

Dreamweaver Fundamentals

Introduction to Dreamweaver

Overview

Dreamweaver is a WYSIWYG (What You See Is What You Get) Web publishing software application marketed as a solution for fast, professional Web page creation and site management.” The Dreamweaver interface, flexibility and use of “clean code” make it easy to construct and edit professional Web pages.

Before Getting Started

It is recommended that users are familiar with browsing, managing files, saving work, and that they have a fundamental knowledge of word processing. It is also helpful to have a basic knowledge of HTML, though it is not required; if not already acquainted with basic HTML concepts, refer to the **Web Coding with HTML** Quick Guide.

Browser Compatibility

Dreamweaver sometimes uses advanced tools, which may not be compatible with older browsers. Users should test the site in multiple browsers (Internet Explorer, Firefox, Safari, Opera, Netscape, etc.) to test for compatibility.

The Dreamweaver Workspace

When opening Dreamweaver for the first time, the program prompts users to select a desired workspace layout. The choice of workspace layout is entirely a personal preference.

The Dreamweaver workspace has several key areas; the **Document Window**, the **Property Inspector**, the **Insert Bar**, and the **Panel Groups**.

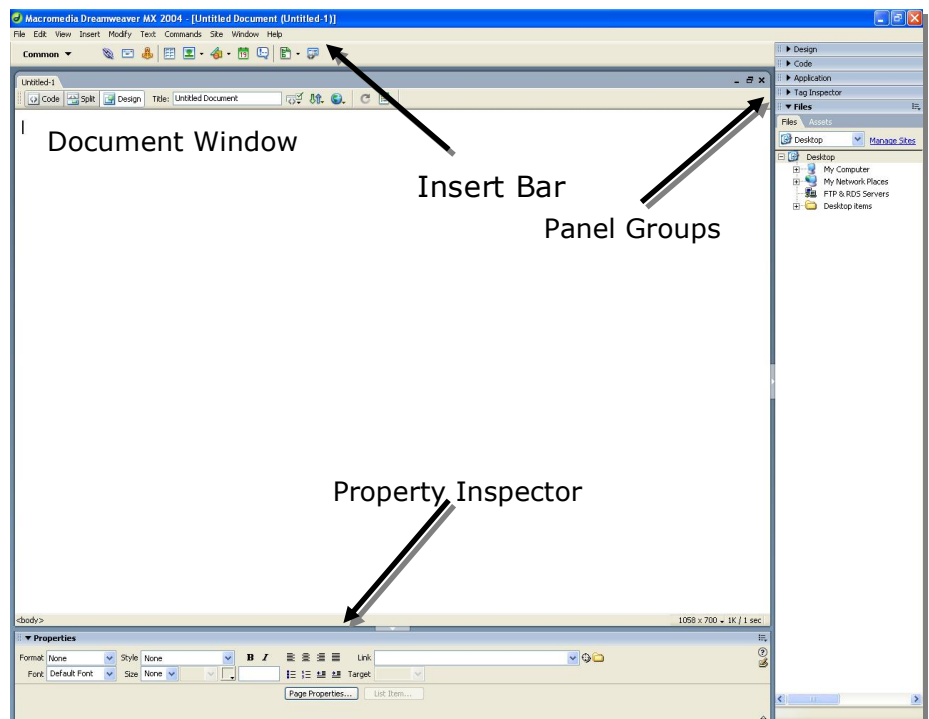
The Document Window

The Document Window is the main component of the workspace. It displays the current document and allows editing of the document layout and content. It contains everything that is seen as part of the web page.

A blinking cursor normally appears in the upper left-hand corner of a new Document Window. As in word processing software, the blinking cursor is the insertion point. Text can be typed directly into the document window at the text insertion point. Any objects, such as images or tables, appear at the insertion point as well.

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Quick Guide

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The Property Inspector

The Property Inspector is a context-sensitive panel that changes to reflect properties of selected objects.

Insert Bar

The Insert Bar contains buttons for inserting various objects such as images, tables and links.

Creating a Page

Save the Page First!

