



The Dreamweaver Interface

Let's take a moment to discuss the different areas of the Dreamweaver screen.

The Document Window

The Document Window shows you the current document. This is where you are going to create your web pages (i.e. create page layout, add text, images, and hyperlinks).

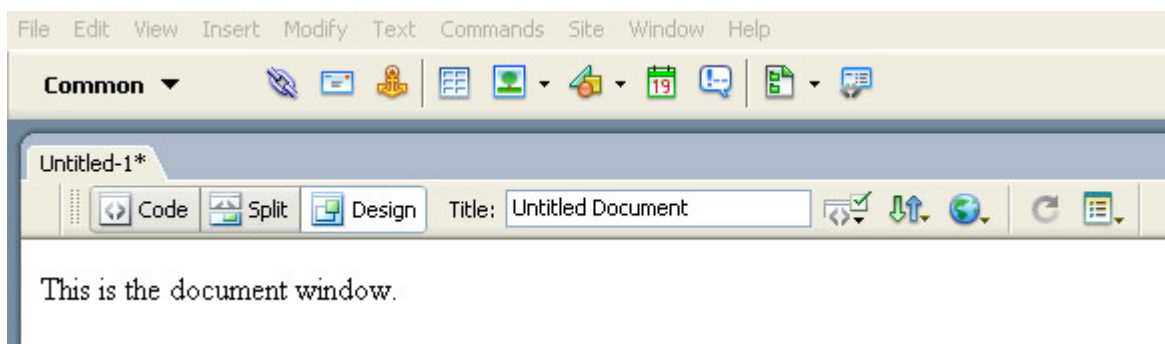


Figure: The Document Window

The Properties Inspector

Whenever an item is selected in Dreamweaver, the properties for that item appear within the Properties Inspector. When you highlight a line of text, the Properties Inspector shows you the font style, font size, font color, etc.

Use the following selected text as an example:

Some sample highlighted text

The Properties Inspector tells us that the default font is selected for this text (Times New Roman is the default font in Dreamweaver), no size is specified for the text, and the color of the text is red.

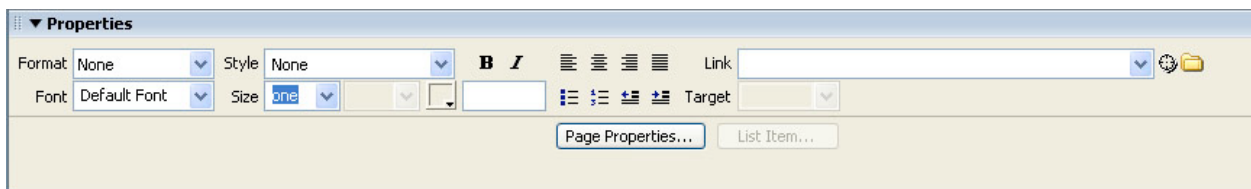


Figure: Properties of the highlighted text in the Properties Panel

The Panel Groups

On the right side of the Dreamweaver screen, you should notice a large group of panels that are stacked on top of each other. The Panel you will use most often within this pile is the Files Panel. You will access this area when you are ready to send your website files via FTP to the server.

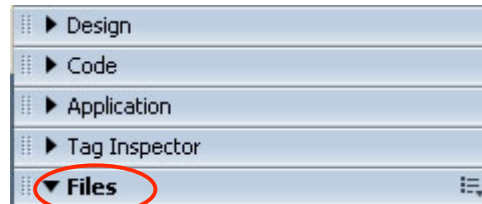


Figure: The List of Available Panels in Dreamweaver

Page Views: Code, Design, and Design and Code (split screen)

There are three different ways to view the document window in Dreamweaver. Depending on your skill level, you will select the view that works best for you.

Design View



Design view shows your webpage in a graphical format. This view is the best view for beginners.

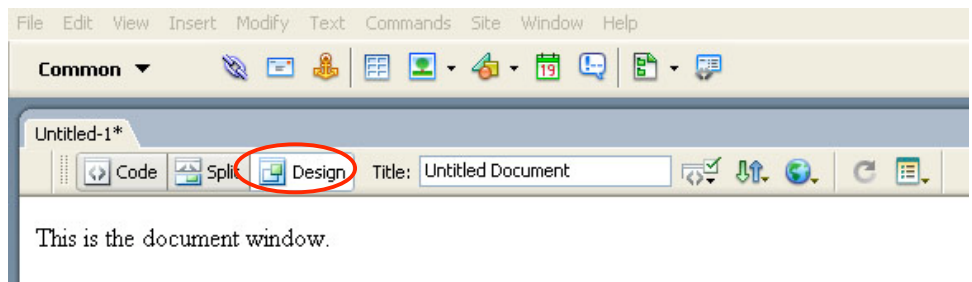


Figure: Design view

Code View



Code view allows you to view all of the HTML code for your webpage.

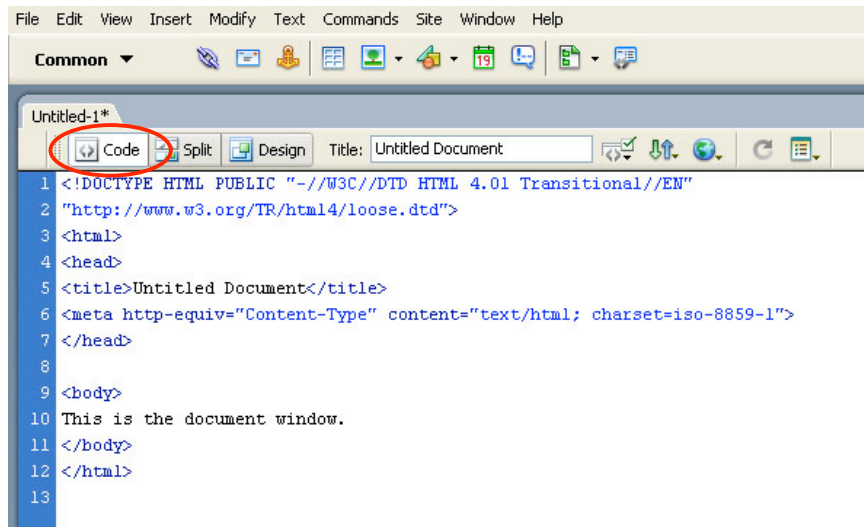


Figure: Code View

Design and Code View



Design and Code View shows your site in a split screen format. HTML code will display on the top and the graphical alternative will appear on the bottom.

