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# Getting Up and Running with Dreamweaver MX

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By Building a Web-Based Portfolio

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# Getting Up and Running with Macromedia Dreamweaver MX

## By Building a Web-Based Portfolio

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## Introduction

Dreamweaver is a powerful web development tool. But new users often find getting started with Dreamweaver to be a daunting task. The purpose of this guide is to get you up and running with Dreamweaver MX quickly. In fact, you will likely have a web site up on the Internet by the end of your second session. Once you become acquainted with Dreamweaver, you'll find it is also a very easy tool to use.

With this guide you will learn how to construct your own personal web site. While any reason would do, this guide uses the project of constructing an electronic portfolio reflecting your personal and professional experiences. Like any portfolio you will be able to show evidence of your professional experiences, skills, and interests. Because the portfolio will be web-based, anyone in the world who has access to the Internet and a web browser (such as Netscape or Internet Explorer) can visit it, including family and friends, colleagues, teachers, and prospective employers.

This guide is presented in four sessions:

- 1) Creating a "root folder" for your web site on your computer and defining a local web site in Dreamweaver;
- 2) How to construct a new HTML document from scratch;
- 3) How to link your HTML document to other web pages; and
- 4) How to add graphics and backgrounds to your HTML documents.

Each session is designed to be completed in one sitting (no more than one hour), though the actual completion time will vary from person to person.

This guide was written to go along with Dreamweaver version MX. Please be aware that there are many important differences between this and earlier versions of Dreamweaver.

I designed this guide for educators, hence I use educational examples throughout. However, the guide's basic structure to a portfolio is relevant to any professional or student.

## How to use this guide

In each section, you will be asked to perform a series of steps to complete the project. Each step to be performed will be preceded by a check box, such as this:

- Select “Preferences” from the “Edit” menu.**

Follow the instructions carefully and check off the step when it is completed. This will help you from getting confused and disoriented. In the event that you make a mistake, these check boxes will help you to retrace your steps. Explanations and illustrations will accompany these steps. The illustrations represent what you should actually be seeing on your screen. You should strive to ensure that *critical* elements of illustrations match exactly what you see on your screen.

However, you will encounter lots of situations in which *general* features of illustrations will never exactly match what you see on the screen, such as the relative positions of windows. The graphical user interface (GUI) of Dreamweaver results in all kinds of variations that have no bearing on the final result. Rest assured that I'll try to alert you to those times when absolute accuracy is required.

Of course, it is possible that you will follow and check off each and every step and still feel hopelessly lost at some point. When the inevitable happens, try not to panic. Instead, carefully retrace your steps starting at the last point where things seemed to be working. Try to approach these situations with the attitude of a creative problem-solver confronted with a challenge.

## What you are expected to already know

This guide assumes you already understand basic computing concepts, such as how to create and save files with applications such as Microsoft Word. It also assumes you have been successfully browsing the World Wide Web with applications such as Netscape or Internet Explorer.

This guide will not teach you everything there is to know about Dreamweaver — it's not designed to. Therefore, after completing this guide, it is strongly recommended that you find and use other resources to thoroughly learn Dreamweaver and its many features. A good place to start is the reference manual that accompanies Dreamweaver. Fortunately, the popularity of Dreamweaver has generated many excellent third party books as well.

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I will also update this guide as needed to correct mistakes and make other improvements, so be sure to get the most recent version.

I will acknowledge your payment upon receipt. As a little extra incentive, I will also send you free-of-charge the URL of an additional Dreamweaver MX lesson that shows how to create and use tables in your HTML files, one of the most useful tricks to improving the aesthetics and layout of any page.

Remember, if you use any part of this guide and do not send payment promptly, you and/or your institution are in violation of copyright. Please support me in trying to get quality materials into the hands of people quickly, without hassles, and at a reasonable cost. And besides, guilt is a terrible thing!

*Version: March 4, 2003*

# Session 1: Getting Your Computer Ready for Web Development

Although I'm sure you are anxious to begin designing your first web page, you'll actually save time in the long run by doing a little bit of prep work right away. First, we need to create a new folder on our computer that will contain all of our web work, called the "root folder" for our web site. Second, we will launch Dreamweaver and immediately define our web site using this root folder.

## Preliminary

**Beware!** Go slow and check off all the boxes as you complete the steps. You'll save time by taking your time and making sure you understand each step.

This guide is being written for students who most likely will be working in a computer lab at school. For that reason, it's recommended that you store all original files associated with your web site on removable media, such as a floppy or zip disk. It will be easier and less confusing to transport the files easily between school and home. (Of course, it will be important to back up our files from time to time.) If you are not going to be working between school and home like this, you can simply choose to create a new folder on your home or office computer, as per the instructions that will follow, instead.

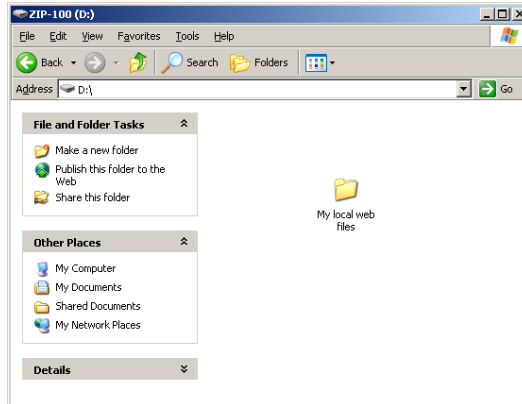
### **Format a new disk dedicated to web page construction.**

We will start by creating a folder that will contain all of our web work, not just the portfolio web site built by going through this guide. As explained more fully in Appendix A, this folder will eventually correspond to a folder on the web server on which our site will reside after we upload (i.e. transfer) the files. Dreamweaver will use the terms "local" and "remote" to refer to the files either on our computer (i.e. local) or the files uploaded to a web server (i.e. remote).

It doesn't matter if you use a floppy disk, a zip disk, or some other form of removable media, but your choices may be limited to the computer you are using. Keep in mind that floppy disks, due to their limited storage size, will fill very quickly, especially if you start using lots of graphics, sounds, etc.

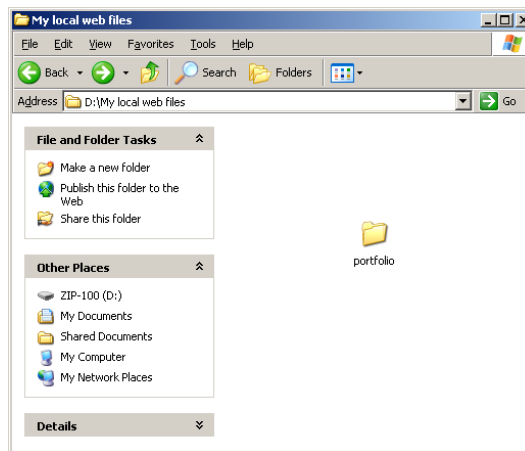
The screen shots in this guide were taken from the Windows XP version of Dreamweaver MX. Fortunately, the differences between the Macintosh and Windows versions are slight, so Macintosh users should have no problem using this guide. When differences are important (such as control-clicking instead of right-clicking), they will be pointed out.

- **Make a new directory on this disk and name it “My local web files”:**



Next we create a folder exclusively for our portfolio web site. As you will see, this folder will contain every file and graphic pertaining to our portfolio.

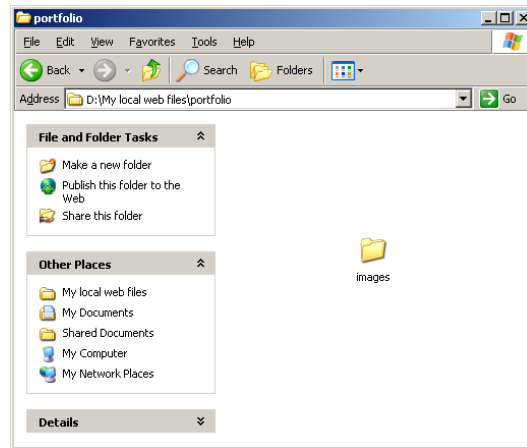
- **Make a new directory on this disk and name it “portfolio”; type in all lower case letters:**



The portfolio directory is your “**root directory**” for your entire web site. This means simply that everything related to your web site must be contained within this directory. The importance of this concept will be emphasized throughout this guide.

It’s a good idea to give some thought to the overall design of our web site, such as its main parts or functions. Although we will not deal with how to insert graphics or images into our web pages until Session 4, it’s a good idea now to plan for their eventual need. A good strategy is to create separate directories for any resources we may be using.

- Open the portfolio directory and make another directory inside it called “images”:

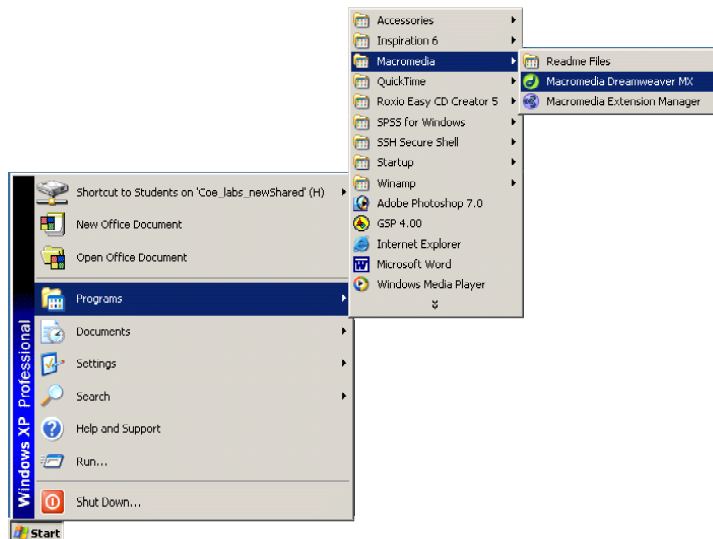


Great! We have created the essential first elements of our web site! Time to launch Dreamweaver MX.

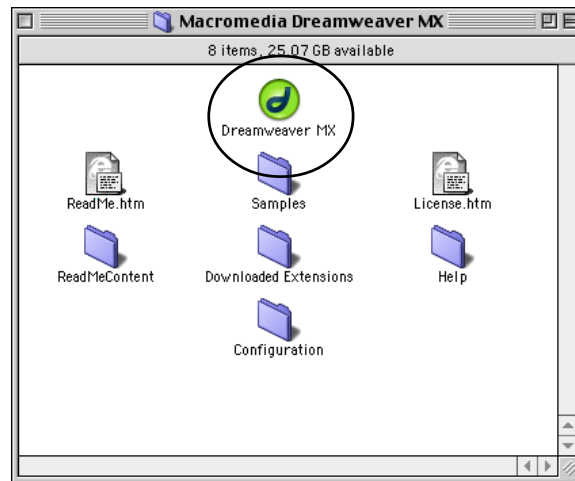
## Launching the Dreamweaver MX Application

- Launch the Dreamweaver MX application.

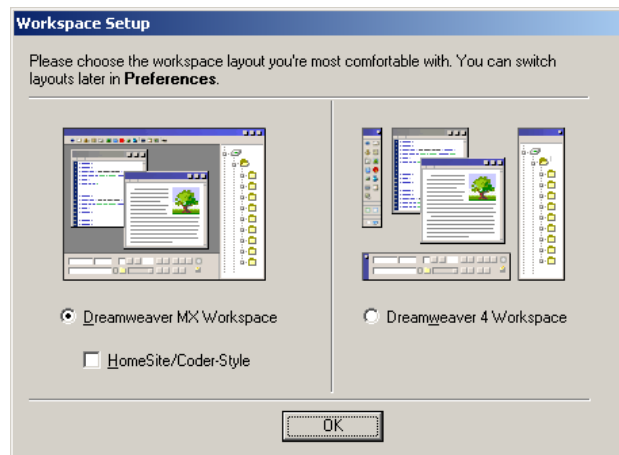
**Windows users:** Click on the Start button and launch the application:



**Macintosh Users:** Find and double-click on the Dreamweaver MX application icon:



If this is the very first time you've launched Dreamweaver after installing it, you will see the following window:



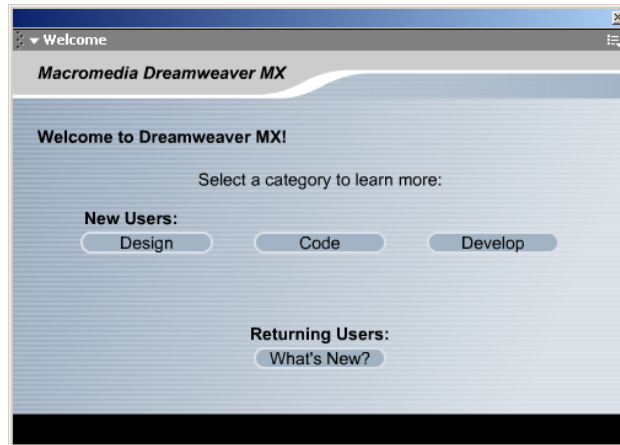
The only reason to choose the Dreamweaver 4 Workspace would be if you are a diehard version 4 user who strongly prefers that interface.

The Dreamweaver MX interface is significantly different from the Dreamweaver 4 interface. This window gives you the option of using the older interface or using the "new and improved" MX interface. The rest of this guide uses the MX interface, so that's what we want.

- Be sure that "Dreamweaver MX Workspace" is checked, then click OK.**

You will not be bothered by this window from here on, although you can manually access it in the Dreamweaver preferences.

Again, if this is the first time you've launched Dreamweaver since installing it, the following window will open:

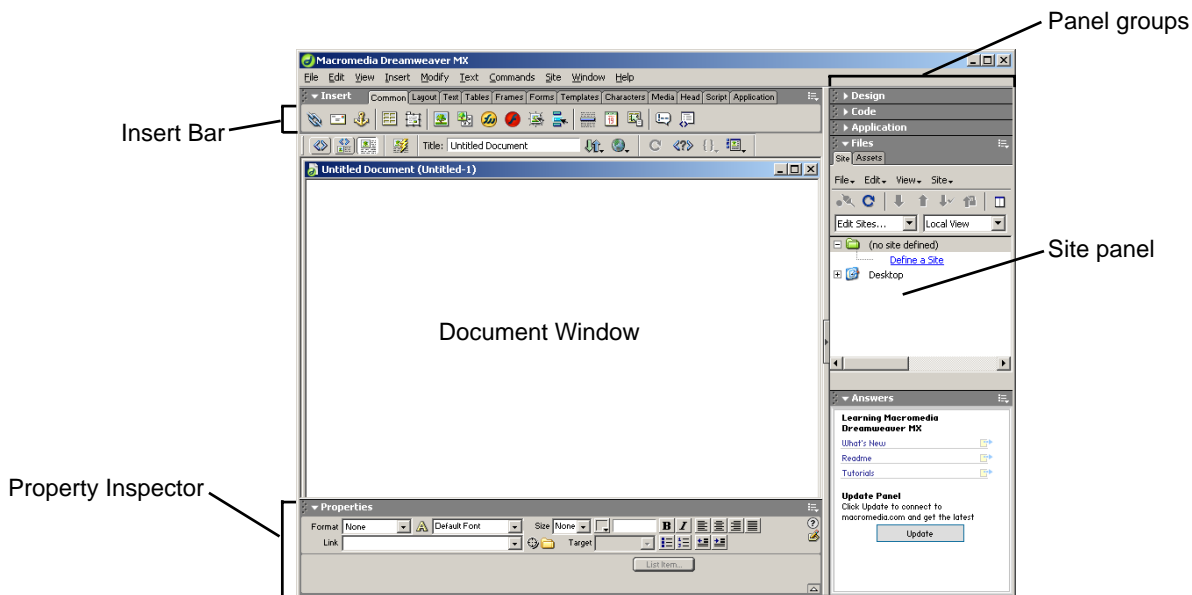


You can always come back to this welcome window later by choosing "Welcome" under the Help menu.

If you have the time, feel free to explore some of the information available on this welcome screen. Assuming you just want to push ahead, close the welcome window.

- ❑ **Close the Welcome window by clicking once in the close box in the upper right corner.**

A blank screen appears with the title "Untitled Document":



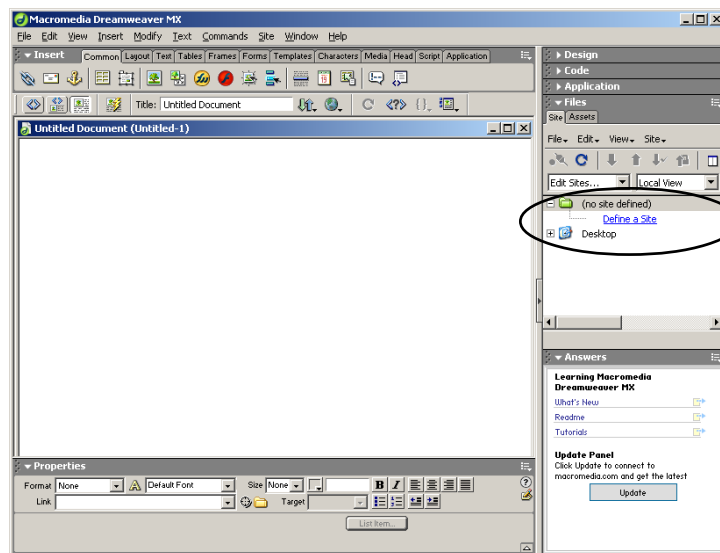
There are several windows and panels that open automatically. The most important for us are those labeled above: Document Window, Property Inspector, Insert Bar, and the Site panel. There are many, many more windows and panels that can be opened as well! We'll explain and use these windows as we go.

## Setting up a web site

I know you are just itching to get started building a web page with Dreamweaver, but let's do one more thing first. One of the most powerful features of Dreamweaver is its site management tools. Not only does this greatly simplify and shorten the time it takes to maintain a complicated web site later, but setting up a site now will give us access to many unique tools and opportunities even while we are building our first pages.

There are two main parts to the process of defining a web site within Dreamweaver: Setting up a local site and setting up a remote site. Before you can set up the remote site, you have to have access to a web server, either provided to you via your school or company, or one you pay for. We will not worry about setting up the remote now, but we will spend a few minutes now setting up the local site.

