- 1.** Place the cursor where the named anchor will be.
- 2.** Choose **Insert > Named Anchor**.
- 3.** Type a name in the Anchor Name Field.
- 4.** Highlight the text or image the anchor will link to.
- 5.** In the Link text box of the Property inspector, type a number sign (#) and the name of the anchor you provided in step 3 above (no spaces).

Note: Anchor names are case sensitive and require no spaces.

Working with Images

Images should be re-sized and compressed in an image editor, such as Photoshop, before bringing them into Dreamweaver. Changing the size of an image in Dreamweaver does NOT change the file size.

Inserting an Image

1. Click the cursor where an image is to be placed.
2. Select **Insert > Image**.
3. Select an image file.
4. Click OK.

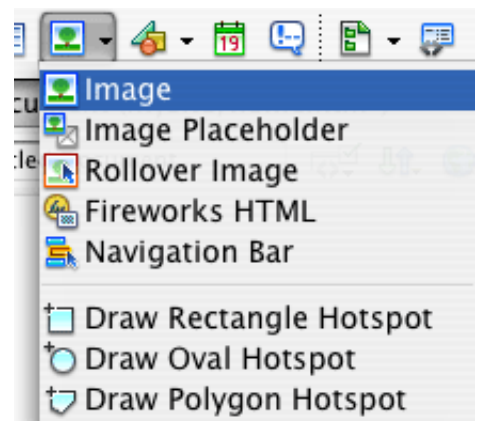


5. Add an Alt Tag to the image by typing in a title for the image in the **Alt Field**. The Alt tag specifies alternative text that appears in place of the image for text-only browsers or for browsers that have been set to download images manually. The text is spoken out loud for visually impaired users who use speech synthesizers with text-only browsers.

Rollover Images

A rollover is an image whose display changes when the cursor is placed over it. A rollover is created by attaching a “behavior” to an image.

1. Click the cursor in the place where the rollover image will be.
2. From the Insert Panel drop down select Insert Roll-Over Image
 - Type the name of the rollover object in the name field.
 - Browse to the original image and then the roll-over image
 - Specify an Alt text tag and locate the page that this rollover is linked to.
3. Preview in a browser.



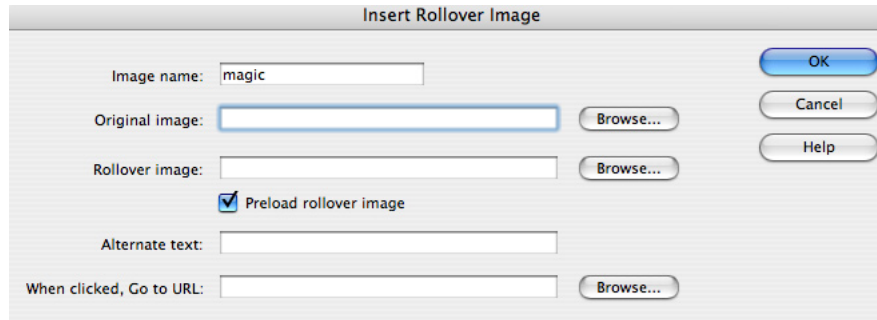
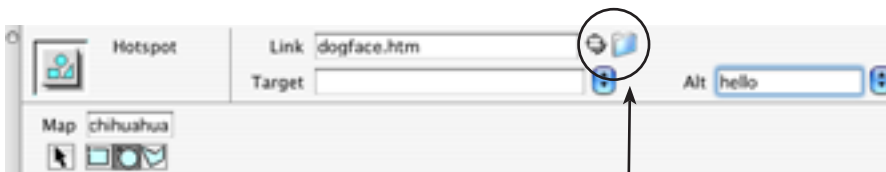


Image Maps

1. Select an image.
2. In the Property Inspector select a shape for the image map from the list.
3. Draw around the part of the image that will become a link. Move the selected area using the arrow keys.



4. With the Image Map area selected, use the Property Inspector to specify the name of the file to link to, the map name, and the Alt tag.
5. Another method is to click on the folder icon next to the link box or use the point to file icon to specify the local file to link up



with. If it will be an absolute link, put the entire web address in the link field.

6. Preview in a browser. The cursor should change to a hand over the 'hot' spots in your image.

Saving

Save first and save often! Dreamweaver has been known to crash at times. Like any program that is memory intensive, it's best to keep your left (or right) hand ready to do the keyboard shortcut for SAVE -- Cmd + S (Ctrl + S for PC user).

When there is an asterisk next to the name on the title bar of your document it means that the document has not been saved.