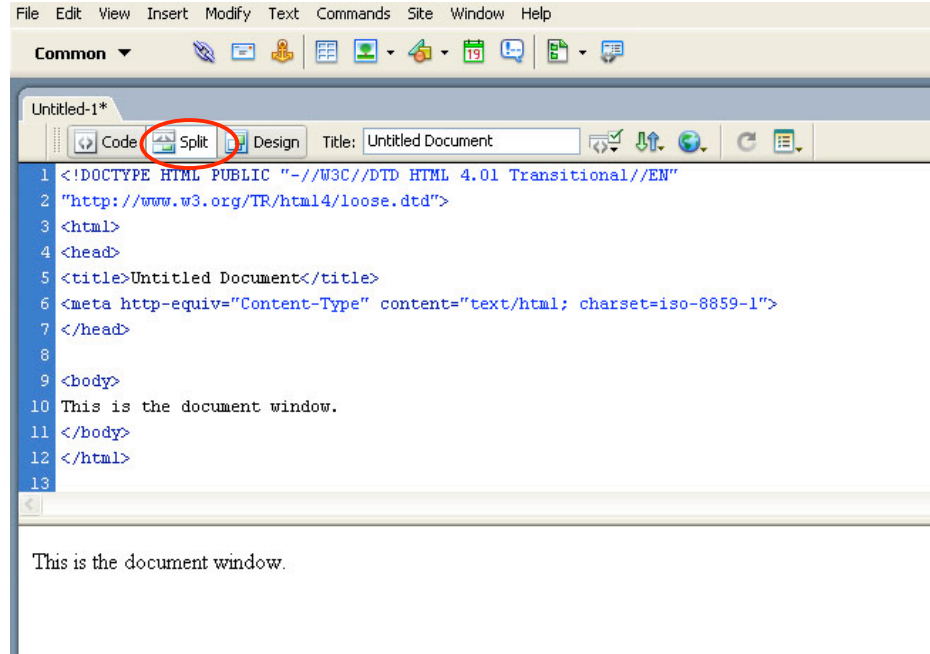


Figure: Design and Code View

FTP and the Files Panel in Dreamweaver

Why does Dreamweaver “Define Sites”?

In order to get you accustomed to the idea of keeping your website files in one place on your computer, Dreamweaver asks you to “Define Sites”. In other words, Dreamweaver wants you to tell it where you are going to store your website files on your computer (referred to as ‘local’ storage) so that you can upload them from this location to the server later (referred to as ‘remote’ storage).

Note: If you have multiple websites, then you will have to define a site in Dreamweaver for each of those sites.

“Putting” and “Getting” in Dreamweaver

FTP is a built-in feature in Dreamweaver, but Dreamweaver uses its own terms for copying files from and sending files to the server.

- Put – take your local files and put them onto the remote server.
- Get – get files from the remote server and place copies of them onto your computer.

Defining a Site

Through the use of the Files Panel, you will provide a “definition” for your website (i.e. the location of your website and its files on your computer).

To Define a Site, do the following:

1. Double click onto the Files Panel to open it. Click onto the “File” tab.

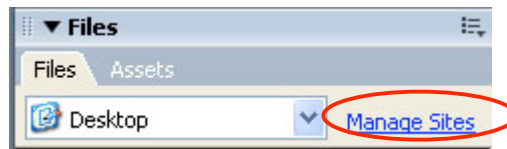


Figure: Opening the Files Panel and Selecting the Manage Sites link

- a. Notice the first drop down menu within the Site tab (circled above).
 - i. The Manage Sites link will allow you to select a defined site.
 - ii. Click onto the “Manage Sites” link to define your website (see above image).
 - iii. **Note:** You can also define new sites through the Dreamweaver toolbar. To do this, select Sites → Manage Sites.

2. You will now fill in a series of screens to “Define Your Site”.
 - a. **Site Definition**
 - i. This will be the name of your website in Dreamweaver. A name such as “My Website” is fine, but keep in mind if you have multiple websites, your site names should be more specific.
 - ii. Click “Next”
 - b. **Do you want to use server technology such as Cold Fusion, ASP.NET, ASP, JSP or PHP?**
 - i. Select “No, I do not want to use server technology”
 - ii. Click “Next”
 - c. **How do you want to work with your files during development?**
 - i. Select “Edit local copies on my machine, and then upload to server when ready (recommended)”
 - ii. Click “Next”
 - d. **Where do you want your computer to store your files?**
 - i. This is where you will designate the location of your website on your computer. Browse your computer and create a folder in the location you specify. Give this folder the same name as your website.
 - ii. Click “Next”
 - e. **How do you connect to your remote server?**
 - i. From the drop down list, select “FTP”
 - ii. For the hostname, enter “facftp.hartford.edu” (students would enter uhaweb.hartford.edu)
 - iii. Leave the “What folder do you want to store your files in on the server?” portion blank
 - iv. For “What is your FTP Login”, enter your email username
 - v. For “What is your FTP Password?”, enter your email password
 - vi. Select “Test Connection” to make sure that your login information is correct
 - vii. If you information is correct, select “Next” otherwise re-enter your Login and password information until correct
 - f. **Do you want to enable the checkin/checkout option?**
 - i. Select “No”

- ii. Click “Next”
- g. Click “Done” to finish.

Sites Tab Options

In the Sites tab, you have a list of your defined sites in the left drop-down menu, and in the right drop-down menu, you have the “view” of your website. These two views are either Local (on your machine) or Remote (on the server).

When you work on your website, you **must** be in Local view. At this point, there are no files within your website locally (remember, locally means on your computer), so the list should appear empty as it does in the Figure below:

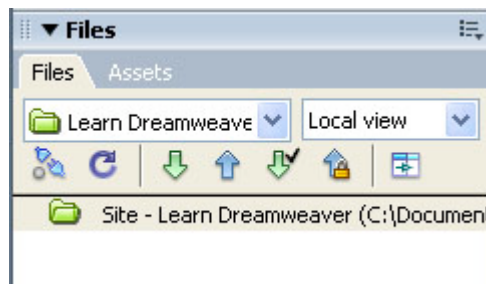


Figure: The Site Tab Options

From the Site Tab in the Files panel, you can take the following actions (see numbered items in image above):

1. **Connect** – connect to the server. This is literally an image of an electric plug. To connect to the server, click onto the Plug icon to “plug-in”.
2. **Refresh** – When you are connected to the server, you can “refresh” your view of the files available on the server. You should use “Remote View” when using this option.
3. **Get** – To use this option, you must first connect to the server, and select the “Remote” view option. Once you are connected, you can get copies of all the files from the server or select the files you want to copy. To select files, click once onto the file name and then click the “Get” button. To select more than one file, hold down the Shift key, and then click once onto the file.
4. **Put** – To use this option, you must first connect to the server. You will use Local view for this option. This is where you will put files from your local site up onto the server. To put your entire site on the server, just select the “Put” arrow. To put an individual file on the server, select the file by clicking onto it once, and then click the “Put” arrow.
5. **Check Out** – Click onto a filename once to highlight it, and then select the Check Out option. You will have checked out that file so that no one else can modify it. You will use Local View for this option.
6. **Check In** – Click onto the filename that you have checked out, and then select the Check In option. You will make the file available for others to use and modify. You will use Local view for this option.
7. **Expand Collapse** – If you select this button, you will expand the Sites tab, and it will occupy the entire screen. Select this option only if you want a larger view of the Sites tab.