Notice the “hot text” in the site panel that reads “Define a Site”:



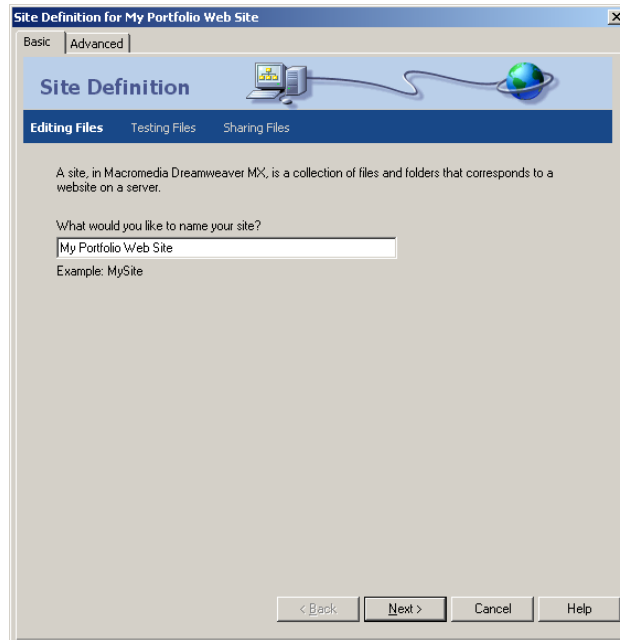
All we need to do to start the process of defining a site is to click on this hot text.

- Click once on the hot text “Define a Site” in the site panel.

This triggers the site definition wizard — a step-by-step guide to defining a site. The first page simply asks you to give your site a name.

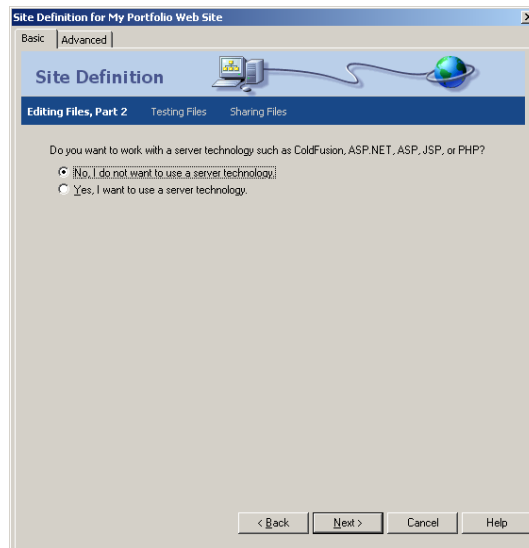
- **Give your site the name “My Portfolio Web Site”, then click “Next>”:**

You can choose any name you want for this — this site name is only used internally by Dreamweaver to keep track of all of the sites you set up. This name will never appear anywhere later on the Internet.



The next page asks if you want to use a server technology. A server technology allows you connect your web site to an online database for applications such as a guest book, shopping cart, etc. We will not be using a server technology in this guide.

- Choose “No, I do not want to use a server technology”, then click “Next>”:

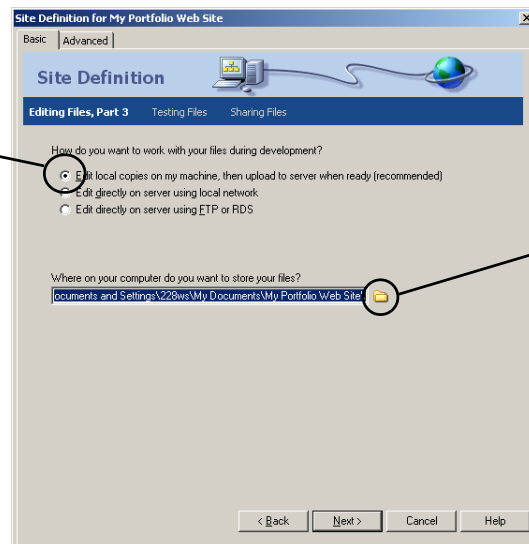


The next page asks two things: How you want to work with your files during development and where the files are located. We will choose to work locally on our personal computer, then upload to a server when ready:

The second part ask us to tell Dreamweaver where, exactly, our files are located on our computer. We need to point to the directory we set up at the beginning of this session.

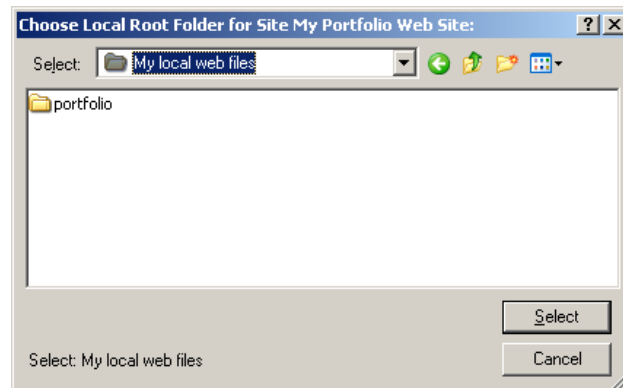
- Be sure that the first choice (“Edit local copies on my machine...”) is checked, then click on the small file folder icon:

Be sure the first choice is selected.



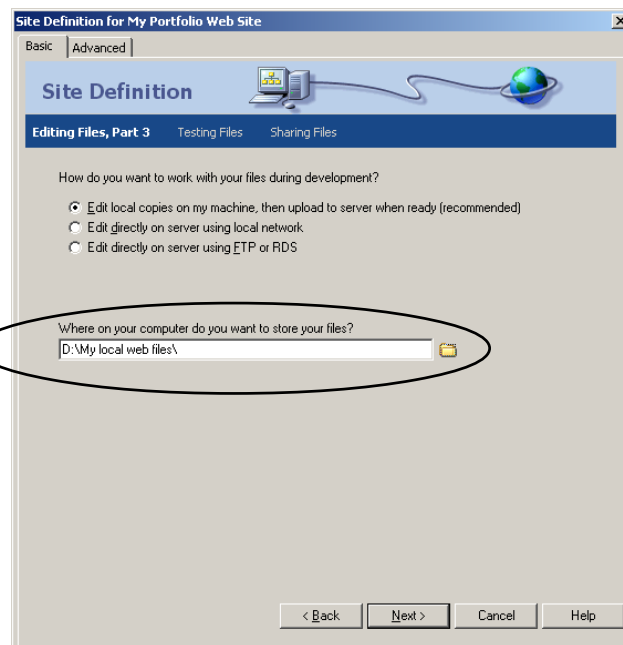
Click here

- **Navigate your way to the directory “My local web files” and be sure it appears at the top of the window:**



- **Click “Select”.**

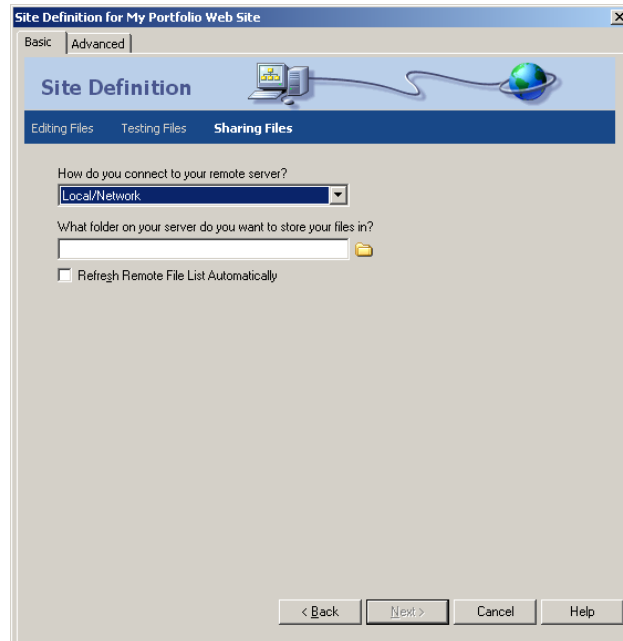
Be sure the path to this directory appears in the window:



Recall that I created my root folder on a zip drive, which is the D: drive on my computer. If you are also using a zip drive it may have a different letter.

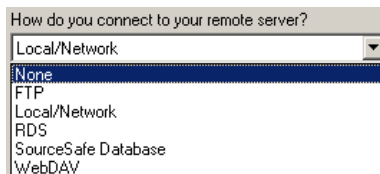
Great! We're almost done. Just one more step.

- Click “Next>” to go to the network connection page of the site definition wizard.

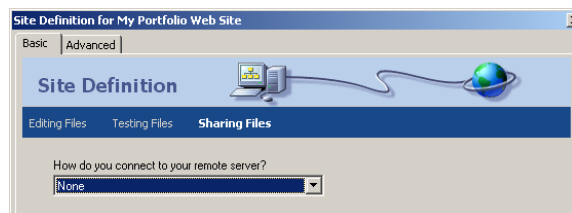


The network connection page assumes you have a live connection to a web server. However, at this point we are going to assume that you do not yet have access to a web server, so we will tell this to Dreamweaver. If you do have access to a web server and want to finish, you can go to the Appendix for the “rest of the story”.

- Click on the small black triangle to the right of “Local/Network” to activate the pop-up menu and choose “None”:

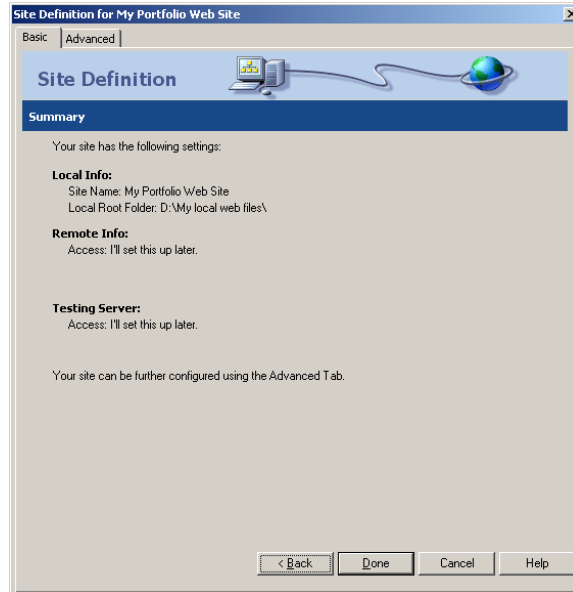


Your screen will look like this when finished:



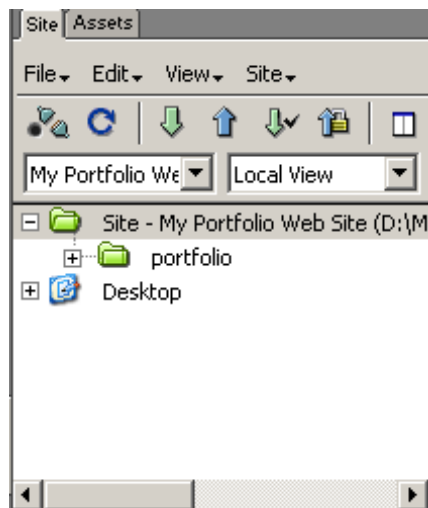
- Click on the “Next>” button.

Review this summary page. If you feel you made a mistake along the way, you can click the “<Back” button to retrace your steps.



- If all looks well, click on the “Done” button.

Notice that the site panel now reflects your site. It mirrors how the disk is organized with your site’s root folder:



Great! We are all set to build our first web page!

# Session 2: Constructing a new HTML Document

Dreamweaver provides an easy way to construct web pages without having to learn Hypertext Markup Language programming, more commonly known as HTML. Instead, we can use Dreamweaver like a word processor. There are some key differences between Dreamweaver and word processors, however. One of the biggest differences you will notice later is how graphics are handled. You can also use Dreamweaver to easily link one web page to another. In this session, you will learn how to construct a single web page from scratch.

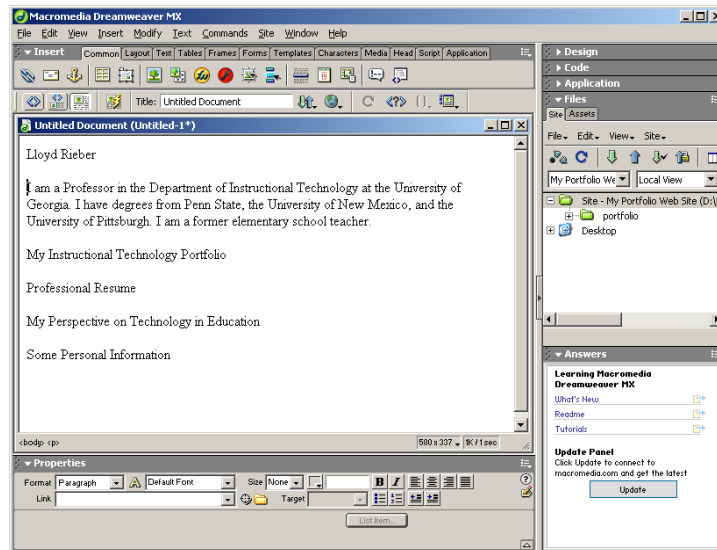
## Entering and formatting text

Let's begin building a personal home page by typing a short biographical statement about yourself.

- **Type your name, followed by a brief statement about yourself, patterned after the following:**

Dreamweaver allows you to view and modify the raw HTML code that it automatically generates as you use its "point and click" interface. If interested, you might find this a good way to learn HTML. However, many people build quite sophisticated web sites with Dreamweaver without ever having to deal directly with HTML.

Obviously, you should type your name and information about yourself here instead!



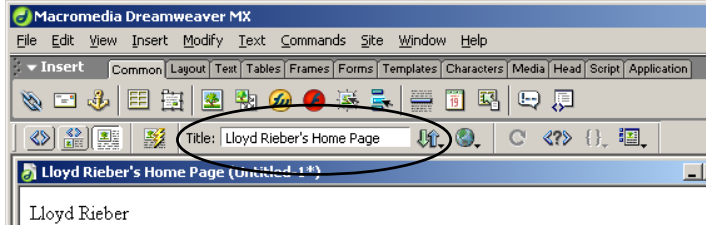
Notice that when you press the RETURN or ENTER key, there is automatic double-spacing between paragraphs. This is standard. (You can press Shift-Enter to start typing on the very next line.)

Also notice the four phrases I typed at the end. Later, these topics will act as a menu where each topic links to a separate web page. We will learn how to construct links to other web pages in the next session. The use of organizing text, such as this simple menu, is a good first step to designing your web site.

It's also a good idea to type a "title" for your home page. This title will appear at the top of the browser window when people access your page.

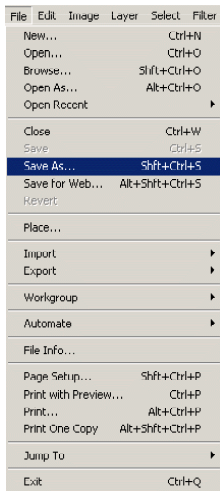
- **Type something like "Lloyd Rieber's Home Page" in the window beside "Title:"**

When someone accesses your web site on the Internet, this title will appear at the top of their browser window. If they bookmark your site, this title will be the name of their bookmark.

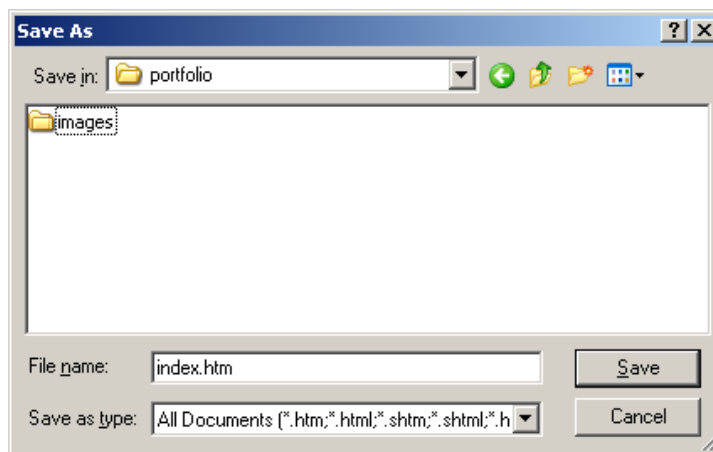


## Saving your page to disk

Like working with any file, it's important to save early and often. Saving here is as easy as with any other application. However, it's very important that the name of the file be given special consideration. Some web servers are case sensitive, so we need to pay attention to our use of lower and uppercase letters (we'll stick to all lower case). We also need to avoid using special characters and spaces. Finally, all web files must end in one of several special extensions. For example, we are going to name our first file a very special name called "index.htm". We'll explain in a moment why the name "index" is being chosen.



- **Select "Save as..." under the "File" menu.**
- **Save your file to the "portfolio" directory on your disk with the name "index.htm", such as the following:**

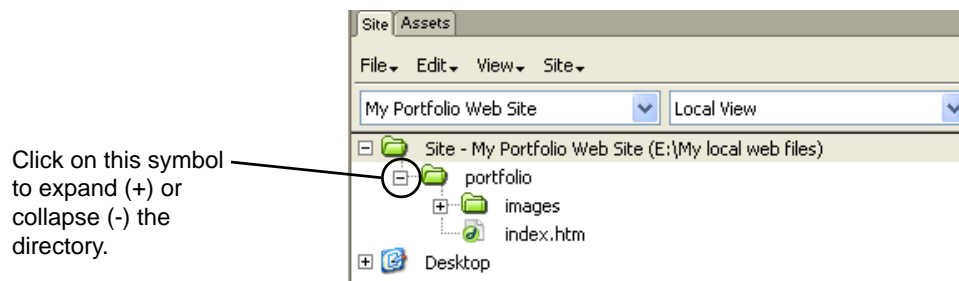


- **Click "Save."**

Home pages for web sites are typically named “index.htm” because this is a very special file name for web browsers. When you enter a web site without pointing to a specific file, the web browser looks for a file named “index.html” in that directory. If found, it displays it. This is a nice way to keep web addresses a little simpler to remember. For example, the address for my personal web site’s home page is “http://www.nowhereroad.com/index.html”. However, you can just type “http://www.nowhereroad.com” and it still works. There are other special names as well, such as “default.htm” or “home.htm”, but “index.htm” is the standard on most servers.

Actually, the extension “.htm” or “.html” can be used. Windows users traditionally use the 3 letter extension and Macintosh users traditionally use the 4 letter extension. We’ll refer to both as HTML files throughout this guide.

Notice that your page appears in the site panel window:



You’ll use this site panel window to open and manage all of your Dreamweaver files.

Let’s turn our attention back to the content on our page.