Saving a New File

1. In the document window, choose **File > Save**.
2. Confirm that the document is being saved into the correct site folder.
3. Save the document consistently with either an .htm or .html extension. No spaces. Use _ underscore if necessary. The shorter the file name the better.
4. Click OK.

Saving a Copy of your File

1. Select **File > Save as...**

Preview & Publish

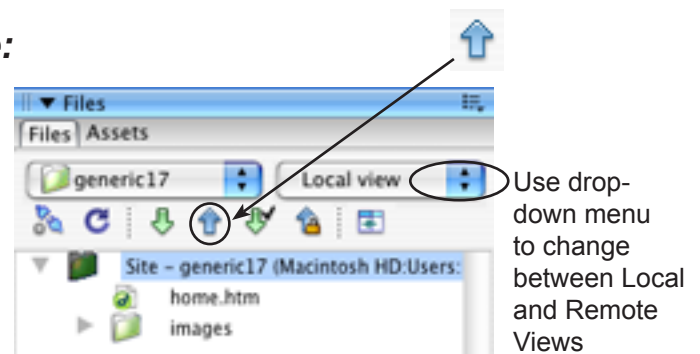
Previewing is viewing a mock up of a local web page as it would appear on the web. Publishing is posting the local files to the remote web server. Previewing can be deceiving as some attributes will appear differently when published to the actual web server. Pages will also be interpreted differently by each different web browser. For quality control publish the site to the web and test on multiple browsers.

Preview a Page In a Browser:

1. Select **File > Preview in Browser > Firefox**. Different browsers can be selected such as Safari or Internet Explorer.



How to Publish a Page or Site:

1. Select the file(s) in the Files panel, or your Local Root folder at the top of the Files panel.
2. Press the blue Put arrow button in the toolbar.
3. 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.



Moving Files Between Local and Remote

There are three methods for moving files between the mirrored Local and Remote sites: Get, Put and Synchronize. These are all done in the Files panel.

-  • The green **Get** arrow button copies files from the web server to the local computer. This command can be applied to an entire site, to a group of selected files within a site or to a single selected file.
-  • The blue **Put** arrow button copies files from the local computer to the webserver.

1. When the Get or Put command is selected Dreamweaver will ask if all associated files should also be copied.

- If only text or formatting changes have been made select “No”.
- If images have been added, or a template has been changed, choose “Yes.” Choosing “yes” in either circumstance will not cause problems.

2. Associated Files are:

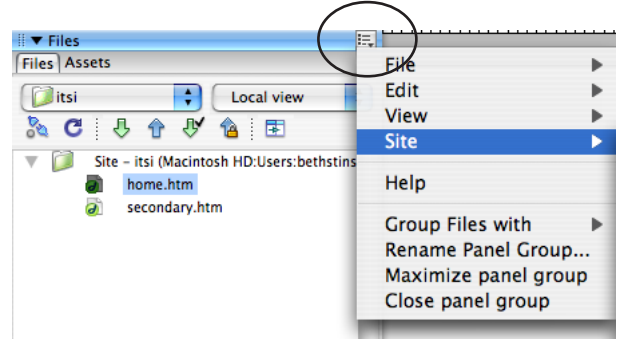
- Images
- Templates
- Folders
- Other linked documents (word, pdf, css, js, etc)

3. Use the drop-down menu to change between Local and Remote View to Get or Put.

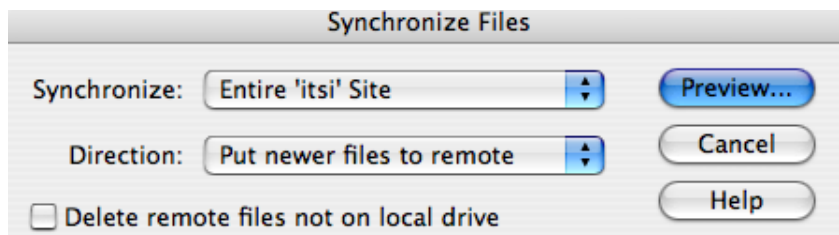
Always work and edit your pages in Local View. Get files from Remote as needed and disconnect once you have copied the files needed to the local computer.

How to Synchronize A Site:

The Synchronize function examines the time stamp associated with each file and moves the most recent version where needed (remote or local). This command applies to the entire site.



1. In the Files Panel submenu, select **Site > Synchronize...**



2. Using the Synchronize drop-down menu, select Entire Site.

3. If only the newest files are needed from the web server choose “Get Newer Files From Remote” next to Direction.

Note: If pages need to be deleted from the site, delete them in the Files Panel Local View and then select the option “Delete Remote Files Not On Local Drive” when synchronizing.