Creating Pages in Dreamweaver

Note: When you open Dreamweaver, it may by default have a blank webpage open and ready for you to use. If not, follow the instructions below.

To create a New Page in Dreamweaver, do the following:

- Click onto File → New in the Dreamweaver menu.
- Choose “Basic Page” and “HTML”
- Click onto “Create” to open the page.

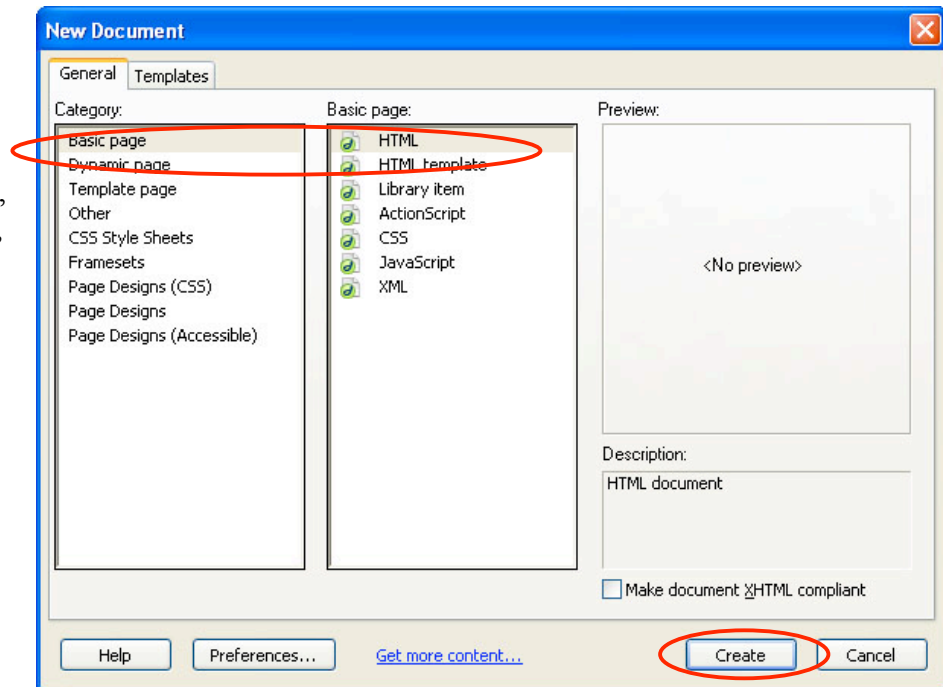
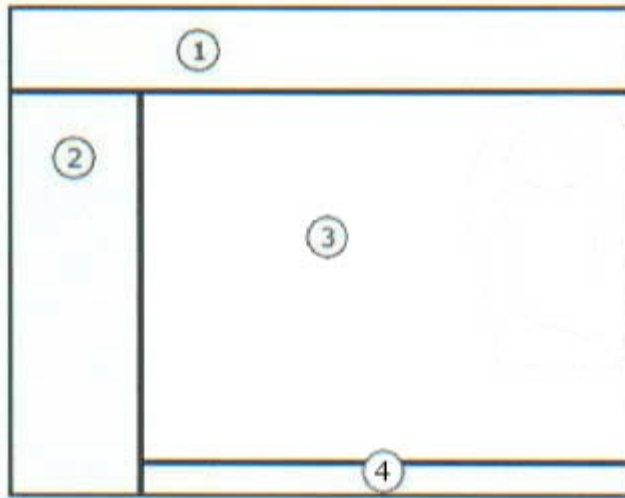


Figure: Adding a New Page in Dreamweaver

Creating Page Layout Using Tables

One of the easiest ways to create page layout is to use a table. The following diagram shows you basic page layout created through the use of a table:



1. Page Title
2. Navigation Bar
3. Content Area
4. Page Footer

If you add table and merge some of the cells, you can easily create the layout pictured above.

Inserting a Table

1. Select Insert → Table from the Dreamweaver menu
2. Specify the number of rows and columns
 - a. Enter “2” for rows and columns
 - b. Width = 75 percent
 - c. Border = 0; this means that no table lines will appear when you view your website inside the browser.
 - d. Click “OK”