- Continue to type additional text as you would in a word processor. Be sure to save often as you go.**

You might add some additional topics to your menu, such as “My Educational Philosophy,” or “Instructional Materials I Have Developed”. You know, topics that might be found in a professional portfolio.

## Formatting text

The procedures for formatting your text are similar to those of any word processor. However, the choices are limited to only the format options supported by HTML. You will also need to get familiar with the HTML terms for formatting. For example, the format for standard text is called “Paragraph.” Let’s change the format for the first line containing our name. Let’s put our name in large letters centered on the screen.

You’ll find the choices quite limited as compared to a word processor.

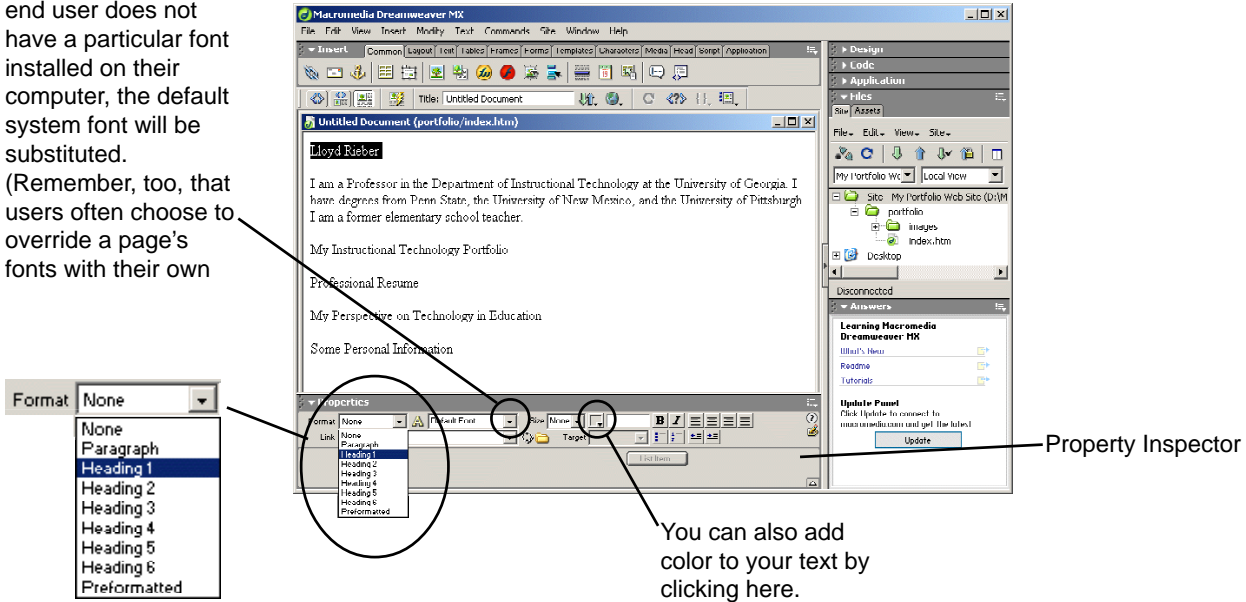
Like any word processor, the first step is to highlight the text you wish to format.

- Highlight your name by clicking, holding, and dragging the mouse over the letters in your name.**

Next, we need to change this text from “Paragraph” to “Heading” with the largest text available.

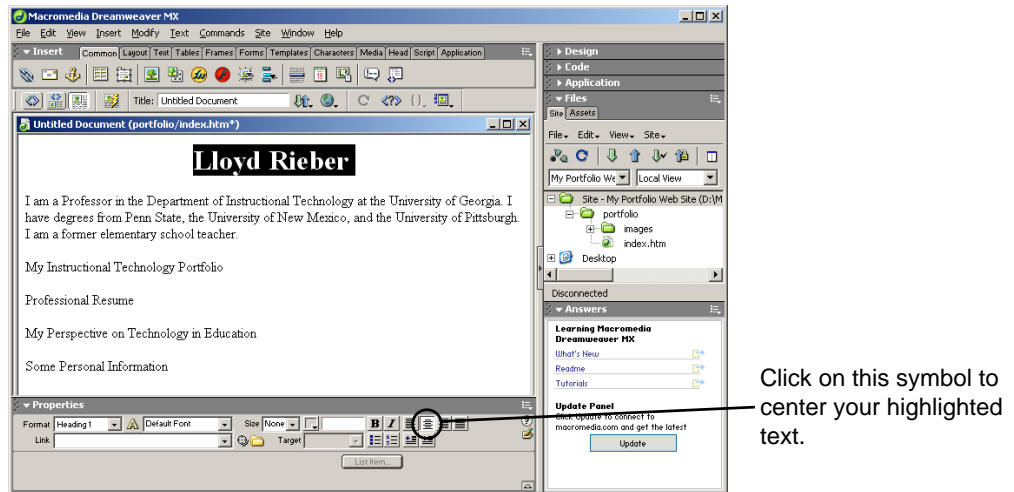
- Select “Heading1” from the “Format” menu in the Property Inspector:

You can change fonts here. However, be careful because if the end user does not have a particular font installed on their computer, the default system font will be substituted. (Remember, too, that users often choose to override a page's fonts with their own



- Next, click on the “center” symbol (be sure the text is still highlighted).

When done, your name should be correctly formatted:

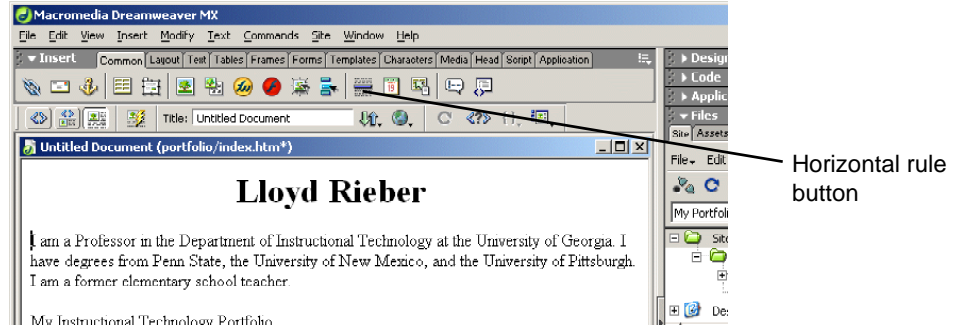


You will get more accustomed to the peculiar formatting options as you work more with Dreamweaver.

## Adding a horizontal rule

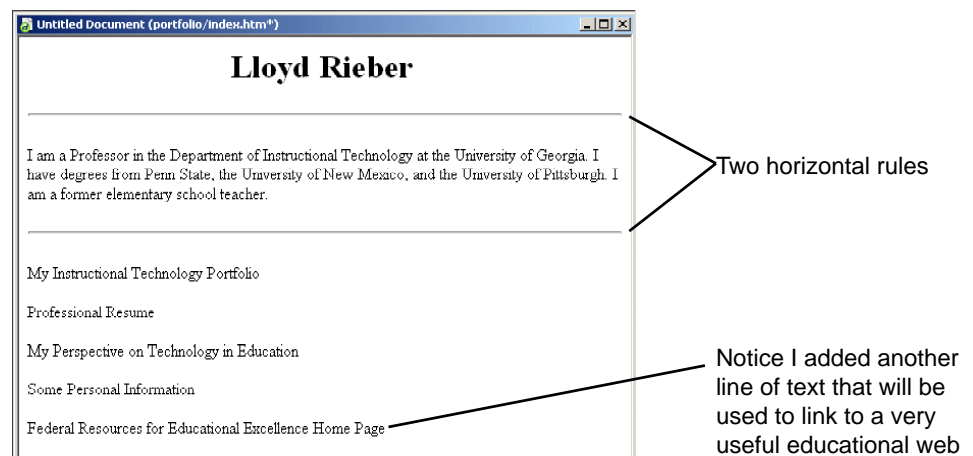
A good way to separate sections of a web page is with a simple graphic called a horizontal rule. Let's insert two horizontal rules — one after your name, and one right before the menu choices. First, let's insert a blank space after our name.

- Click once just before the first letter of the paragraph containing the short biographical sketch:



- Click once on the horizontal rule button.
- Edit your page as you would in a word processor, formatting it as you wish.

For example, I edited my home page to the following:



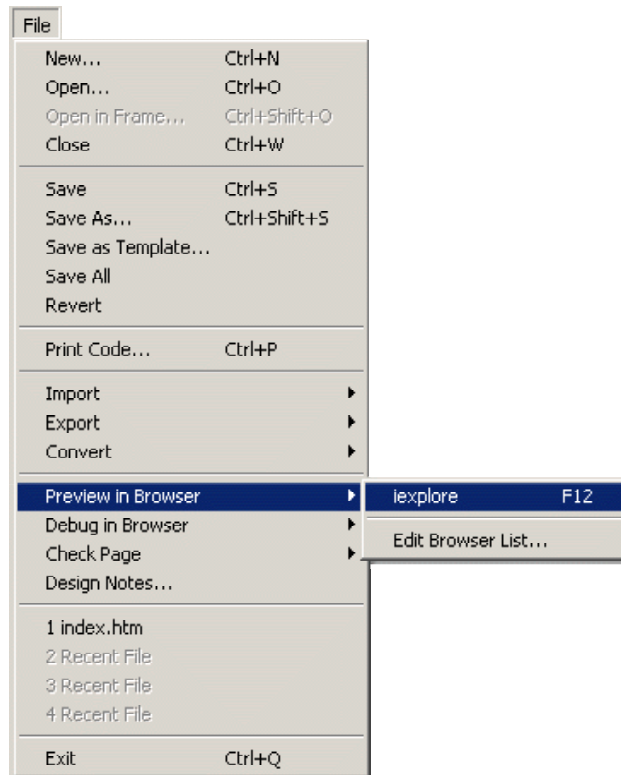
- Save your file periodically as you work!

The next two sessions will show you how to build links from one page to another and how to insert graphics into your web pages.

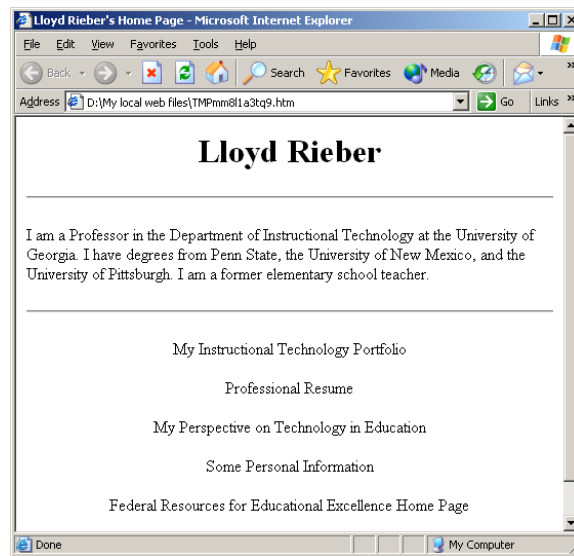
## Previewing Your Web Page

Although Dreamweaver does a nice job of showing you what your page will look like when it is actually “up and running” on the Internet, it’s helpful to occasionally preview your page in a web browser of your choice. The shortcut for doing this is pressing the **F12** key, but you have to have at least one specific web browser identified (up to 20 different web browsers can be chosen). It’s likely that your copy of Dreamweaver has already chosen Internet Explorer as the default browser. Of course, this implies that you already have Internet Explorer installed properly on your computer in a place that Dreamweaver expects it. In a minute, we’ll explore how to set up or change your preview browser list, but there is no harm in just trying it out to see if it works.

- **Select “File - Preview in Browser - iexplore” from the menubar, or press F12.**



If it works, Internet Explorer will automatically be launched and your Dreamweaver page will appear in a new window:



Notice that this is an internet Explorer window — you are no longer in Dreamweaver.

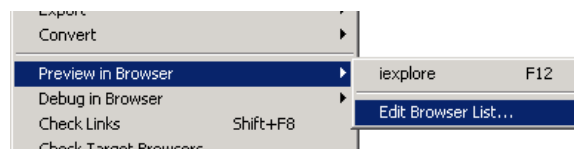
If it didn't work, you may have received any number of messages, the most likely being that Dreamweaver couldn't find Internet Explorer and whether you would like to edit the preview list.

If Internet Explorer was launched and opened your page in a new window for you, close this window and go back to Dreamweaver.

- Close all windows except the one containing your web page in Dreamweaver.**

Let's go through the steps of selecting a web browser. Even if things worked fine for you when you pressed F12, you may want to use Netscape Explorer, or at least add it as a secondary browser.

- Select "File→Preview in Browser→Edit Browser List..." from the menubar:**

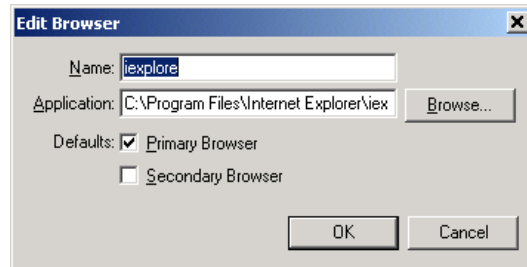


This brings up the Preview in Browser Preference dialog box.

Next, we'll quickly go through some of the steps to find, add or delete a browser.

- **If Internet Explorer did not launch when you pressed F12 earlier, but you know you have it installed on your computer, click on the “Edit” button.**

The following dialog box appears:



The text beside “Application” may be missing or different.

- **Click on the “Browse...” button, then navigate your way to the Internet Explorer application and choose to open it; Click “OK” when done.**

Let's add Netscape Communicator (or Navigator) to our list while we are here. Again, this assumes that you already have Netscape Navigator installed on your computer.

- **In the “Preview in Browser” Preference window, click on the small plus (+) sign beside “Browsers”.**
- **Click the “Browse” button and navigate your way to the Netscape Communicator application and choose to open it.**
- **Click in the check box to make this your secondary browser.**

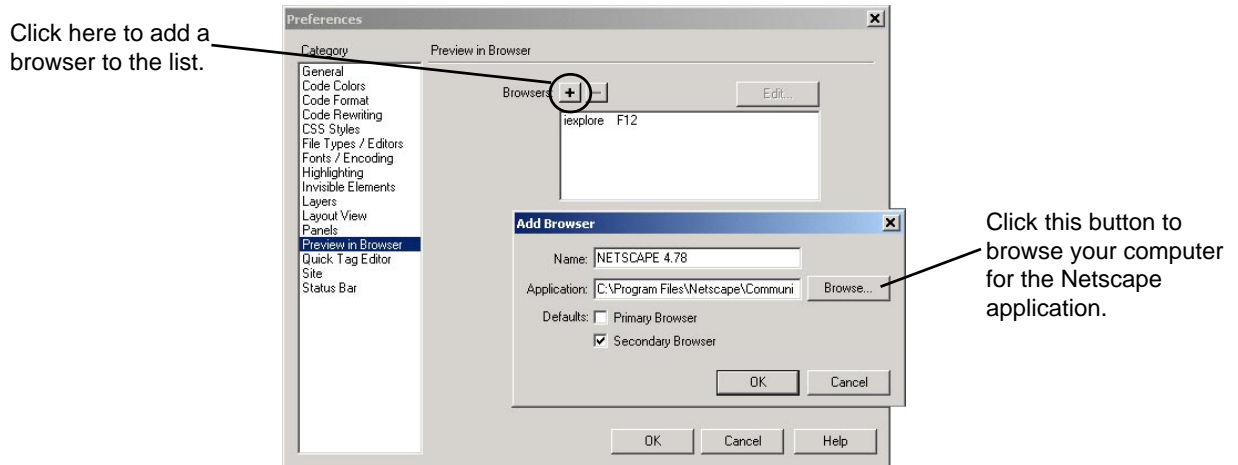
**Windows Alert!**

A good place to start your search is in a directory called “Program Files” on the C: drive.

**Macintosh Alert!**

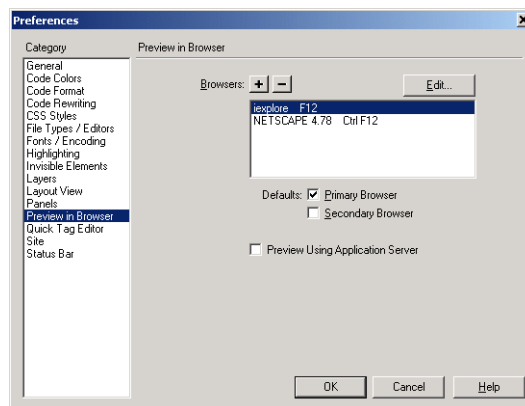
If you don't find Internet Explorer as soon as you enter your hard drive, then first look for an “Internet Applications” folder, followed by an “Applications” folder.

Your window should look like the following:



- Click “OK”.

Your “Preview in Browser” Preference Window should look like this:



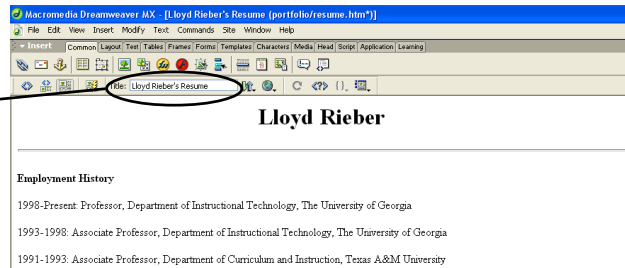
- Click “OK” to accept all the changes and to leave the “Preview in Browser” Preference Window.
- Press F12 as often as you like from here on to preview your web page in your chosen primary browser.
- Save often.

## Follow-up Activity

Practice the skills learned in this session by creating another new Dreamweaver file to contain your professional resumé. If you already have a resumé typed into a word processor, you can “copy and paste” it from the word processor into Dreamweaver. Be sure to again save this Dreamweaver file to your portfolio folder with a title of your choice (e.g. “resume.htm”).

Here’s an example:

Remember to include a title for your page, such as “Lloyd Rieber’s Resume”.



However, remember the earlier warning about the difference in formatting between HTML and word processors. Even if you copy and paste your resume from a word processor to Dreamweaver, expect to spend considerable time reformatting the Dreamweaver file. Fortunately, most word processors, such as Microsoft Word, now provide the option to “Save as HTML...” The files you save this way can then be opened and refined with Dreamweaver.