To prevent errors when inserting images or making links, make sure to first save the blank page into the local root folder. Go to **File → Save As**. Name the first document **index**. Dreamweaver automatically adds the .htm extension for the file. The “home page” of a site should always be named **index**.

Remember to never include any spaces in file or folder names and it is good practice to use lowercase letters.

Modifying Page Properties

It is possible to modify the page title, insert a background image, choose a color for the page background, set default text and link colors, and apply other formatting options through the **Page Properties** window. Access these properties by selecting **Modify → Page Properties**.

Inserting and Formatting Text

Text can be typed directly into the document window at the insertion point. To format the text, highlight the desired text and then use the buttons and pull-down menus in the **Property Inspector**. Pressing the **Return** or **Enter** key creates a new paragraph (with a blank line between blocks of text). To create a line break without inserting a blank line, press **Return** or **Enter** while holding down the **Shift** key.

Define text format, font, size and color using the appropriate drop-down menus in the **Property Inspector**. The format buttons in the **Property Inspector** can be used to bold, italicize and align text as well as create bulleted (unordered) and numbered (ordered) lists.

Using the Insert Bar

Think of the Insert Bar as a tool bar that inserts objects into the web page. The Insert Bar can also be used to switch between different modes and views.

Inserting an Image

Before inserting an image into a page, make sure that both the .htm file and the image file have been saved into the local root folder. To insert the image:

1. Position the cursor where the image should be inserted.
2. Select **Insert → Image** from the menu bar, or click the Insert Image icon in the Insert Bar to launch the Select Image Source dialog box.
3. From the local root folder select the file and click Select.
4. For acceptable image quality, resize or alter the image in a graphics editor such as Microsoft Photo Editor or Photoshop.

Inserting and Formatting Tables

Tables are used to summarize and organize text or data and can also be used to arrange parts of a page. Using tables without borders is a good way to place text, images and other objects exactly where they should appear on a web page. To insert a table, select **Insert → Table** from the menu bar, or click the

Insert Table icon on the **Insert Bar**. Then, from the **Insert Table** window, enter the number of rows and columns in the table and adjust the other options as desired.

Changing Table Properties

To modify table properties, select **Commands** → **Format Table**, by selecting **Modify** → **Table**. For more simplistic changes, use the **Property Inspector**.

Creating Hyperlinks

To create a hyperlink, type the name of the link, highlight the name, and then type the link address in the **Link** field of the Property Inspector or browse to a file using the folder to the right of the **Link** field. There are four types of links: **relative**, **absolute**, **email** and **internal**.

Relative links are links within a website to other pages in that site.

Absolute links are links to other web pages or files outside the website. All absolute links should always start with **http://**.

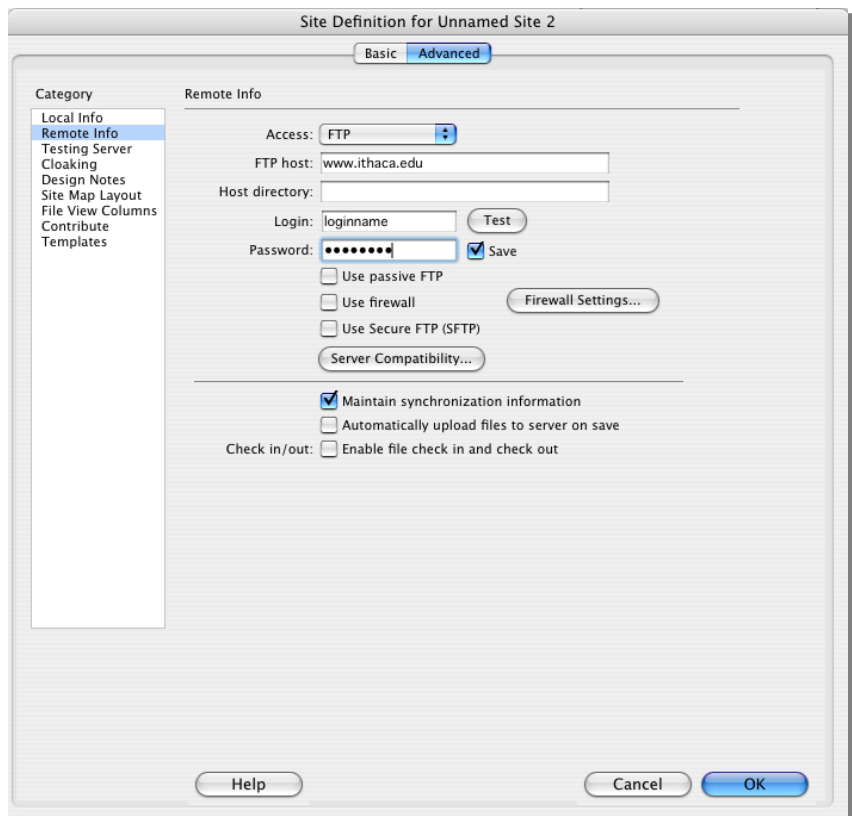
Email links create a contact link. To create an email link:

1. Select the desired text
2. Type **mailto:** plus the desired email address into the link field of the Property Inspector.
3. It is recommended to put the actual email address somewhere on the web page. Some computers may not be configured to send email; in this case the user can see the email address and use it to send email through another method.

Internal links are links to a certain place within the same page. To create an internal link, mark the area to which the link points with a Named Anchor by placing the cursor in the document and click the **Insert Anchor** button in the Insert Bar. Dreamweaver opens a dialog box; enter a name for the Anchor and click **OK**. Next, create a link to the anchor by highlighting the text that becomes the link, and type in the anchor name preceded by a **#** sign in the **Link** field of the **Property Inspector**.

Preview Pages in a Browser

After saving, it is possible to preview a page in a browser. Select **File** → **Preview in Browser** and then choose a browser from the submenu. Dreamweaver launches the selected browser and display the page. Many Dreamweaver users prefer to upload their pages to the web server, and then load a web browser to view their pages online instead of using the Preview in Browser feature, as this method more reliably detects possible issues with links and images. Previewing pages in a browser is also necessary for any JavaScript or PHP to take effect.



Defining a Site

The following instructions provide the basic information needed to define a site at Ithaca College.

1. Go to **Site** → **Manage Site** → **New** → **Site**.
2. The window that opens should read Site Definition for Unnamed Site 1. Click on the Advanced tab on top of that window.
3. Enter a name for the site under Site Name. This name can only be used in Dreamweaver, and is not displayed or accessible on posted pages.
4. Click the small yellow folder next to the Local Root Folder field to browse to the local folder where Dreamweaver should store, or is presently storing, files for the site.
5. Check the options Refresh Local File List Automatically and Enable Cache.
6. Select Remote Info from the Category side of the window.

Faculty and staff still use WWW for Web pages, except for academic departments.

For faculty and staff:

1. Use the drop-down menu to change the **Access** option to **FTP**.
2. Enter **www.ithaca.edu** for the FTP Host.
3. Enter the login name for the web account in the **Login** field, and enter the password in the **Password** field.
4. **If using Mac OS X check “Use Passive FTP” under the Password text field. If this checkbox is not selected, Dreamweaver not connects to the remote site.**
5. Click **OK**.
6. Click **Done** to close the site definition window.

Site Management Tools

Overview

Dreamweaver MX’s site management tools help to interface with the Web server to send and retrieve files. To access the site management tools, select **Window** → **Site**. Before using the site management features, become familiar with these basic terms.

Terms and Concepts

- **Site:** a suite of Web pages, documents and associated files with a common theme
- **Site Root:** the location of the directory where you store your files
- **Remote Site:** the folder on the web server where you publish your files
- **Local Folder:** the local folder on your computer, where you edit and store site files
- **FTP (File Transfer Protocol):** the process used to transfer files from the local folder to the remote site

Transferring Files

1. Click the **Connect** button at the top of the **Site** window.
2. From the local files (the right side of the screen), select a file and click the **Put** or **Get** button to upload files on the web server or download files from the web server.

3. There are two viewing options for the remote files: **Site Files** and **Site Map**. Toggle between these choices by selecting the icons to the left of the site name.

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.