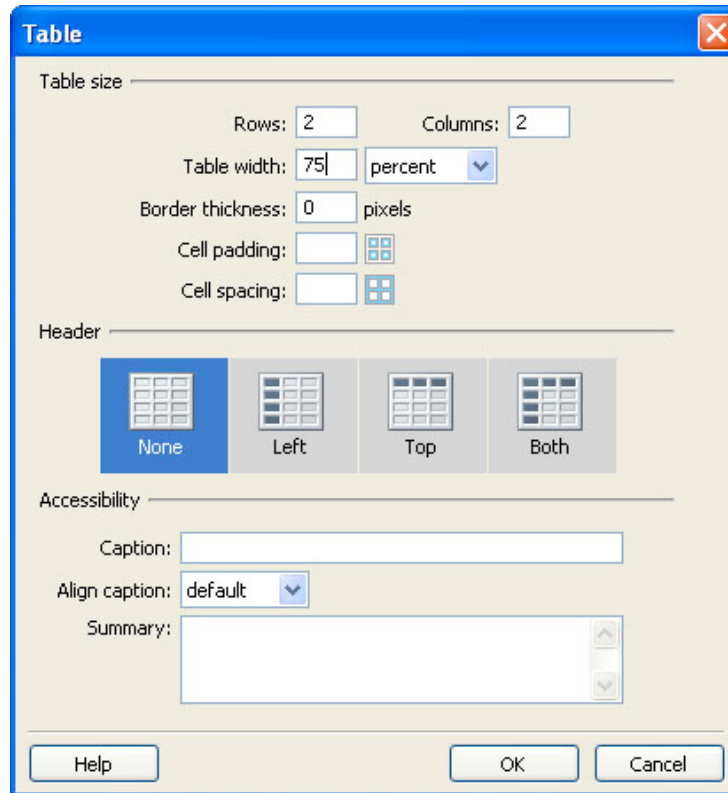


Figure: Inserting a Table in Dreamweaver and Specifying Table Properties

3. You now have a table that looks as follows:

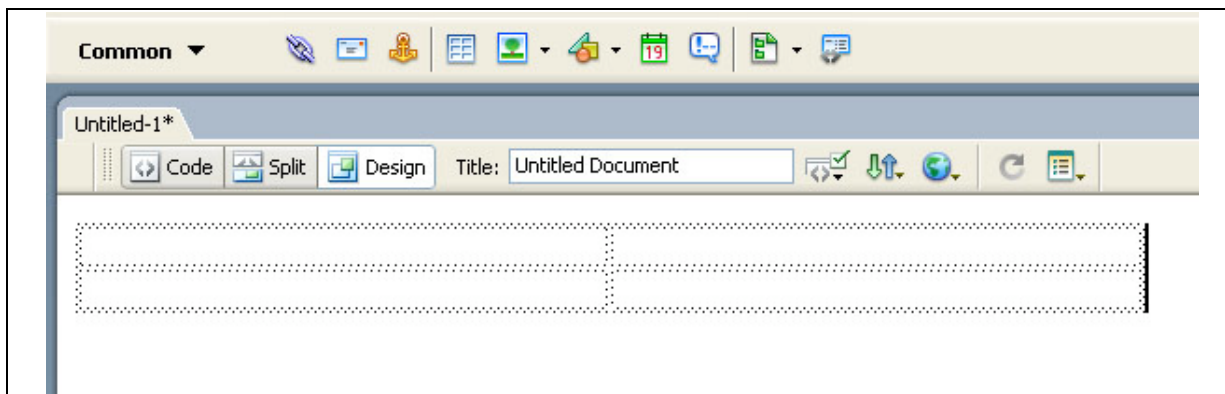


Figure: Table inserted into Dreamweaver

4. There are some things to note about this table:
- a. The table is selected by default.
 - b. It's properties appear in the Properties Panel:

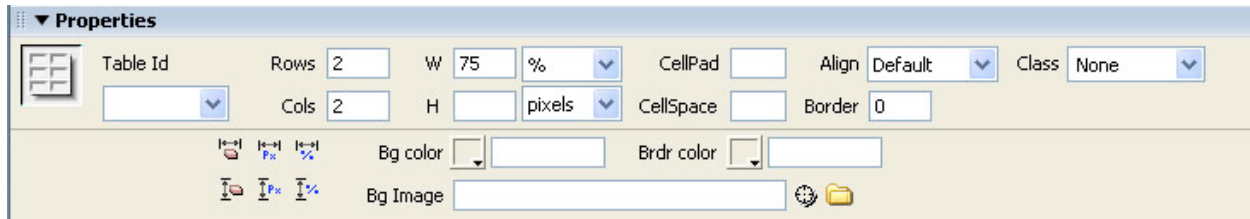


Figure: Properties of the inserted table

- c. You can see the number of rows and columns specified when you created the table including the the default width (set to 75%), and the border set to 0.
5. Deselect the table (click off of it to deselect it)
6. Click inside any one of the table cells. We will now format the table.
 - a. Inside the circled item (see image below), there are two options: merge cells (on the right) and split cells (on the left)
 - b. Merge cells allows you to combine two cells
 - c. Split cells allows you to select a cell and divide it into more than one cell

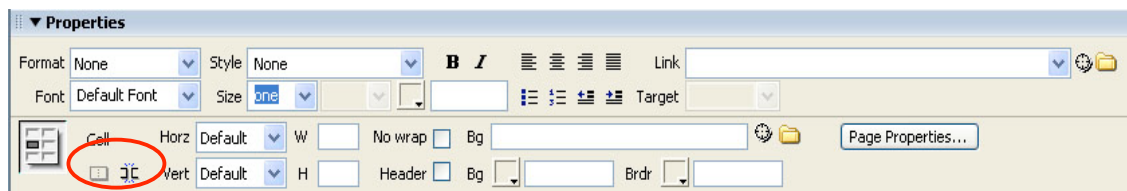


Figure: The “Merge” and “Split” cells option

7. In order to begin merging and splitting cells, you must highlight the cells you want to merge. This will take practice.
8. Select the top two cells in the table. Merge these two cells by clicking onto the merge cells button in the Properties Panel.

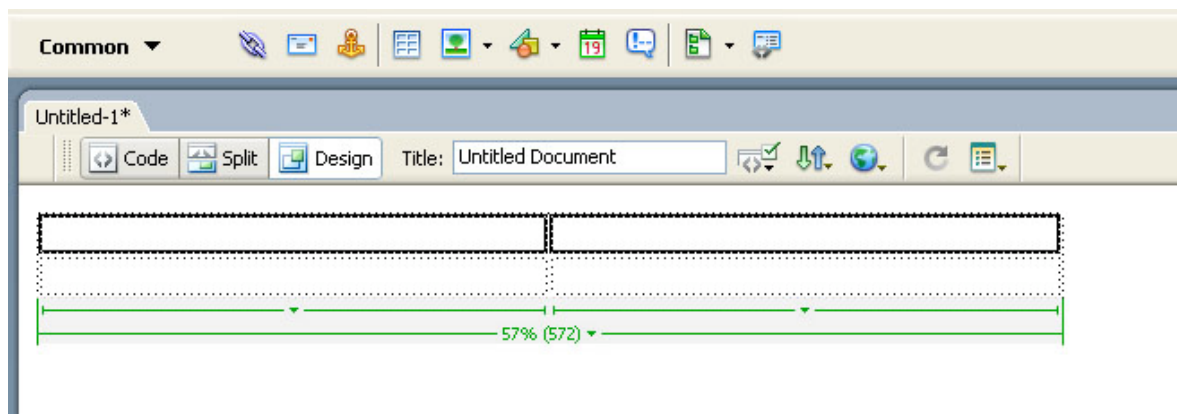


Figure: Selecting and then Merging Two Table Cells

Your table should now look like as follows:

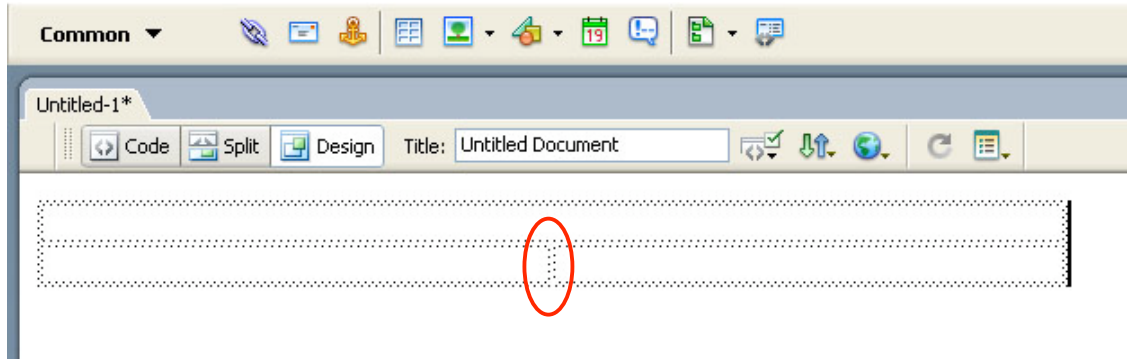


Figure: Result of Merging Tables

9. Go to the second row of the table and locate the column line (see item circled above).
10. Place your mouse over this column line until you see the cursor turn into two horizontal arrows. When you see these arrows appear, you are able to drag the line either left or right.
11. Drag the column line over to the left leaving approximately $\frac{1}{4}$ column width on the left and $\frac{3}{4}$ column width on the right (see below).

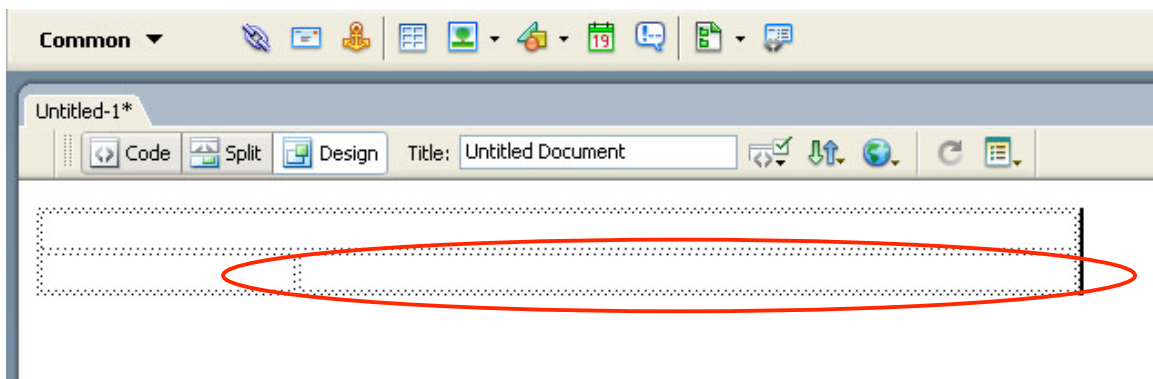


Figure: Sliding Column Line Over to Create Larger Right Cell and Smaller Left Cell

12. Click into the bottom right cell (as circled above) and hit the Enter key 5 times.
13. Your table should now look as follows:

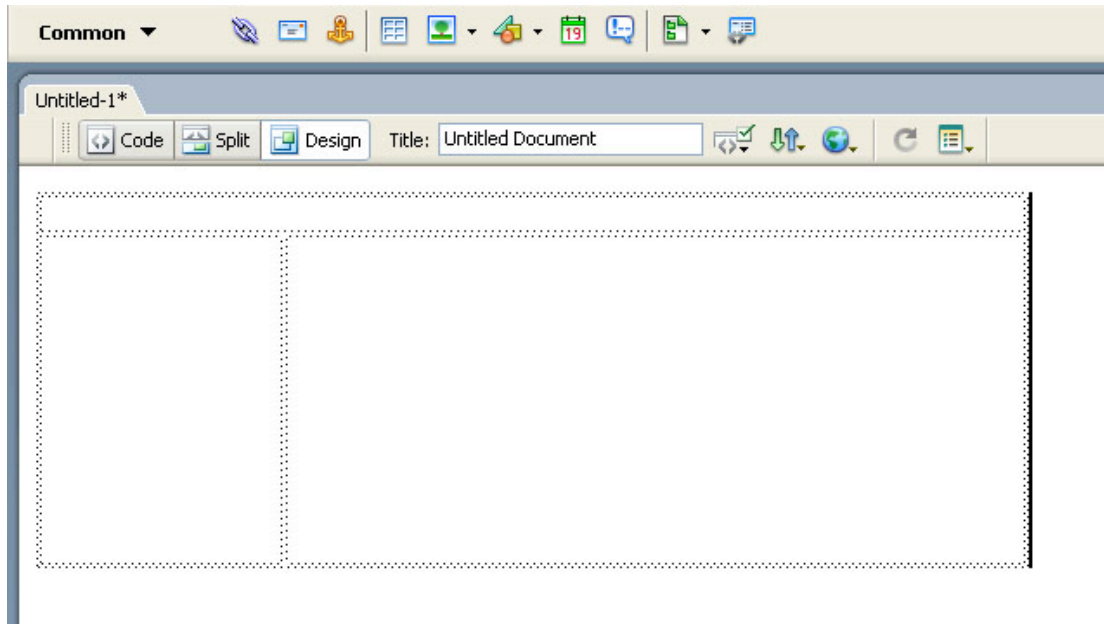


Figure: Increased Height of the Right-Bottom Cell

Looking at the above picture, you can see a page layout somewhat similar to the one presented in the beginning of this section.