Notice the sentence I included at the bottom — “Click here to go to Lloyd Rieber’s Home page” — indicating, obviously, a link back to my home page:

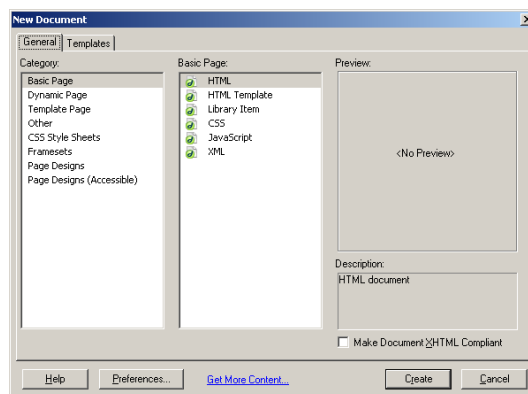
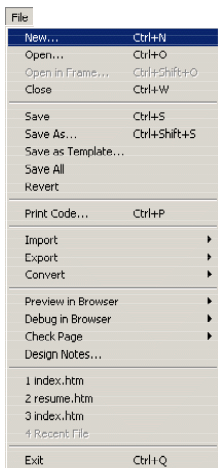


In the next session, you’ll see how to link the two files together.

We’ll briefly show next how to create a new web page.

- Choose “New...” from the “File” menu.

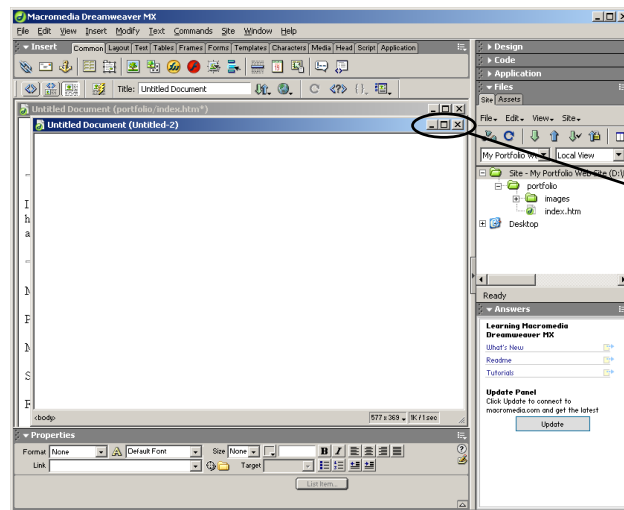
Next, you need to select a new document type:



There are lots of choices, but we'll just be sticking with the basic HTML page.

- Choose “Basic Page” and “HTML”, then click “Create”.

A new page opens, overlapping any other pages already open:

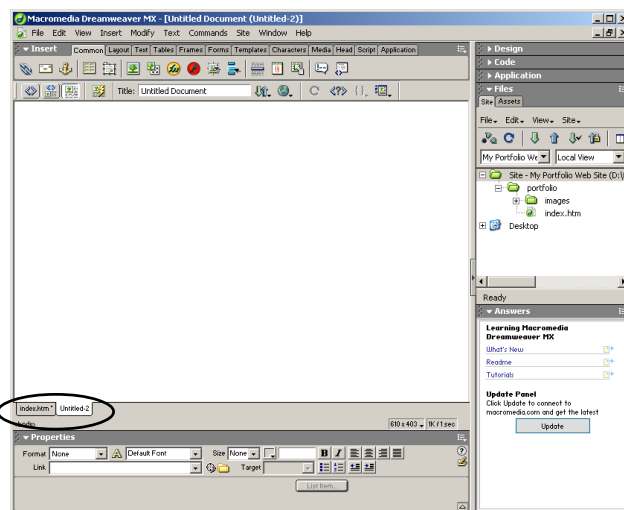


Click on the “maximize” symbol of any page currently open.

Obviously, it will be difficult to manage even a small number of pages open at the same time. Fortunately, Dreamweaver MX has a useful feature built into it to help organize these pages.

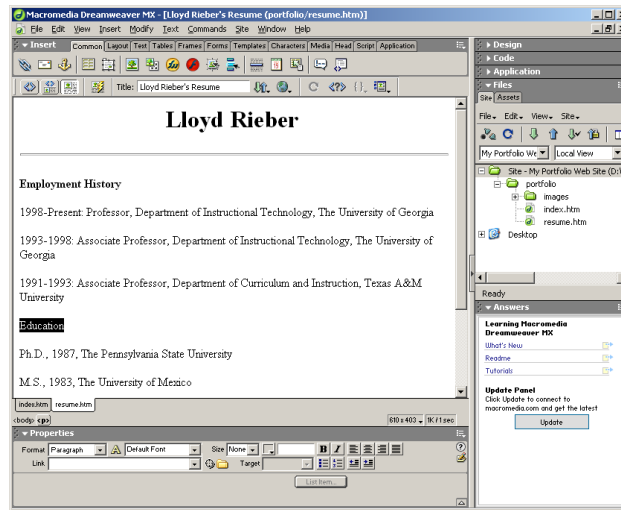
- Choose to maximize any of the pages now open.

Notice how the pages align themselves automatically. Each open page has its own tab you can click to access it:



Click on one of these tabs to access any page.

Here is my resume page, freshly typed:



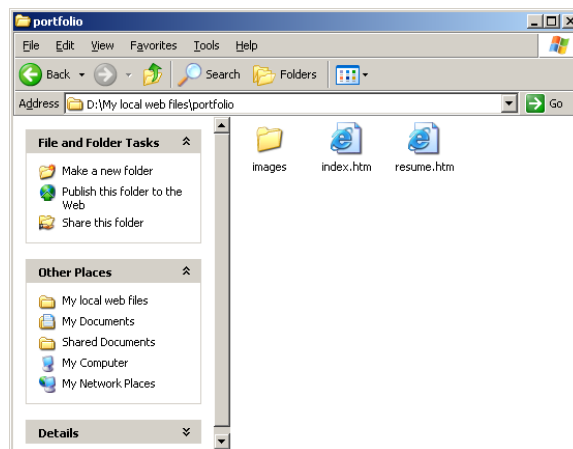
Don't get bogged down at this point trying to create the perfect resume page with all the possible information about you. You will have plenty of time later to work on it. However, be sure to create this new page with at least some token information now — we will be using this page to demonstrate how to link two pages together in the next section.

Again, in the next session you'll learn how to link these two files together.

## Taking a Look at your Root Folder

It's useful to take a look inside your root folder at this point. Recall that we made a directory named "My local web files" at the start of session 1 to store all of our web sites. Then we created the directory "portfolio" as the root folder for our portfolio web site. Now that you have created at least two HTML files, your root folder should resemble the following:

Notice that my HTML files are associated with Internet Explorer. Your HTML files may be associated with Netscape instead, meaning that Netscape is the default application for your ".htm" or ".html" files. If you double-click on a file, your default application will launch and then open the file. To open these in Dreamweaver, or another appropriate application, you would have to launch the application first, then open the file from the application.



**Windows Alert!** You might find it helpful to see the extensions of all files while working through the rest of this guide. To do this, you will need to turn off the option to "Hide extensions for known file types." This option is found in the control panels: Go to the section "Appearance & themes", then choose "Folder Options" and click on the "view" tab.

As we finish this session, consider how your **entire** web site is now contained within the directory named "portfolio". All the files you add or create, such as HTML files, graphics (which we will cover in session 4), sounds, etc., will be contained inside your "portfolio" directory.

It's also a good idea to make a back-up of your root folder onto a separate disk.

- **Make a back-up of your “portfolio” directory onto another disk.**

It's important to put back-ups on drives or disks other than the one on which your web site is currently stored. You want to make you can recover important files if your hard drive or disk crashes.

## **Uploading your files to a web server**

Before others can access your web pages, you must upload (i.e. transfer or copy) all of your files to a web server. Fortunately, Dreamweaver has excellent site management tools that make “talking” to a web server easy (i.e. uploading and downloading files). These site management tools are covered in the Appendix. There are also separate FTP applications that you can also use to do this. FTP stands for “file transfer protocol”. WS\_FTP is the most common Windows FTP application and Fetch is the most common Macintosh FTP application. Here is a good resource for learning how to use these FTP applications:

<http://www.arches.uga.edu/upload.html>

However, there is no need to rush. You can upload your files at any time and as often as you wish. But if you are anxious to get “on the web,” either go through the Appendix now or learn how to use an FTP application.

# Session 3: Linking to Other Web Pages

As already mentioned, HTML stands for Hypertext Markup Language. The prefix hyper- translates best as “linking.” In fact, one of the most powerful features of the World Wide Web (i.e. the Internet) is the ability to link any web page with another. All you need is the web address (called a “Uniform Resource Locator,” or URL) of the web page to which you wish to link. Instead of learning all of the HTML commands and programming the web page ourselves (with a text editor), this session again shows you how to use Dreamweaver to construct these links.

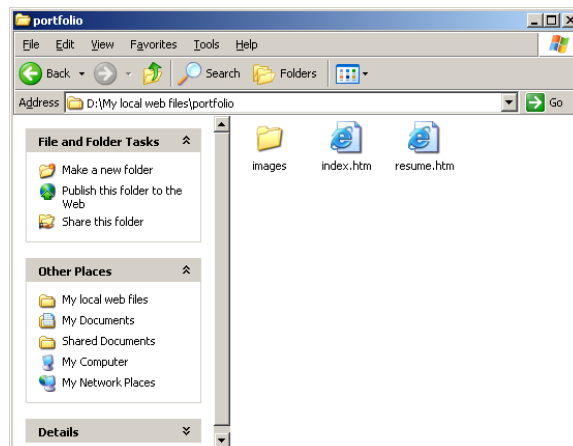
“http://www.ford.com” is an example of a URL. Later you will form your personal URL, which will become your address on the World Wide Web.

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## Preliminary

Let’s start this session by briefly getting reacquainted with where we ended the previous session. Recall that we created two HTML documents and saved them inside the “portfolio” directory, which is likewise located inside the “My local web files” directory. The “portfolio” directory is the *root folder* for your portfolio web site and the “My local web files” directory is where you will be saving all of your web sites. You either created these directories on your computer’s hard drive or on some removable media, such as a floppy or zip disk.

- Find and open the directory titled “portfolio”:

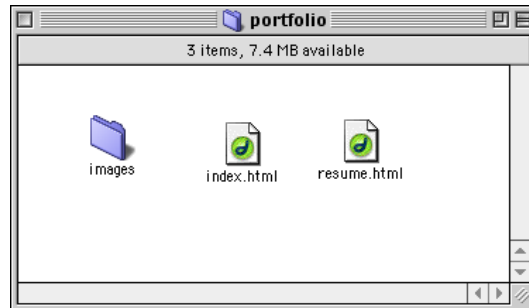


Obviously, if your portfolio web site is located on a floppy or zip disk, you need to insert that disk first.

Obviously, we need to launch Dreamweaver to continue working on our web site. However, if you are working in a Windows computer, notice that your “index” and “resume” files are considered as “belonging” to Internet Explorer on my computer (as signified per the blue “e”). Therefore, if I double-click on the file, Windows will launch Internet Ex-

plorer instead of Dreamweaver. Your files may be associated with Netscape instead, meaning that Netscape is the default application for your “.htm” files. If you double-click on a file, your default application will launch and then open the file. We don’t want that. To open these in Dreamweaver we have to first launch the Dreamweaver application first, then open the file from Dreamweaver.

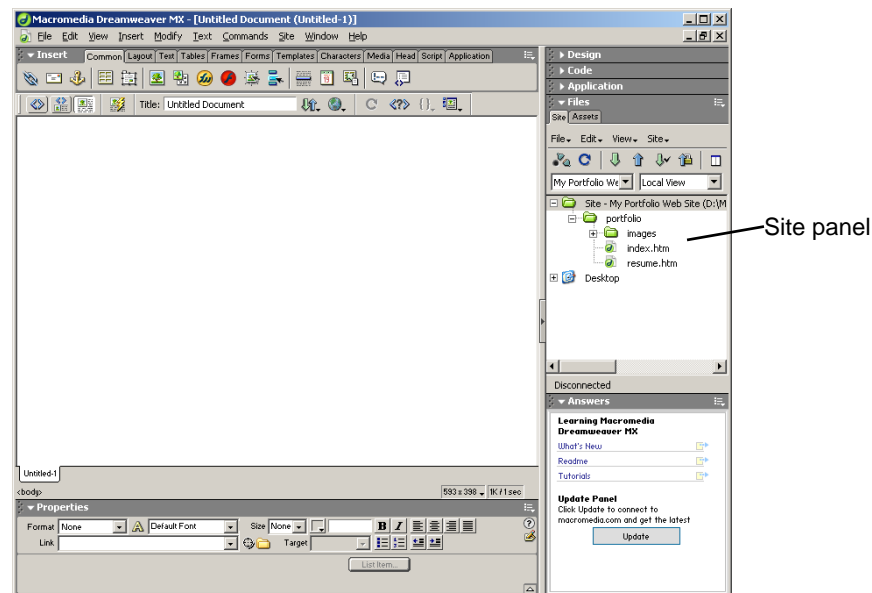
On a Macintosh computer, in contrast, the files are identified as Dreamweaver files and double-clicking on either will launch Dreamweaver:



However, for consistency between platforms (and to avoid any confusion), let’s get in the habit of launching Dreamweaver first, and then opening a file from within Dreamweaver’s site panel.

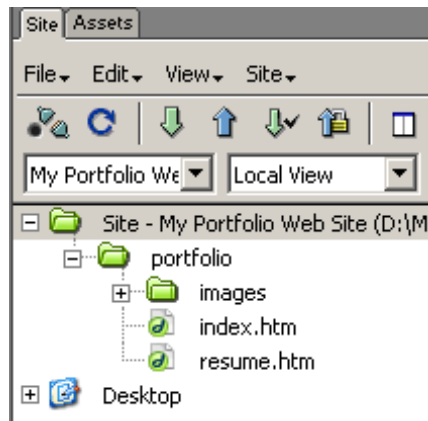
### □ Launch the Dreamweaver application.

Your screen should resemble the following:



If you are using the same computer as that in the first two

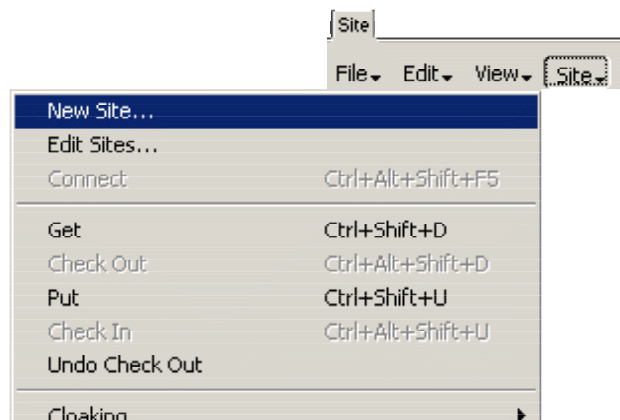
sessions and the last person to use Dreamweaver, your portfolio web site will open automatically in the site panel:



If you just started working on a different computer, either another Dreamweaver site has opened in the site panel (probably belonging to another person), or you will see the “Define a Site” hot text indicating that no site has yet been defined. If either of these situations apply, you’ll need to first define a site just like you did in Session 1 in the section “Setting up a web site” on page 11.

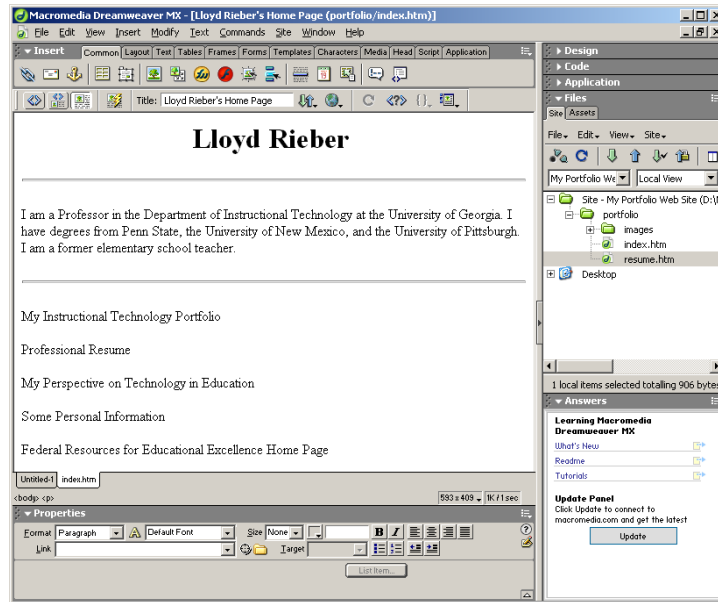
Once you have finished getting your site defined just like it was at the end of the previous session, proceed to the next step.

It may not be obvious how to create a new site if a site other than yours is open. All you need to do is click on the “Site” menu in the site panel and choose “New Site...”:



- From the Dreamweaver site panel, open the file “index.htm” by double-clicking on it.

Your screen should now resemble the following:



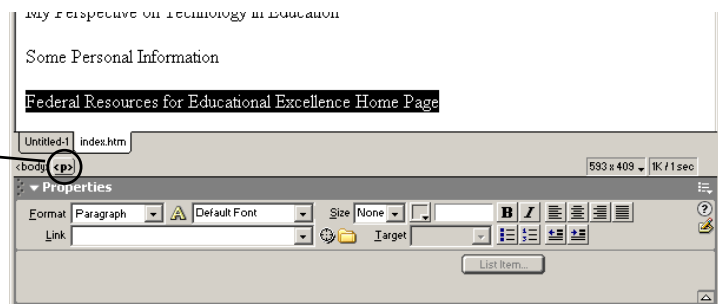
## Linking Your Personal Web Page to Another Web Page Already on the Internet

Let's build our first link to the "Federal Resources for Educational Excellence Home Page" at the bottom of the page. We are going to make these words active, or "hot," meaning that when a user clicks on them, they will be immediately taken to this web page.

The first step to making any word, phrase, or sentence active or "hot" (i.e. linking to another page) is to highlight the text.

- Highlight the sentence "Federal Resources for Educational Excellence Home Page" by clicking, holding, and dragging over the letters of the words:

A shortcut to selecting a block of text is clicking on one of the HTML tags located here, such as the <p> (paragraph tag). You will see this list of tags change, depending on the tags at the text insertion point (i.e. where the vertical bar is flashing).



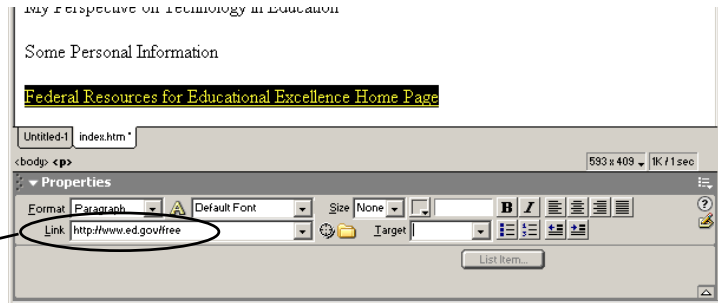
Alternatively, you could have clicked on the paragraph tag, marked "<p>" in the bottom left hand corner. This refers to

Instead of typing this manually (and perhaps making an error), you could launch a web browser (such as Internet Explorer or Netscape), go to this web page, and then copy and paste this address from the web browser to Dreamweaver.

the text associated with this tag. This is a handy shortcut in Dreamweaver.

Next, type the web address (URL) in the text box at the bottom left of the screen (beside the small globe).

- **Click once in the text window beside “Link” in the Property Inspector and type the URL for this web page:**



Type the URL here

Property Inspector

For example, here is the URL for this government web site:

`http://www.ed.gov/free/`

This address is an example of an **absolute link**. We will contrast this to a **relative link** in the next section of this session.

Pressing return is just one way to tell Dreamweaver to accept this text. Another way would be to press the tab key, or simply to click on any other spot in the document window.

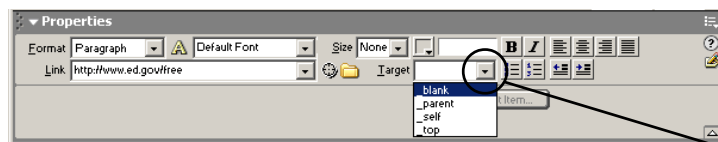
- **When finished, press return.**

Notice that these words have now changed color and they are underlined. This indicates that the text is “hot,” meaning that it will link to another web page when clicked.

It’s also important to tell Dreamweaver where to open this link. This is called the target. The most typical targets are the parent window (the new page will replace the old) or a blank window (the new page will open in its own window). This is an important decision, as it can be very disorienting if the user expects it one way and opposite happens. In this case, it makes sense for the new page to open in a blank window because the link is “outside” of our web site.

A good rule of thumb is that all new pages that are part of the web site should open in the same (parent) window, but links to pages that are part of other, separate web sites should open in a new (blank) window.

- **Click on the little triangle beside “target” in the Property Inspector to show the pop-up menu:**



Click here to activate the pop-up menu.

- **Choose “\_blank”:**



Be sure “\_blank” appears in the target window.

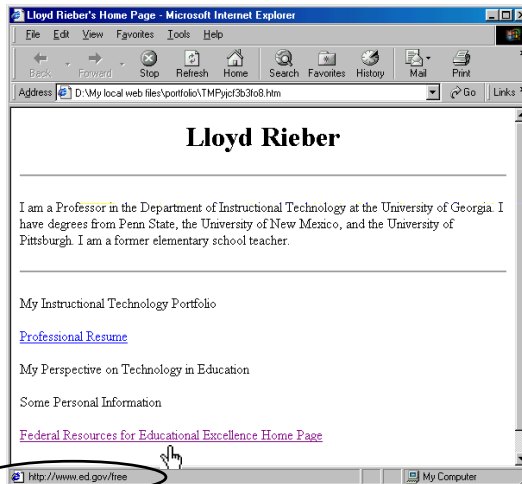
## Previewing the Page to Test the Link

We can test this link by previewing the page in Internet Explorer.

Refer to session 2 for identifying one or more web browsers for previewing Dreamweaver documents.

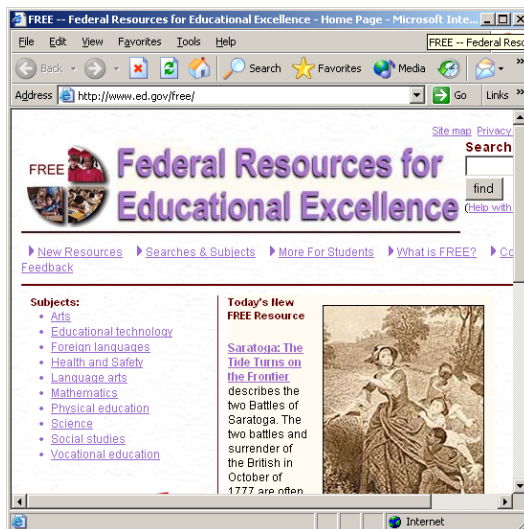
- Press F12 to preview our file in Internet Explorer.
- Move the mouse over the “hot text” and notice that the web address now appears in the text window at the bottom of the screen:

The URL of this “hot text” appears here in the web browser.



Why stop there? Let's see if the link really works.

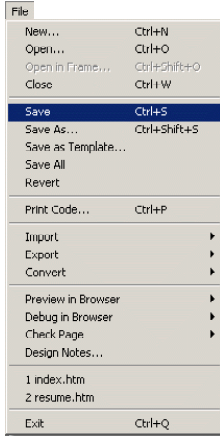
- Click on the hot text to go to this government web site:



This only works if you have a live Internet connection.

Notice that this link opened in its own window, due to the fact that we selected “\_blank” for the target.

Have you saved recently?



- Select “Save” from the “File” menu.
- Find several web pages on the Internet that you wish to link from your home page and write down their addresses (URLs) carefully.

If any of the web addresses have even the slightest error (such as a lower case letter “l” instead of the number “1”), the link will not work. A good strategy is to run Netscape or Internet Explorer while you are using Dreamweaver so that you can just copy and paste web addresses as you find them. This guarantees that the web addresses will be correct.

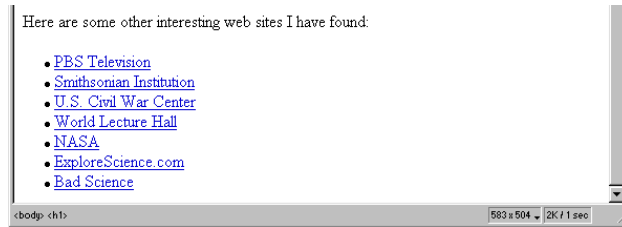
None come to mind?  
Try these:

Public Television  
<http://www.pbs.org>

Smithsonian Institution  
<http://www.si.edu>

- Construct “hot text” to link to each of these web sites.

For example, I constructed links to the following web sites:



This is called a bulleted or unordered list. To make it, highlight the lines, then choose “Text - List - Unordered List” from the file menu.

U.S. Civil War Center  
<http://www.cwc.lsu.edu/civlink.htm>

World Lecture Hall  
<http://www.utexas.edu/world/lecture/>

NASA  
<http://www.nasa.gov/>

Bad Science  
<http://www.ems.psu.edu/~fraser/BadScience.html>

ExploreScience.com  
<http://www.explorescience.com/>

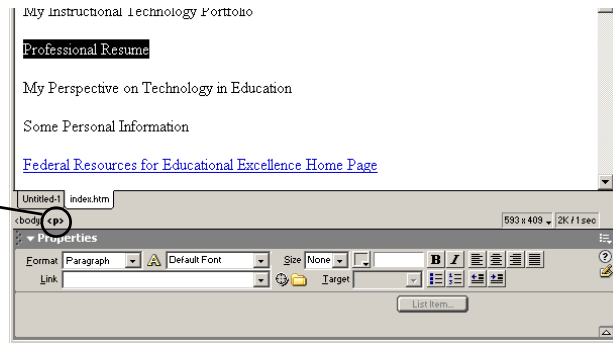
## Linking two Dreamweaver files

Dreamweaver offers an easy way to link one Dreamweaver file with another. You must have another Dreamweaver file already constructed in order to complete this section (such as the web page you constructed to contain your professional resume as discussed in the “Follow-up Activity” in session 2 on page 25).

There are several ways to do this. We’ll show two, with the first being the most convenient. The first step for both is to highlight the text that will become the link to the second page.

- Highlight the text “Professional Resume” in the index.htm file:

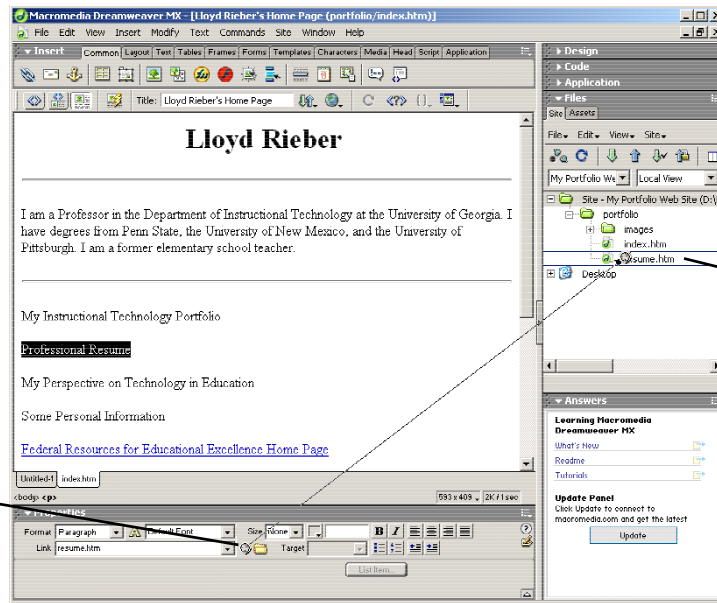
Remember the shortcut of clicking on the <p> tag? (Your text cursor needs to be blinking somewhere on the desired text block first.)



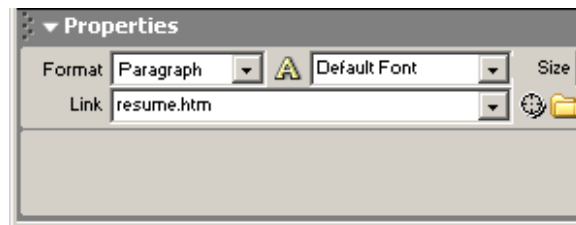
Next, we use the “Point to File” icon (it looks like a dart board) to tell Dreamweaver which file we want this text to link to.

- Click, hold, and drag the “Point to File” target icon to the resume.htm file in the site panel window:

Click, hold, and drag from here...



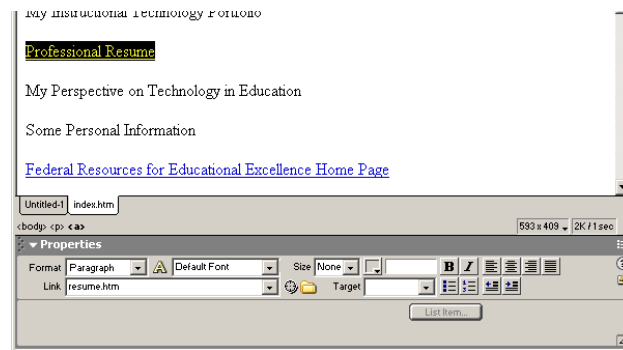
- Notice the link to “resume.htm” now appearing in the text box beside “Link”.



It's important to notice that the usual "http://..." does not appear. Instead, only the name of the file appears. That is because the link to "resume.htm" is **relative** to the file "index.htm". The difference between relative and absolute links is one of the most fundamental principles in web design. Again, this speaks to the importance of a root folder. Links from one file in the root folder to other files or resources in the root folder are all relative to each other. When you type "http://" in front of a URL, the link goes **absolutely** to one and only one location on the Internet. When the link is relative, the root folder can be anywhere on the Internet — your browser is smart enough to figure out how to determine the rest of the URL.

I know this is still probably as clear as muddy water — if so, don't fret. It will become clearer as we go.

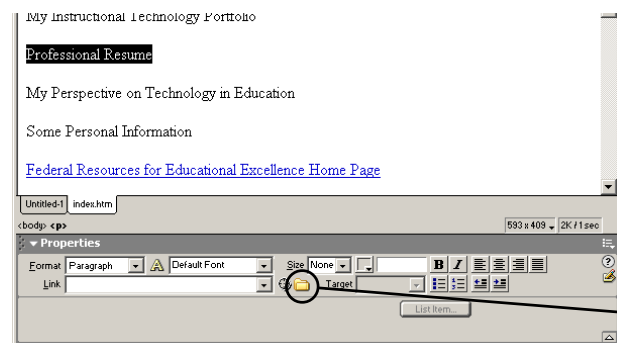
Let's take a moment to study the result:



Notice that the text again changed to blue. Most important, notice that the relative link to "resume.htm" appears in the Inspector Window beside "Link". This means that when we preview the link, our web browser will look for a file called "resume.htm" in the **same directory** as it had found "index.html". We'll just leave the target empty at this point.

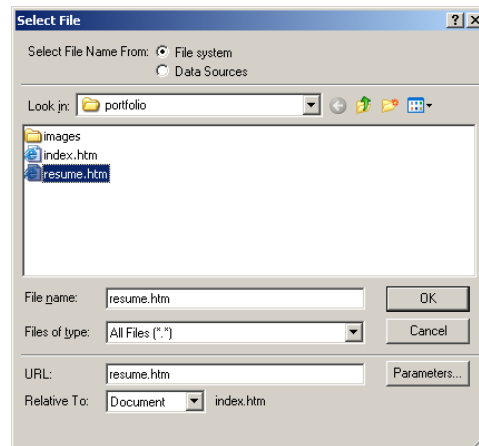
Let's show a second way to create a link. This is the standard "browse for file" approach.

After highlighting the text for the link, you click on the small graphic of a folder to the right of the text box beside "Link":



After you highlight the text for the link, click here to point to the page on the disk you want to link to.

A standard file dialog box appears. Navigate to the “portfolio” directory:



- Select “resume.htm”.**
- Click “OK” to accept the link.**

Just so you know, there is a third way you could have created this link after highlighted the text — you could have just typed the name of the file you wanted this text to link to instead. However, the “Point to File” procedure is probably the easiest way to link any Dreamweaver file to another, thus facilitating the construction of a complex web site. But, no approach is wrong if it works!

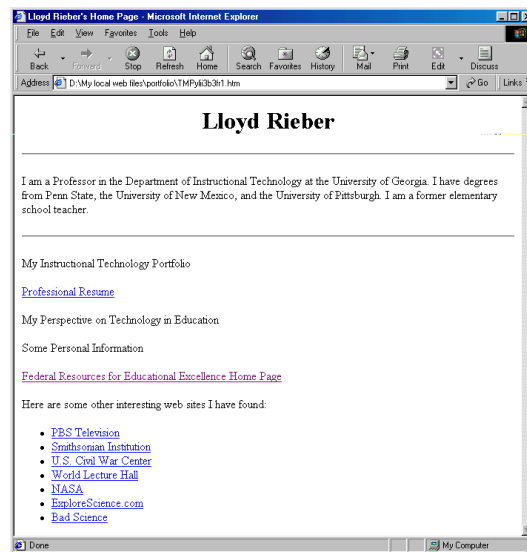
Let’s save the file before we test the link.

- Save your file.**

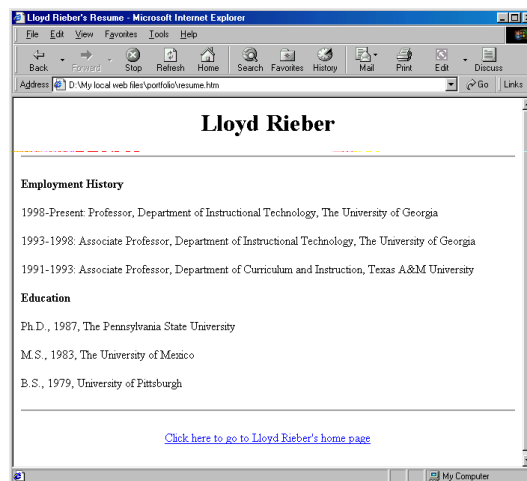
OK, let’s see if the link works by previewing the page in Internet Explorer.

- Press F12 to preview the page in Internet Explorer.**

Your screen should resemble the following:



Click on the link to “Professional Resume”; the file “resume.html” from your disk should appear in the browser window:

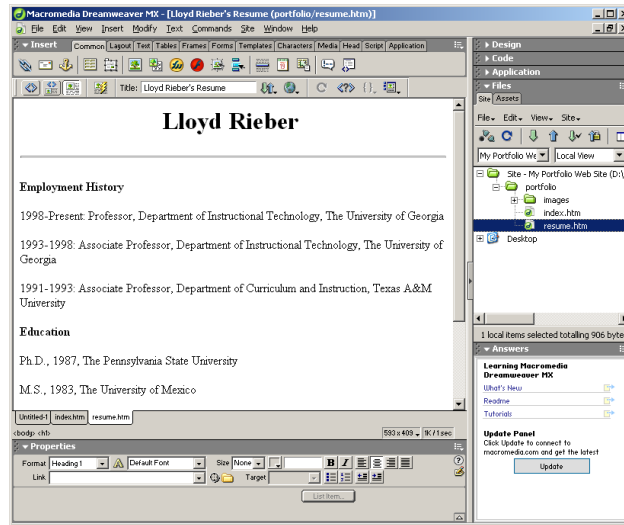


Cool!

Of course, we’re a little stuck right now because there is no obvious way to get back to our home page. Fortunately, we have already designed the text to get us there at the bottom of this page. All we need to do is go back to Dreamweaver to set up another link there to take us back. No problem!