14. Click into the top cell in the table, and hit Enter one time. Your table should now look as follows:

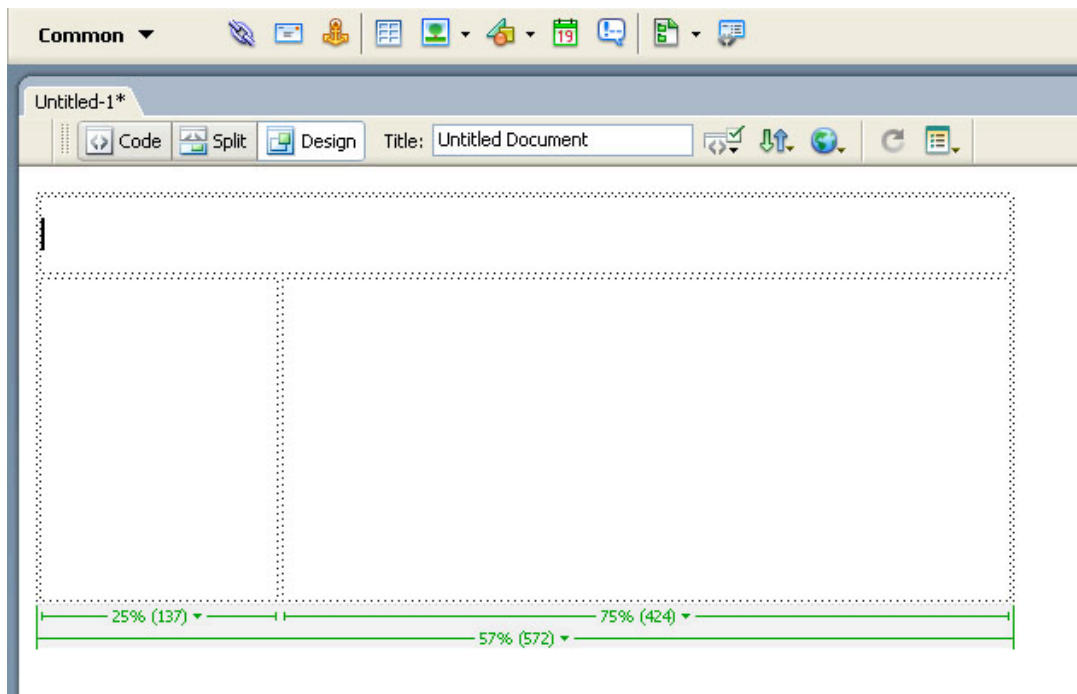


Figure: Finished Table Layout

Adjusting Cell Alignment

Before you can begin adding text and images to your webpage, you will need to adjust the table cell properties.

Note: *Adjust cell properties.* You will not be able to position your cursor properly within the table cell otherwise.

- Click into each cell in your table. You will adjust the settings for each cell one by one.
- Click into the cell that represents the area where you will place your navigation.
- The properties for that cell appear in the Properties Panel.
- When you click into this cell you will not that the cursor appears in the center of the cell. However, you need to have this cursor appear at the top.

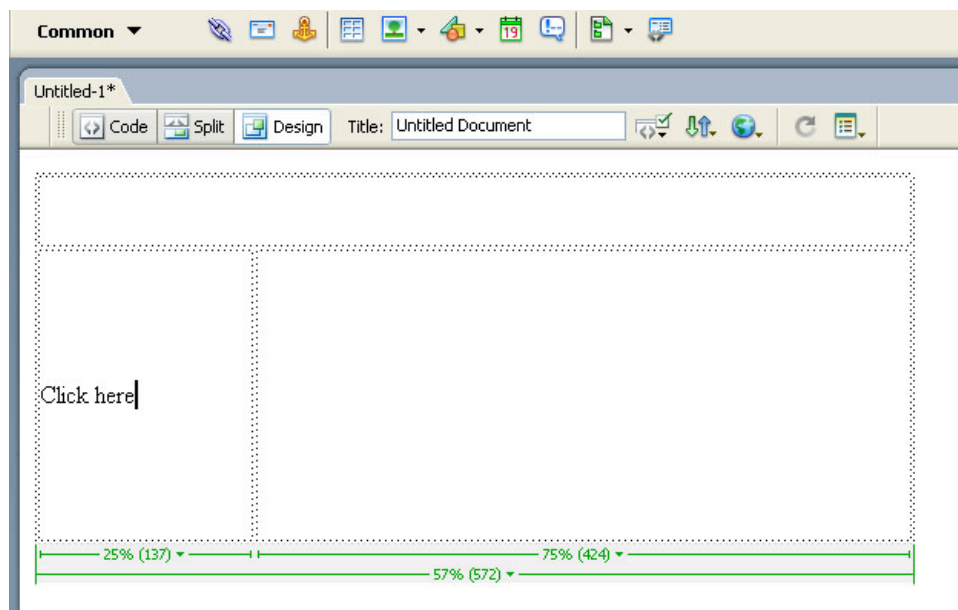


Figure: Clicking into the navigation cell

- Find the vertical alignment properties. Adjust them so that the vertical alignment is set to “Top”. See image below:

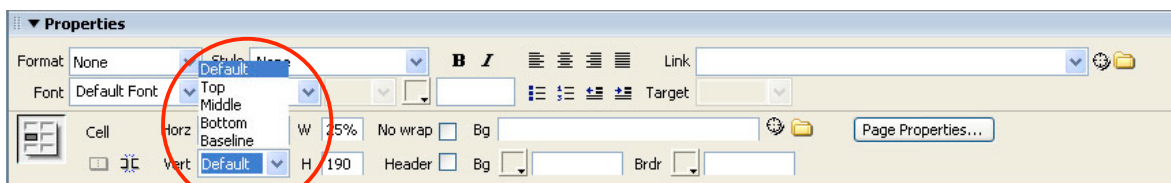


Figure: Properties of the Selected Cell

- Repeat these steps for each cell in your table. If you are not sure whether to adjust the vertical alignment properties, click into a cell and see where the cursor is placed by default. If it is not at the top where you would like it to be, then adjust the properties for that cell.

Note: *You will not have to adjust the properties for the content cell (i.e. the large cell on the right where the text for your web page will be located). Since you clicked into that cell previously and hit the Enter key 5 times, the cursor will appear at the bottom of the cell. Use the “↑” arrow on the keyboard to bring the cursor back up to the top of the cell.*

Adding a Navigation Bar to your Page Layout

One of the easiest ways to create a navigation bar is to insert another table into the cell you have specified as the navigation area of your webpage.

To add a navigation bar using a table,

- Click into the cell you are using for navigation. Be sure that you have already adjusted the vertical spacing for this cell. If not, refer to the previous section.
- Go to “Insert → Table” to insert a table.
- Choose to insert a table with 1 column and 3 rows (the number of rows depends on the number of areas in your site). Set the table border equal to 0. Leave the table width as 75%.
- You can now type the name of each section of your website within these cells. For example,

Home
Courses
Contact

- These names represent the areas of your website. Each of these areas in turn (particularly Courses and Contact) may have different subsections. When you create the navigation areas on these other pages, you will need to remember to add extra rows in the table to represent these sub areas. For example, here is what the navigation bar might look like for the “Courses” page.

Home
Courses
ENG 110
ENG 355
Contact

- Note the “ENG 110” and “ENG 355” are indented within the table. This is a visual cue that indicates where these two pages are in relation to your entire site. Remember to follow this convention so that users of your site will understand how your site is organized.

Text, Images, and Hyperlinks

Adding Text

Entering text into Dreamweaver works similarly to the typing text into Word documents.