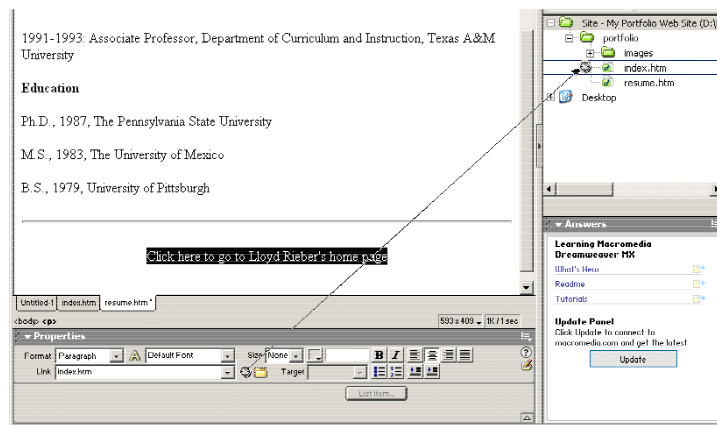
- Close the Internet Explorer window and select the Dreamweaver window.**

- Choose to open the “resume.html” file by double-clicking on it in the set panel:

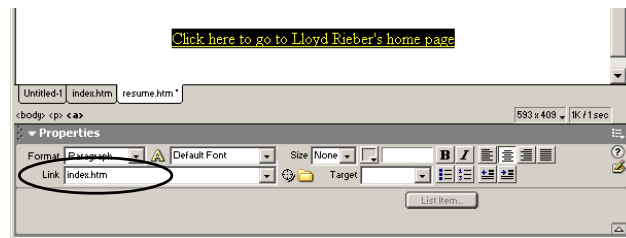


- Highlight all the text beginning with “Click here to go to...” at the bottom of the page.
- Click, hold, and drag the “Point to File” target icon to the index.htm file in the site panel window:

Again, you could just type the name of the file you wish this text to link to in the text box beside “Link” — “index.html” in this case.



The URL link should show “index.htm”:



Let's save the file before we test the link.

- Save your file.**

OK, let's see if the link works.

- Press F12 to preview this page in Internet Explorer.**
- In Internet Explorer, scroll down and click on this link to test it.**

If you followed the steps properly, this link should take you back to your home page (i.e. "index.htm").

You can now toggle back and forth between these two pages at will while previewing them within Internet Explorer!

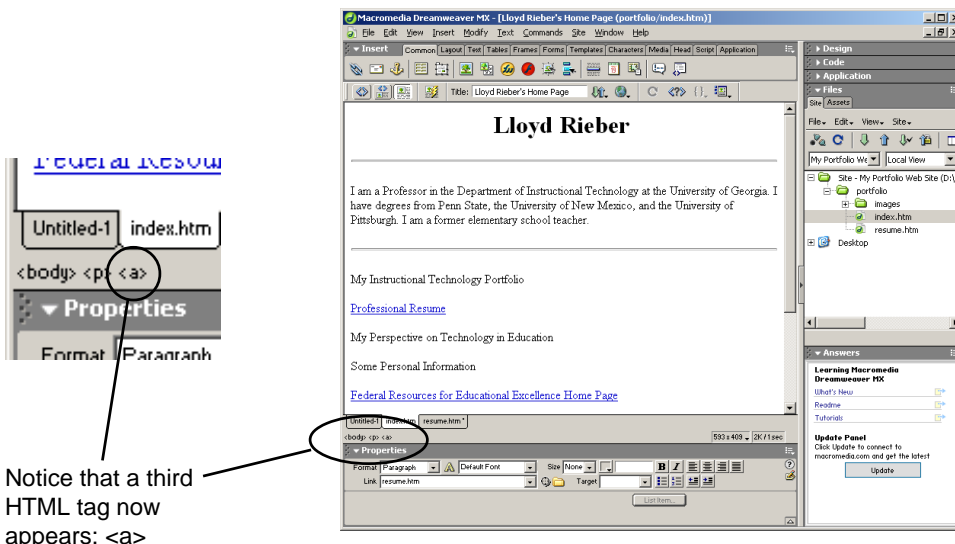
As always, be sure to save each file you are working with periodically. Remember, selecting "Save" from the "File" menu only saves the file whose window is currently active (e.g. "resume.html" in this case). It is common to have more than one file window open at a time, and it is easy to forget about unsaved changes to other file windows currently open, but not active.

## Looking "Behind the Curtain" at the HTML Code

This is a nice opportunity to take a look at the raw HTML, the actual code that actually makes the page work.

- Close all Internet Explorer windows and go back to Dreamweaver.**
- Click on the tab to view the file "index.html".**
- Scroll down the page and click once somewhere inside the text "Professional Resume".**

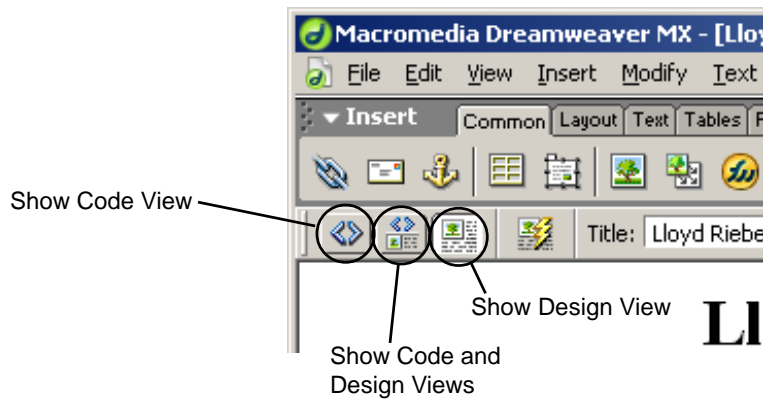
Notice that another HTML tag has appeared: <a>



The <a> tag is used to identify hyperlinks. If you click on the <a> you will find that it too highlights the same block of text as does the <p>. That is because both tags modify the same text.

Let's "peek behind the curtain" to see what actual HTML code goes along with this <a> tag. Dreamweaver makes it easy.

There are three buttons on the left hand side of the tool bar:



We have been in the "Show Design View" all along. But, let's click on the "Show Code and Design Views" button to get a split screen of the HTML code and the document window.

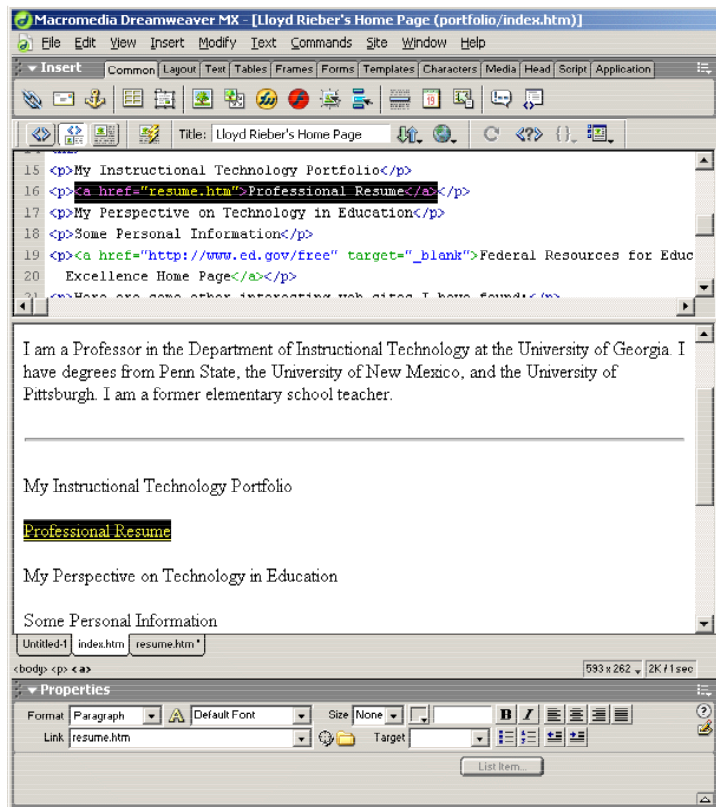
- Click on the "Show Code and Design Views" button.**

You can now explore your file from two vantage points at the same time: HTML code and the WYSIWYG document window.

WYSIWYG — what you see is what you get

- If you haven't already, click once on the <a> tag at the bottom of the document window.**

This highlights all of the HTML associated with this tag. We are not going to try to teach HTML coding at this point. But take some satisfaction in knowing that Dreamweaver converts each and every key press and mouseclick into the proper HTML code for you. As you develop your web design skills, you'll almost assuredly have a need to learn more about HTML code. So, also take some satisfaction in knowing that Dreamweaver will make it easy for you to live and work in "both worlds".



Again, be sure to save each file you are working with periodically. Remember, selecting "Save" from the "File" menu *only saves the file whose window is currently active* (e.g. "resume.html" in this case).

- Save each file after first making its file window active.**
- Make a back-up of your "portfolio" directory onto the hard drive of your personal computer.**
- Upload your files to a web server (see Appendix).**
- Launch a web browser (i.e. Netscape or Internet Explorer) and review your pages from the server to make sure they are working properly.**

# Session 4: Adding Graphics to Your Web Pages

Graphics are a very popular feature of the World Wide Web. When used appropriately, graphics add an important element to your web pages. However, graphics can take up large amounts of memory and require much longer to download over the Internet than text. There is nothing more annoying than having to wait several minutes for a single web page filled with unnecessary graphics to load. Remember also that too many graphics, especially when designed poorly, can easily distract a person's attention away from the important ideas you are trying to communicate in your web pages. Use graphics prudently to enhance your web site.

Web pages load one page at a time. Therefore, instead of designing one long page with many graphics, consider breaking the page up into a series of smaller pages linked together.

---

## A little background about graphics on the web

It is important to understand how and where graphics are stored in web pages in order to successfully complete this session. Unlike regular word processing files, graphics are not contained directly inside an HTML document, but instead are stored as separate files on the disk. An HTML file merely "points" to the place where a graphic is stored on a disk. If found, the graphic is then loaded into the computer's memory and the graphic appears on the screen inside your browser's window. If not found, an empty block is shown instead. If the path to the graphic is somehow broken, the graphic will not appear.

The path to the graphic file can be broken either by later moving the file or changing the file's name.

Another important fact about graphics on the web is that they have to be saved in one of a few very special file formats. The two most common graphic file formats are GIF and JPEG. Both file formats compress the graphic so that it takes up as little space as possible when it is transmitted over the Internet. The GIF format is probably the most common (and one of the oldest) and was introduced by CompuServe as a way to help its subscribers transmit graphics. JPEG files allow greater resolution than GIF. The only file format we will work with in this session are GIF files.

GIF stands for "graphics interchange format."

JPEG stands for "joint photographic experts group."

## **Preliminary: Finding Already Existing GIF and JPEG Files**

Before we can add graphics to our web pages, we first have to find some GIF or JPEG graphics. This guide does not teach how to create your own, though it is not very difficult. Most of the graphics applications available today allow you to create and save your graphics in the GIF and JPEG formats. Even the simple Paint program that comes free with the Windows operating system has this feature. On the Macintosh side, the drawing and paint features of AppleWorks have this feature. But if you find yourself needing to do a lot of graphics development work for the web, buying programs such as Adobe PhotoShop or Macromedia Fireworks will be a good investment.

So, where can one find existing GIF and JPEG images? Fortunately, there are literally hundreds of web sites that give away web resources such as GIF and JPEG files for free. At the end of this session is a listing of several of the best ones. But, just to get us started with some consistency, I've put a small collection of GIF files on the Internet for you to download and copy. It is perfectly legal for you to copy and use these on your web site.

- Download a sample of GIF files to be used in this session from one of the following URLs.**

**Windows users:**

<http://www.nowhereroad.com/dreamweaver/gifclipart.zip>

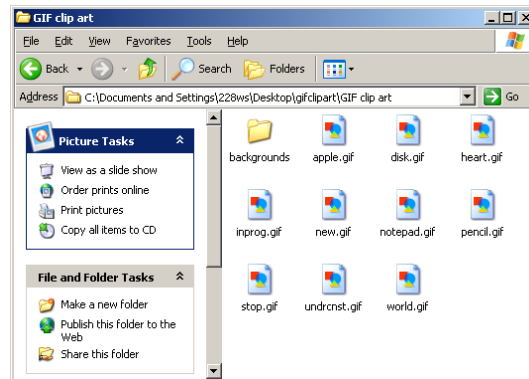
**Macintosh users:**

<http://www.nowhereroad.com/dreamweaver/gifclipart.sit>

Both “.zip” and “.sit” files are compressed and are unusable until they are uncompressed. The two most common applications to do this on a Windows computer are WinZip and EnZip. On a Macintosh, Stuffit Expander is the most common. (Your computer may be set up to do this automatically — if so, just pay attention to where the files are being saved and uncompressed.)

- Uncompress the files and put the resulting “GIF clip art” directory on your computer’s desktop.**
- Open the directory containing the GIF files in preparation for copying them to your root folder.**

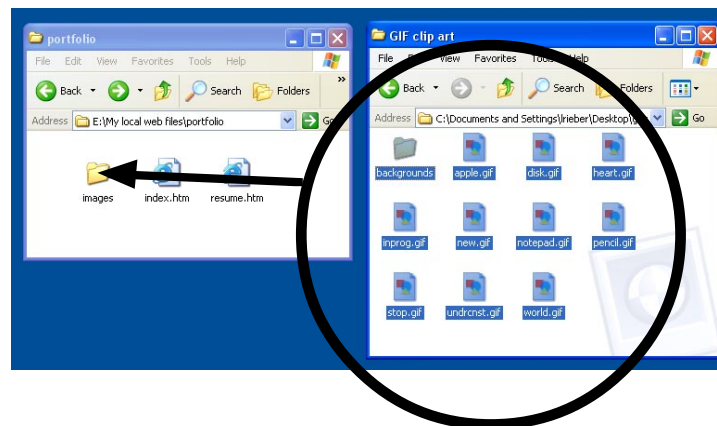
The following window should be open on your desktop:



## Copying These GIF Files to Your Root Folder

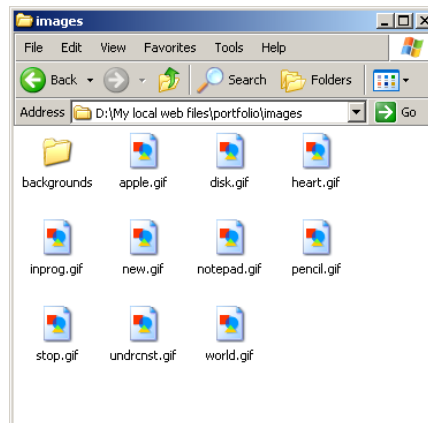
The next step is a very important! You have to copy (or move) all of these GIF files to your root folder. If you fail to do this properly, the graphics will not appear when you upload your site to a web server even though they may appear when you test your pages locally.

- Select all of the contents of the GIF clip files and copy or move them into the “images” directory inside your “portfolio” directory on your disk.**



The site management features of Dreamweaver contains several utilities to prevent mistakes like this from happening. When you have a site set up properly, Dreamweaver will “notice” if a graphic you are about to use is inside or outside of your root folder. If outside, it will ask you if you want to copy to your root folder. Very convenient! (Again, instructions for how to set up a remote web site are contained in the Appendix.)

When done, your “images” directory should contain the following:



Now we are ready to use these GIFs in our web site!

---

## Adding Already Existing GIF Files to Your Web Pages

Dreamweaver makes it very easy to insert GIF files directly into your pages with the Insert Image button — the tree — on the Insert Bar:



Again, it is very important that the GIF files you want to use are already located in the root folder of our web site before using the Insert Image button. The reason is that Dreamweaver simply makes a reference to the graphic file when you use this button. If it is not already located in the appropriate folder, you may break the link when you copy your web site to the web server. If you followed the last series of steps correctly to download the small clip art collection, followed by correctly copying them to your “images” folder, you should be ready to add any of those GIF files to your web site. Let’s consider an example to clarify this.

### Launch Dreamweaver.

As always, if you are working on the same computer as you did the previous sessions and you are the last person to have worked on Dreamweaver, your portfolio web site will come up automatically. If this is not the case, you will again need to define a local site, as described in session 1.

- ❑ **Open your home page “index.htm”.**

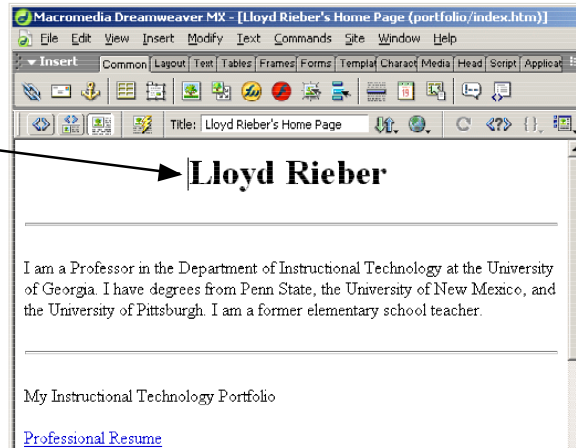
You know, kinda like an apple for the teacher!

We simply now need to choose where to insert an image on this page. Let’s add a little flair to our home page by placing little red apples on either side of our name.

- ❑ **Move the cursor to the point where you want to insert the GIF file and click once.**

The text insertion point (blinking vertical line) should be blinking just in front of your name:

The text insertion point should be right here

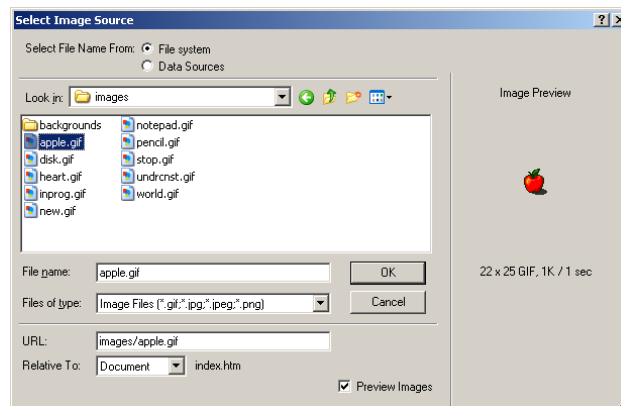


- ❑ **Click once on the Insert Image button in the Objects Palette.**

The “Select Image Source” window opens.

- ❑ **Navigate to the GIF file named “apple.gif” inside the “images” directory:**

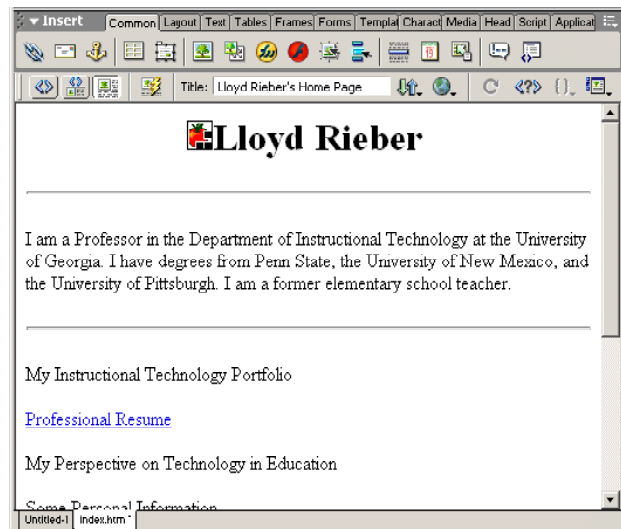
If this file is not there, then you did not copy the GIF files to your images directory correctly. Take the time now to repeat the preceding steps correctly.



Notice the URL of this graphic (“images/apple.gif”). This translates into “starting at the root folder, you can find this graphic inside of the images folder with the name apple.gif”.

- ❑ **Click “OK”.**

Here is the result:

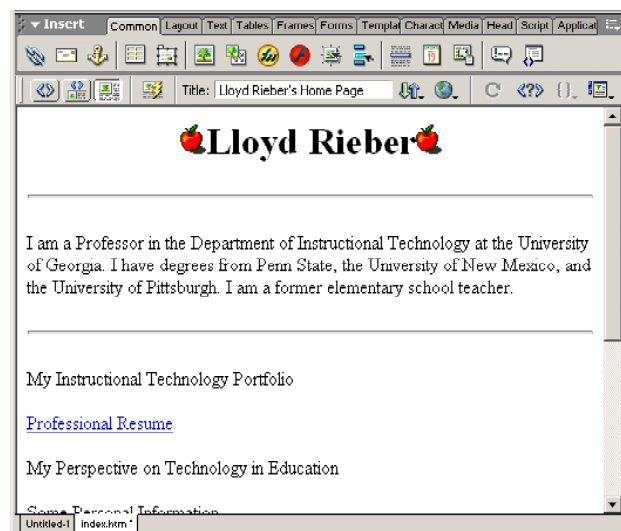


Notice a couple of things. First, the apple graphic has handles around it which allow you to easily resize it. You can also easily move it to any other location on this page just by dragging it.

The second thing to notice is the source location of this file in the Property Inspector. It should not be surprising that this again is listed as "images/apple.gif".

- Repeat the procedure to place another apple graphic on the right side of your name.

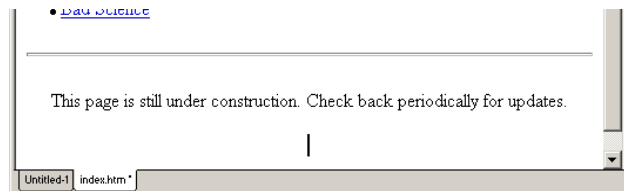
When done, your screen should resemble the following:



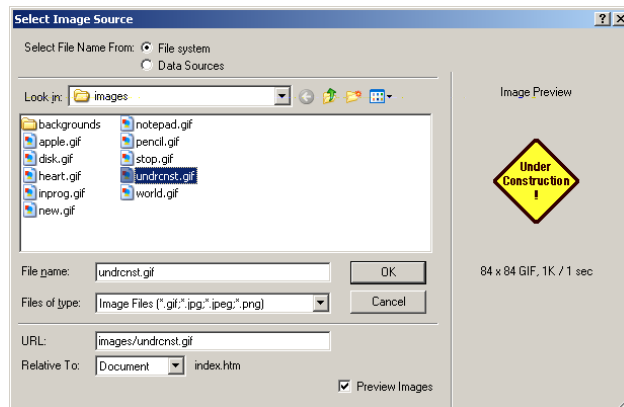
Although you see two apples, there is really still just one apple stored on the disk. The computer is smart enough to make its own copy of the graphic on the screen. This saves a lot of file space. You could place thousands of these apple images on your page and still only need to have one copy on the disk.

Here's another example. I wrote the following at the bottom of my home page. Notice where the cursor is blinking. This is the place where the graphic will be inserted.

- Move your cursor to the point where you want to insert the GIF file.**

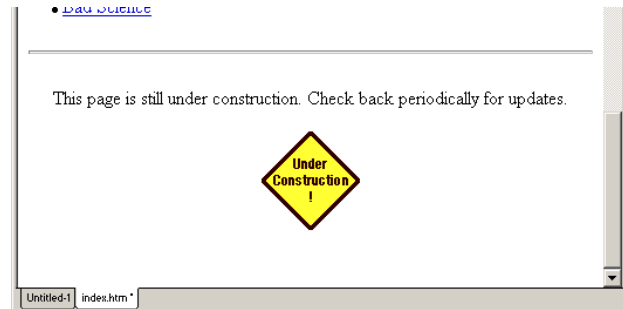


- Click once on the insert image button.**
- In the “Select Image Source” window, navigate to the file named “undrcnst.gif”.**



- Click “OK”.**

The graphic you selected appears in your page. Again, since this graphic is stored in your root folder, the graphic and the link to it will be available when the folder containing your web site is copied to the web server.



- Select “Save” from the “File” menu.

## Adding a background to your web page

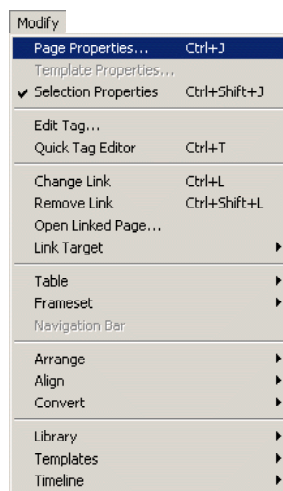
The final technique we will show is how to add a textured background to your web page. This will help give your web page a distinctive “feel.” Any GIF file can be used also for a background graphic. The graphic will be automatically duplicated and “tiled” behind the existing text and graphics on your web page. For example, we will use the GIF file named “paper1.gif” — it looks like textured paper.

### Alert!

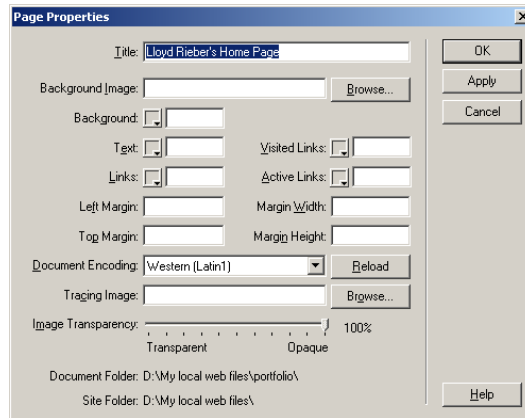
Be very careful in choosing backgrounds. The wrong choice can turn your web page into a disaster!

To use this background graphic on our web page, we need to access the Page Property window.

- Select “Page Properties...” from the “Modify” menu.



The Page Properties window opens:



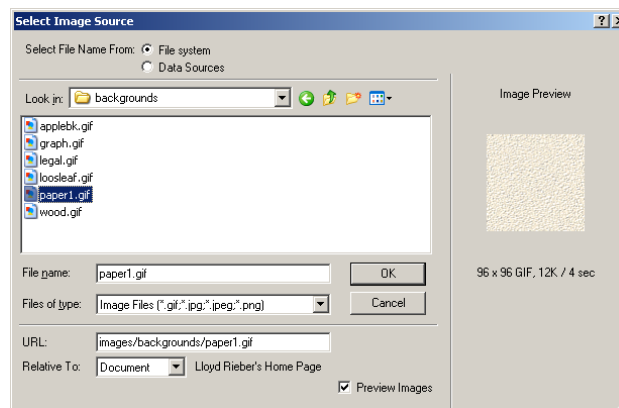
This window has a very interesting assortment of properties you can modify, all of which will modify the look and feel of your web page. For example, this is the place where you can change the background color or the default text color. However, our goal is to change the background so that it has the textured look of paper.

- Click on the “Browse...” button to the right of “Background Image.”

This also opens the “Select Image Source” window.

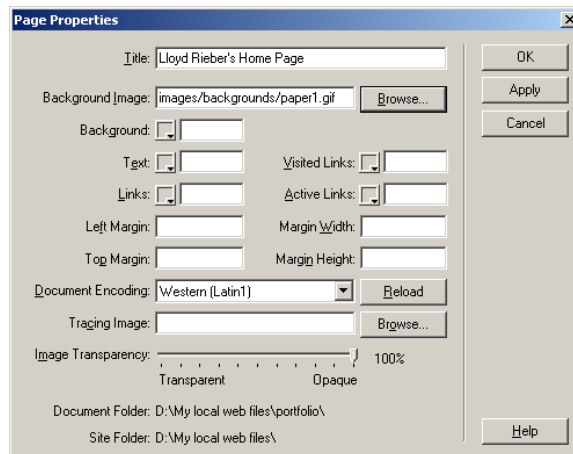
- Navigate to the file “paper1.gif” in the “backgrounds” directory (located in the “images” directory in “portfolio”):

Like all graphics, a background is stored as a separate GIF (or JPEG) file on the disk.



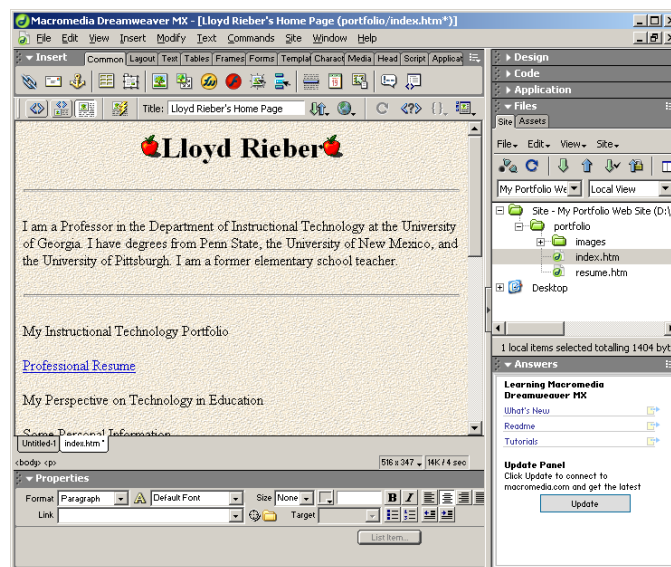
- Click “OK”.

This sends us back to the Page Properties window:



Notice the path to this image: “images/backgrounds/paper1.gif”

- Click “OK”.



Any GIF or JPEG file will work! You could even choose a JPEG containing your photo — I don't recommend this design, but if you want to see yourself on the web, this is probably the most exaggerated way to do it!

The page has been transformed to appear as though the text and graphics are on a piece of paper.

- Save your file.
- Make a back-up of your “portfolio” directory onto the hard drive of your personal computer.
- Upload your files to a web server (see Appendix).
- Launch a web browser and review your pages.

## **Graphics Resources**

There are lots of web sites where you can get free-to-copy graphics to use in your web pages. Here are just a few:

### **The Clip Art Connection**

<http://www.clipartconnection.com/>

One of the largest on-line clip art collections.

### **Free Backgrounds**

<http://www.bsugraphics.com/backgrnd.htm>

### **Animated Clip Art**

<http://webclipart.miningco.com/msub2.htm>

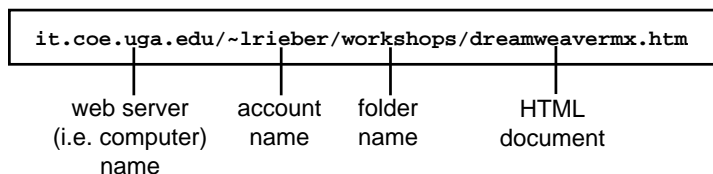
Remember, you can find your own resources by entering keywords, such as “free gif clip art”, at any of the major search engine sites (e.g. [www.yahoo.com](http://www.yahoo.com), [www.altavista.digital.com](http://www.altavista.digital.com), and [www.google.com](http://www.google.com)).

# Appendix: Getting Your Web Site on the Internet

If you completed two or more sessions in this guide, you are probably anxious to actually get your HTML documents and related files (such as images) on the Internet so that you, colleagues, prospective employers, family, and others can access them. Your web site is not *really* on the web until all the files have been correctly transferred to a *web server*. This step can only be done if you have direct access to the web server onto which your web pages will be stored.

It is assumed that you have at least completed Session 1 of this guide. Recall that in Session 1 you defined a new web site for your site's local root folder. This Appendix will guide you through the rest of the process of defining a site, specifically that dealing with how to define the "remote" connection to a web server. When completed, you will easily be able to upload and maintain all of our web work on the web server.

Let's take a closer look at some of the fundamentals of accessing documents on the web. For example, a web address (i.e. URL) is just the path name to the HTML file starting with the name of the server. For example, the name of the web server in the Department of Instructional Technology at UGA is "it.coe.uga.edu". The HTML file is often buried deep within a series of folders (i.e. directories) indicated by a back slash (/) in the web address. For example, consider the following web address:



The HTML file ("dreamweavermx.htm") is located in a folder named "workshops," which is located in an account named "lrieber" on the web server named "it.coe.uga.edu". The tilde symbol (~) right before the account name serves the same purpose as an apostrophe in the word "can't" — it signifies an abbreviation of part of the actual web address. Schools that provide web accounts to its students frequently use account names such as these. Fortunately, you do not need to know anything more about the use of the tilde, if your web address needs one, other than to make sure that it is part of the web address. If you are instead paying for a web hosting service through one of the multitude of web hosting companies, the account name is usually omitted.

All of your web work will need to be placed in a special folder on the web server hidden from public view. Typical names

**FTP**— File Transfer Protocol

for this folder include “public\_html”, “www”, or “wwwroot”. If the name of this folder is not readily apparent in the documentation provided to you by your web hosting administrators, then you’ll need to check with them for this information before you will be able to set up your web site with Dreamweaver.

There can be several ways to upload, or put, your files onto a web server. If you have direct access to the web server, you could just put in your floppy or zip disk and copy the files directly to it. However, it is much more likely that you have no idea where the web server is physically located. Therefore, the most common way to upload files to a web server is through FTP, which stands for File Transfer Protocol. FTP defines a standard for transferring files between computers at a distance. The powerful thing about FTP is that the procedures even work if the computers on either end are Windows, Macintosh, Unix, etc. As long as each has the appropriate FTP capability and there is a way to connect the two computers (such as via a phone line), it will all work.

Site management is one of the most powerful features of Dreamweaver. Built-in to Dreamweaver is a large assortment of FTP capabilities. Without these capabilities, you would have to use a separate FTP application. WS\_FTP is the most common Windows FTP application and FETCH is the most common Macintosh FTP application. If you are already familiar with either of these tools, you can continue to use them. However, once you experience the site management features of Dreamweaver, you will probably wonder how you ever got along with them.

If you are completely new to site management and have never uploaded or downloaded anything via FTP software, the good news is that you can start immediately with Dreamweaver and let it handle virtually all of your FTP needs. It is even possible that you may never need to use any other FTP application. However, it is still to your advantage to become familiar with an FTP application and to have it on hand for occasional use. There are also many good guides already available on how to use them. For example, there is a nice overview of both tools at the following web site:

<http://www.arches.uga.edu/upload.html>

## **Editing Web Sites Created with Dreamweaver**

Again, it is assumed that you have at least completed Session 1 of this guide. We will now turn our attention to editing the site you created there called “My Portfolio Web site” to define the “remote” connection to a web server.

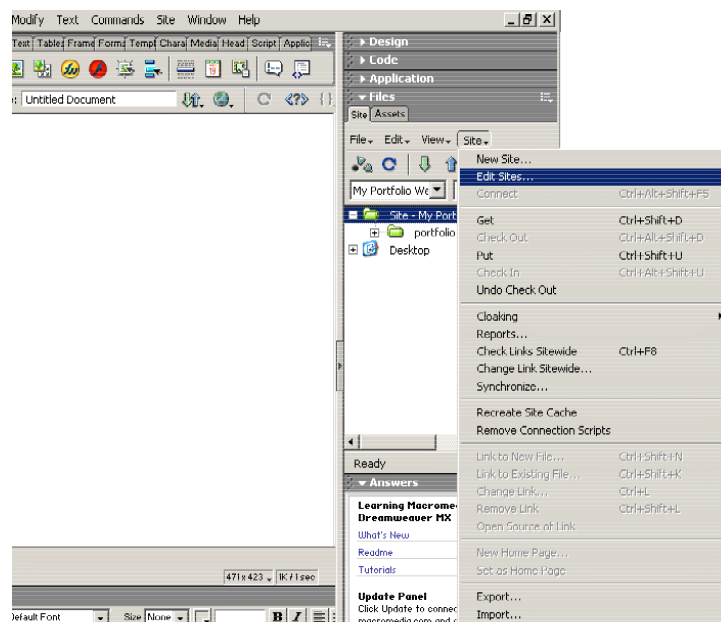
## □ Launch Dreamweaver.

As always, if you are working on the same computer as you did the previous sessions and you are the last person to have worked on Dreamweaver, your portfolio web site will come up automatically. If this is not the case, you will again need to define a local site, as described in session 1.

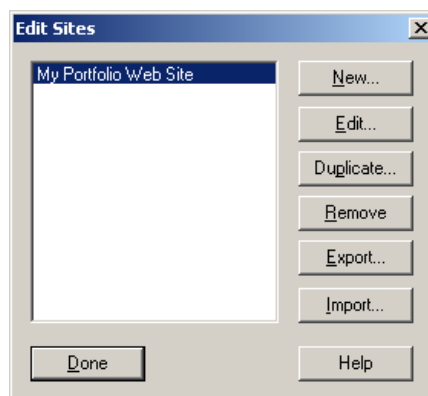
You will probably have a blank “untitled document” opened for you. That’s fine. We don’t need to open any files associated with our web site to continue.

You can also get there by choosing “Site” from Dreamweaver’s file menu.

## □ From the site panel menu, select “Site – Edit Sites...”.



This opens a small dialog box listing all of the available sites (besides the site you set up earlier, you may also see some samples sites that come along with Dreamweaver):

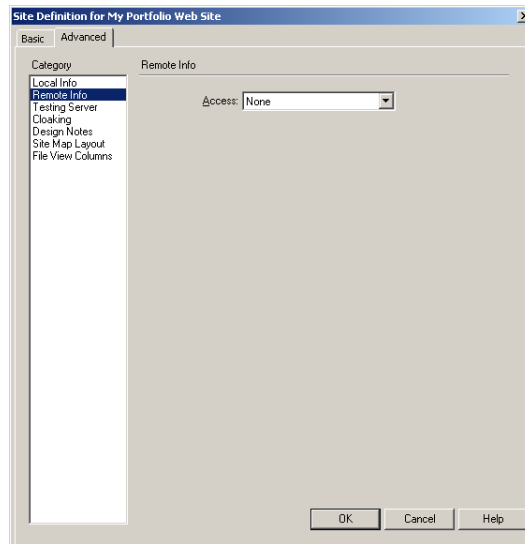


- ❑ Choose “My Portfolio Web Site” from the list (or whatever you called your site when you first defined it), then select “Edit...”.