A few notes on adding text into your web page:

- Paragraphs are automatically double spaced
 - For single spaced paragraphs, hold the Shift key and then press Enter
- Selecting Fonts and Font Sizes
 - Through the use of the Properties Panel, you can highlight some typed text, and then select the font style from the drop down list:

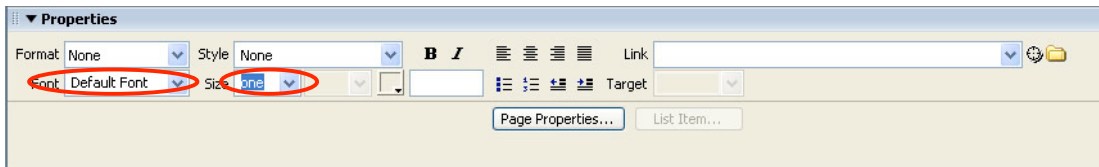


Figure: Use the drop-down menu in the Properties Panel to change text font and font size

- From the Dreamweaver toolbar, you can also select “Text” tab; a menu of text options will open, and these will also allow you to change text size, color, font, and check spelling.

Images

To insert an image into Dreamweaver, select Insert → Image

Browse your computer for the desired image

Click “OK” to save your changes

After you insert your image, select it (i.e. click onto it once)

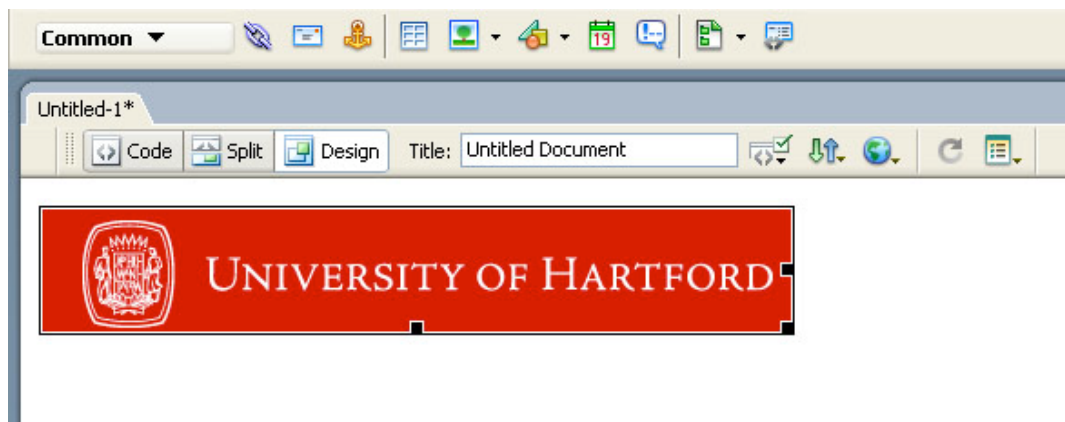


Figure: Inserting an Image into Dreamweaver and Selecting It

The properties for your image now appear in the Properties Panel. The Panel displays the following information:

- SRC – this is the image source which is the location on your computer of the image file
 - If you wanted to delete the image and insert another one in its place, select the file folder located next to the name of the image (see image below)
- W and H – this is the width and height of the inserted image

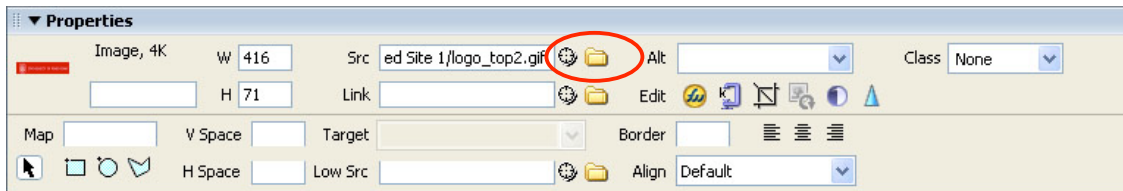


Figure: Properties of a Selected Image in Dreamweaver

Adding Hyperlinks in Dreamweaver

Before we discuss how to add hyperlinks in Dreamweaver, it is important to explain the different kinds of hyperlinks that you can create in a website.

The different types of hyperlinks are as follows:

- **External link:** A link to a web page outside of your web site. An “off site” link. This type of link requires an absolute URL (i.e. you must type in the full address “<http://www.hartford.edu>”). Did you know? You can also make links to Word documents, PowerPoint files, Excel spreadsheets, PDF documents or any other computer file as long as it has been uploaded to your website.
- **Internal link:** A link to another page within your site. Internal links should use relative URL’s. A *relative* URL refers to an HTML document on the same machine as the current document¹. Dreamweaver will create relative URL’s by default. More about these later.
- **Email link:** Specify an email address for users to send email; will open the users email program and fill in the “To:” portion with the address you specified²

To Add an External Link

1. Select the item
2. Go to the Properties Panel and find the “Link” text box
3. Type in the full address of the website you want to create a link to (i.e. <http://www.hartford.edu>)

To Add an Internal Link

1. Select the item
2. Go to the Properties Panel and find the “Link” text box
3. To the right of the text box, find the folder icon

¹ HTML and URL’s. (2003). World Wide Web Consortium. Available: <http://www.w3.org/TR/WD-html40-970708/htmlweb.html>.

² Dreamweaver Intro – Part 1: Web Site Basics. (2003). OIT Academic Computing. Lederle Graduate Research. University of Massachusetts Amherst.

4. Click onto the folder icon to Browse the your website for the page you want to link to.
5. Link to other HTML pages within your website or link to other files that you have uploaded (Word documents, PDF documents, PowerPoint files, etc.).

To Add an Email Link

1. Select the item
2. Go to the Properties Panel and find the “Link” text box
3. In the Link text box, type “mailto:theemailaddress”
 - a. So, if you wanted the email to come to the FCLD, the link would be mailto:fclld@hartford.edu

Publishing Your Website

Note: *Before you can begin with these instructions, be sure to define your site within Dreamweaver. See the “Defining a Site” section of this handout for more information.*

Once you are done creating your website, the next step is to upload it to the web using FTP. When you defined your site, you specified FTP information such as your login ID and password.

In order to connect to your site, do the following:

1. From the Files Panel, be sure that the Sites tab is selected.
2. Click onto the “Connect” icon to connect to your remote server. This icon is literally an image of an electric plug. When you are connected, this icon will appear “plugged-in”.
3. By default when you connect to your website, you are switched to Remote View because now you are viewing files on the server.
 - a. **Note:** *If this is your first time uploading files to your website, then the list of available files should be empty with the exception of a few folders that are placed there by the server administrator.*
4. Switch from Remote View to Local View. You will now select the files you want to send to the server. If this is the first time that you have uploaded files to the server, select the root folder of your website to send all files. . Select this folder by clicking onto it at once. Otherwise, simply click once onto the files you want to send to the server.

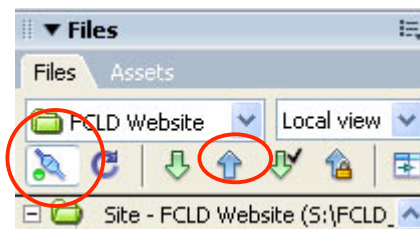


Figure: Selecting the “root” folder of your website

5. Select the “Put” arrow to send your files to the server. See image above.
6. Your files are now available online.

Getting your Website Files from the Server for Editing

Do you already have a website, but this website needs updating? You can use Dreamweaver to “get” your website files from the server to edit on your own computer.

Before you can begin the using the instructions provided here, you must follow the directions for “Defining a Site” on page 8.

1. Click onto the “Connect” icon to connect to your remote server. This icon is literally an image of an electric plug. When you are connected, this icon will appear “plugged-in”.
2. By default when you connect to your website, you are switched to Remote View because now you are viewing files on the server.
3. Select the root folder of your website from Remote View.
4. Select the “Get” arrow to get copies of the files from the server placed onto your machine.
5. You have now downloaded all of your files. Edit and save them as needed.

Maintaining Your Site: Dreamweaver Templates

Templates are useful tools in that they ensure a consistent “look and feel” for your website. Every time you create a new page for your website, that page will automatically be based upon pre-established guidelines. In addition, Dreamweaver templates are smart – once updated, they will automatically update any files associated with them. This means that you spend less time maintaining your website.

Step One: Create a Template File

In the Dreamweaver menu, do as follows:

1. Select **File → New**
2. A small dialog opens. Click onto the **General** tab
3. Select **Template → HTML Template Page**
4. Click “**Create**” to create the page (see image below)

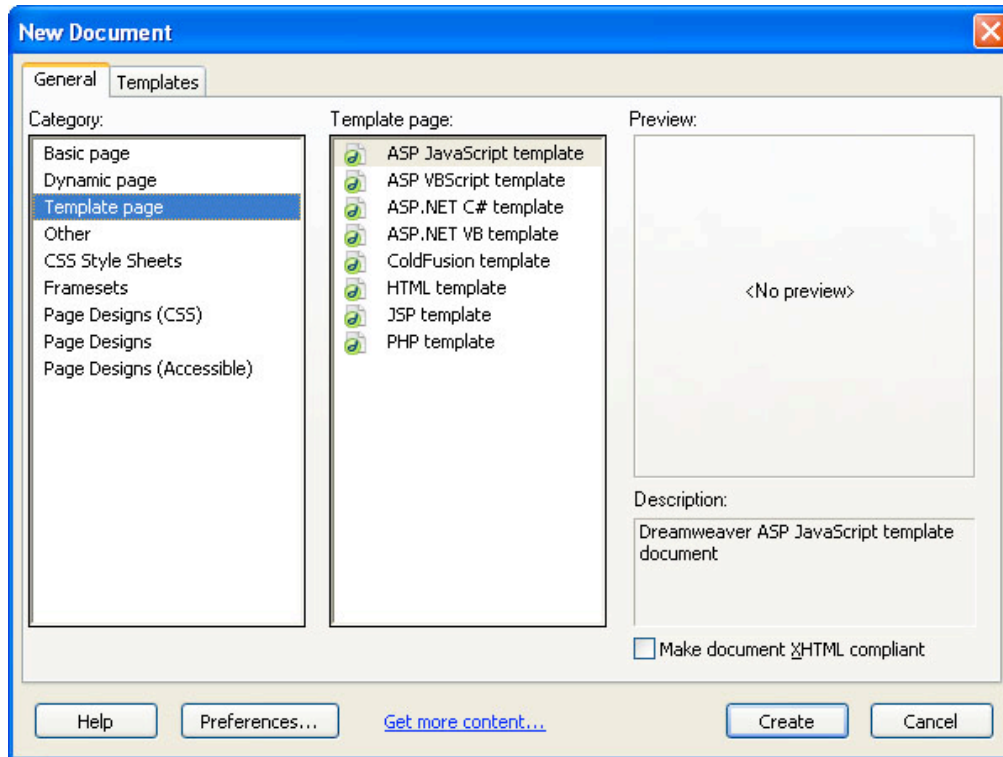


Figure: Creating a Dreamweaver Template File.

Step Two: Create your Desired Page Layout Using a Table

Refer to pages 7-12 for more information about creating page layout using tables.

Step Three: Create “Editable” Regions

Your next step is to create editable regions within your template – areas on your webpage that are going to change from page to page. The best example of an editable region is the content area of the page. While the navigation bar will not change, the content of each page will.

To add an editable region, click into the table cell that represents an area that will change (i.e. click into a cell reserved for page content).

1. Select **Insert → Template Objects → Editable Region**
2. When you insert an editable region, you will be asked to give that region a name. Some templates have more than one editable region, which is why you are asked to name yours.
3. Name this region “Content”.

Step Four: Save Your Template

To save your template, select **File → Save**

Creating a Page from a Dreamweaver Template

To create a new page from a template, do as follows:

1. Select **File → New**
2. The small window opens with two tabs: General and Templates. Select the Templates tab.

3. A list of all your currently defined websites will appear. Select the name of the website that you want the template from, and then select the name of the template.
4. Click “Create” to finish.
5. You can now create a new page from the specified template. Remember that you can only alter the sections of the page marked as “Editable.”

Updating a Template

To update a template, do as follows:

1. Within the Files Panel, look at the files within your website.
2. Find the “Templates” folder.
3. Open the desired template by double clicking onto it.
4. Make your desired changes.
5. Save the file. You will be asked to update all the pages associated with the template. Select “Yes” to update all the files. Dreamweaver will then show you a status window displaying the number of files it is updating and which of those files were successfully updated.

Instructional Technology at the University of Hartford

Faculty Center for Learning Development

FCLD provides consulting and support to faculty interested in incorporating technology into instruction.

Telephone: 768-4661

Email: fcd@hartford.edu

Website: <http://uhaweb.hartford.edu/fcd>

Information Technology Services:

ITS Help Desk

Contact the ITS Help Desk for general computer and Internet/network support questions ITS Help Desk (technology not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, grades).

Telephone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services

MTS is a department devoted to fulfilling equipment requests and the integration of technology into classes. Faculty may request additional equipment to be delivered to classroom.

Telephone: Main 768-4643

Email: mts@hartford.edu

Website: www.hartford.edu/mts