This opens the site definition dialog box and it is likely that the site definition wizard will open, as indicated by the “Basic” tab in the upper left hand corner. However, we are going to use the “Advanced” section instead. Don’t worry, it’s not really that advanced! Instead of taking us through all of the parts page by page, we can quickly enter all of the information we need for our remote site on one page.

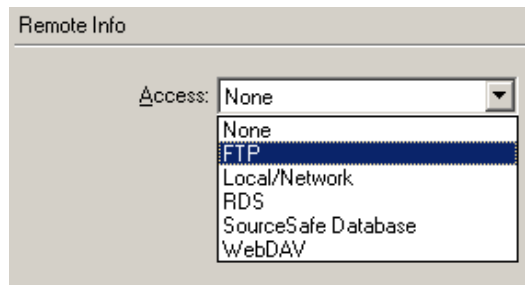
- ❑ Click once on the tab marked “Advanced”.
- ❑ Choose “Remote Info” from the list of categories on the left side.

Your screen should now resemble the following:

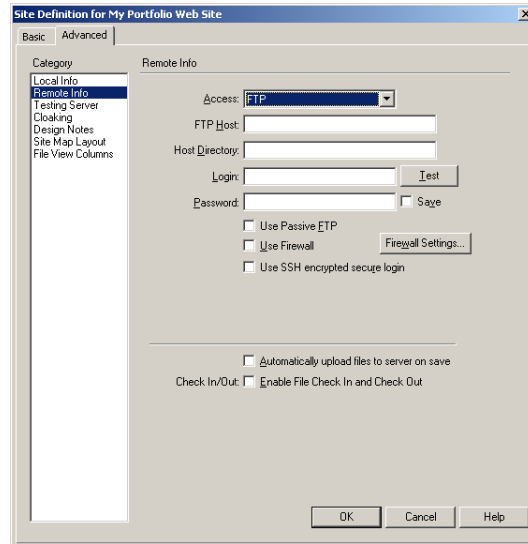


We need to tell Dreamweaver how we intend to access our site. The most typical way is via FTP (file transfer protocol)

- ❑ Click on the triangle graphic beside “Access:” to show the pop-up menu.
- ❑ Select “FTP” from the list.

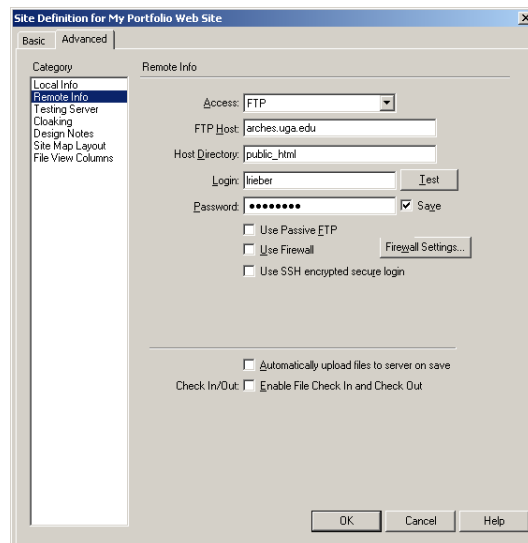


After you choose FTP, Dreamweaver displays the required information fields:



Entering the correct information is critical here. There is no room for error. You might even have to use some “trial and error” to identify the correct information for all the fields.

Here is the window completed properly for my ARCHES web server account at the University of Georgia:



Let's explore each of the entries, one by one.

The **FTP Host** is the name of the web server and is almost always the same name as the top most level of the HTTP address. Interestingly, in my case, the name is not exactly the same — the “www.” is missing at the beginning and it won’t work any other way. If you can’t discover the correct name on your own, you will need to check with your web server administrator for this information.

The **Host Directory** is the name of the directory on your web server into which all of your web files must be located. Many servers use “public\_html”. Other typical names are “www” and “wwwroot”. Again, if these don’t work, check with your web server administrator.

Your **Login** and **Password** were given to you when you set up your server account. For many students, these are the same Login and Password that they use to check their email on this account.

Leave the other options on this page unchecked.

That’s it. Let’s test the connection to our remote server.

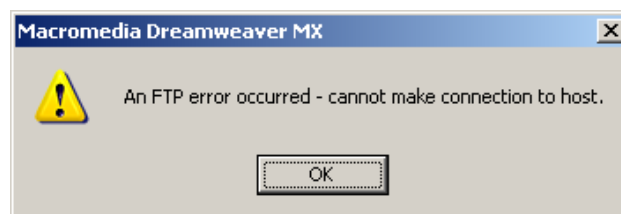
**Click “Test”.**

If successful, you will see the following message:



Cross your fingers while you do this to hope that you entered everything correctly!

If unsuccessful, you will see one of several possible messages. For example, this message indicates that you have entered the wrong FTP host:

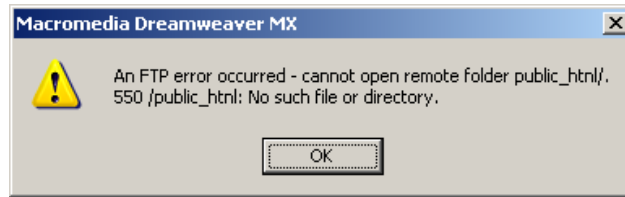


This one indicates that either your log-in username or password is incorrect:



Finally, this one indicates that you have entered the wrong host directory:

This error message, at least, gives a hint as to the problem. Notice that I mistakenly typed an “n” instead of an “m” in “public\_html”.



If your connection did not work, you will need to edit your site to revise the connection information.

It can take a few tries to get it all right. The beauty of Dreamweaver is that once you set up a site properly, it will store this information permanently in your computer’s system files. So, if you are using your own computer for all of your Dreamweaver work, you only have to go through this site definition process once. If you are working on more than one computer, you will have to define the site for each computer.

**Click “OK”.**

This sends you back to the list of sites.

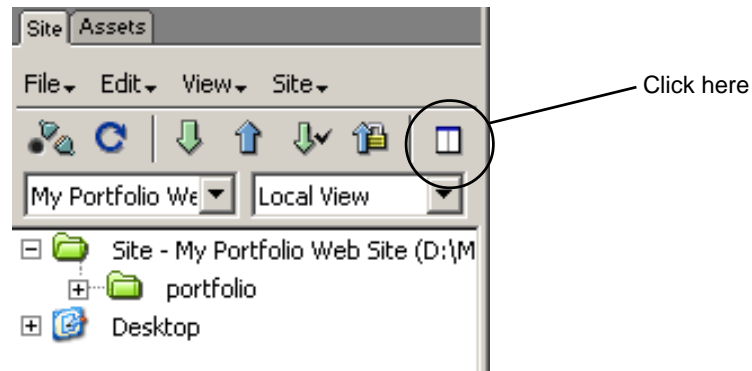
**Click “Done”.**

Even though things don’t look much different than they were before, there is a world of difference at this point — you are now in the position to upload your files directly to the web server!

Uploading could not be easier. It is just a matter of selecting the files or folders, then clicking the blue up arrow, officially called the “put files” button. But before we do so, let’s take a look at our remote server.

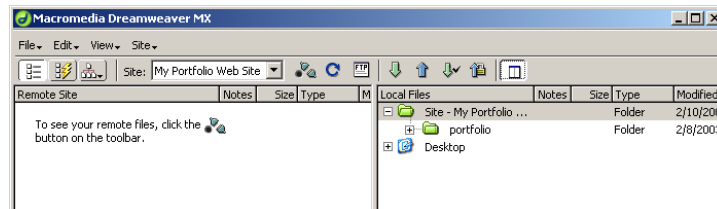
You can choose to view the remote server by choosing “remote” view from the site panel window. But, I recommend we go ahead and look at both the local and remote files at the same time by clicking on the “expand/collapse” button on the far right of the site panel (it looks like a small notepad).

- ❑ Click once on the “Expand/Collapse” button in the site panel.



If you get a pop-up message saying that “the site map cannot be built...”, just ignore it by pressing “Cancel”.

Your screen should resemble the following:



This is a split window. On the right hand side are our local files and the remote files will be on the left. The left side is blank because we do not have a live connection yet with our web server. Let's initiate the connection.

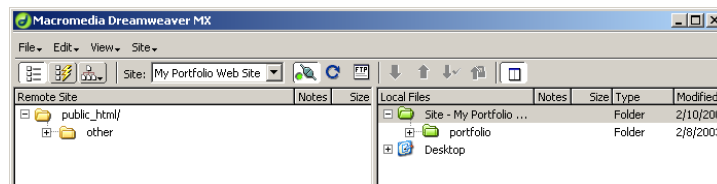
- ❑ Click on the “Connect to remote host” symbol.

Get the metaphor?

This symbol looks like two disconnected plugs:



If you correctly entered all of the necessary information, Dreamweaver will correctly connect to your remote server and list all of the files associated with the host directory on the remote server:



One thing that is important to notice is that the remote

host directory (i.e. “public\_html” in my case) corresponds with the folder “My local web files” on your computer (though you will need to click once on it to reveal the complete path):

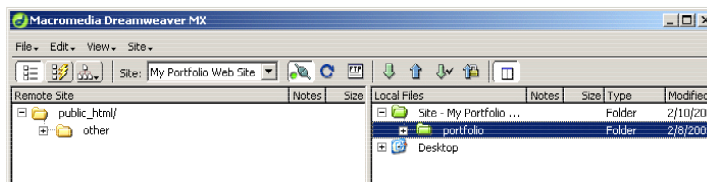


This is perfect. All of your remote files for all of your web site, present and future, will reside in your remote host directory just as all of your local files are stored in the folder “My local web files” that we created at the beginning of this guide.

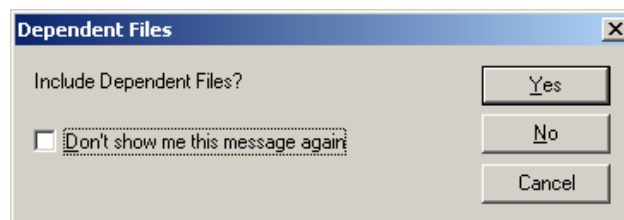
## Uploading Your Web Site to a Remote Web Server

To upload any or all of your site to the remote server, you merely click on the file/s or folder/s you want to upload, then click on the “Put File(s)” symbol (the blue up arrow). We’ll go ahead and upload the entire site at this point.

- **Select the “portfolio” directory in your Local Folder (right) side of the site window, then click on the “Put File(s)” symbol.**



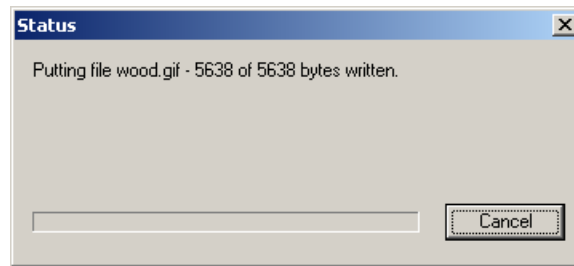
Dreamweaver asks you if you want to include “dependent files”:



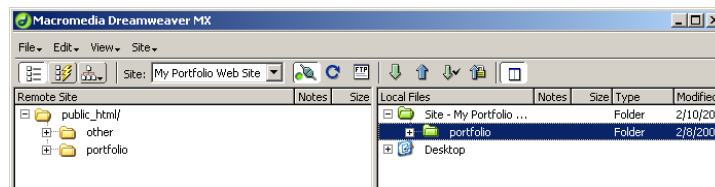
Dependent files are things like images and sounds that are linked to this page. This is a handy option if you made significant modifications to the page, such as adding more graphics, Dreamweaver will automatically upload all the graphics, sounds, etc. that are linked to this page to the server for you. But, if you know you only changed the text, which is very typical, you can click no.

- **Click “No”.**

Dreamweaver then uploads (puts) all of the selected files to your server. You will see a dialog box like the following as the files are transferred:



When finished, Dreamweaver automatically refreshes the Remote Site (left) side of the site window:



You are now on the web! Let's test it with Internet Explorer or Netscape to be sure everything is really on the Internet.

## Testing Your Site

- **Launch either Internet Explorer or Netscape Navigator and enter the URL of your web site.**

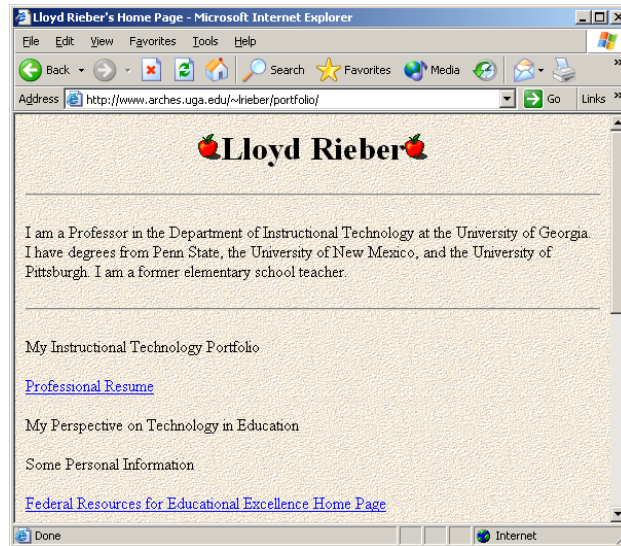
Here again is the URL for my portfolio on the ARCHES server at the University of Georgia:

`http://www.arches.uga.edu/~lrieber/portfolio`

Obviously, you should type the URL of your web site.

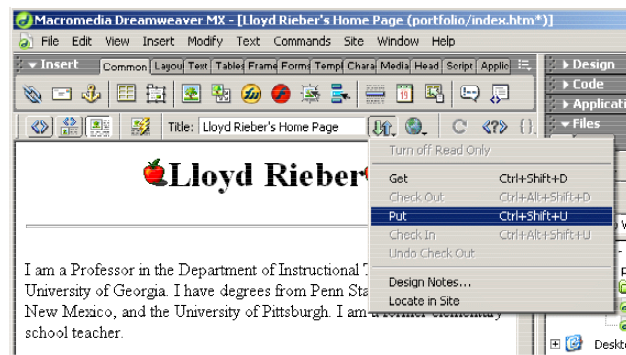
Notice that I did not enter the file name “index.htm” at the end. It was not necessary to do so because this is the special default name for a web file on this particular server. If I had used any other name for this file, I would have had to type the file name. Obviously, only one file per directory can have this special name, so it is reserved for the home page of that directory.

If you uploaded your web site correctly and entered the URL without a single error, it will appear in the browser window:

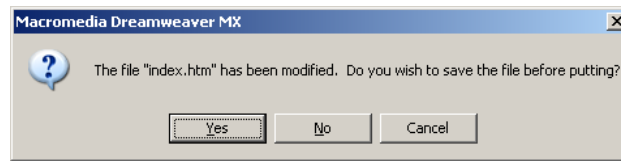


## Using the Site Window to Manage your Site

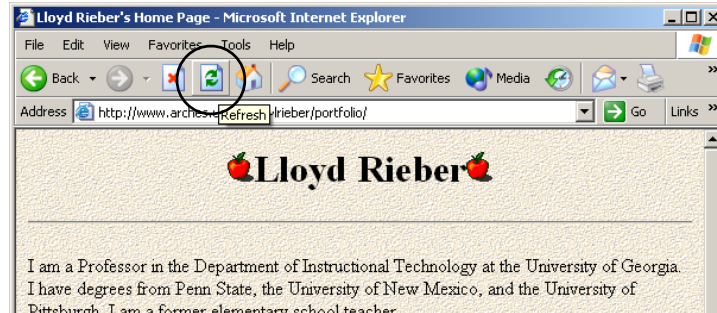
You can update your web site, or any portion of it, as often as you like using Dreamweaver. For example, after previewing my home page, I decided I didn't like the textured background after all. So, I double-clicked on the file "index.htm" in my local view and deleted the background image. It certainly doesn't make sense to upload the entire web site again just to reflect this one change. All I had to do was click on the "put files" button (blue up arrow) that appears at the top of the file window, then choose "Put" from the list:



I forgot to save the file first, but fortunately Dreamweaver prompts me to do so:



My web site has been immediately been updated. To check, I go back to Internet Explorer. If the window is still open, all I need to do is click the Refresh button:



I could also have uploaded just this one file via the site panel.

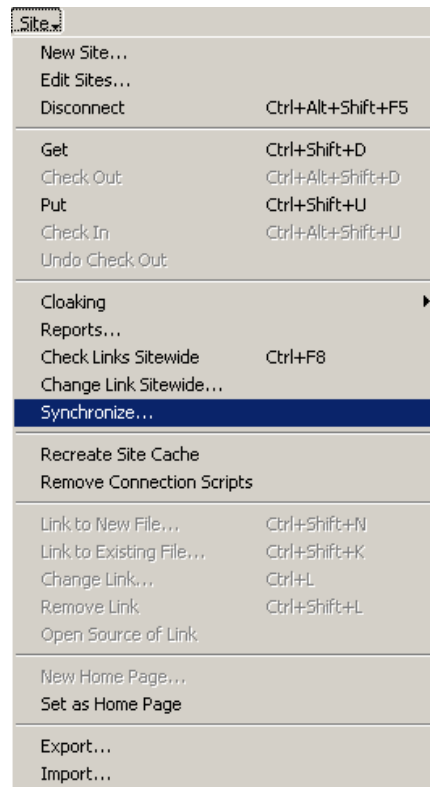
## Other Useful Site Management Features

There are a variety of other useful features you can access from this window.

You can **refresh** your local folder and remote site by clicking on the Refresh symbol (blue circle with arrow).

Of course, you can download files *from* the server to your disk with the "Get File(s)" symbol (downward pointing green arrow). Of course, you have to be very careful when doing this as this will overwrite your local file.

Dreamweaver also one clever site management tool, called “Synchronize”, to allow you to quickly update all files that have recently changed. The Synchronize feature can be found in the Site menubar:



Finally, one other useful tip concerns how to create a new directory using just Dreamweaver. This is not obvious because there is no such command in any of the file menus. But, pressing the keys “ctrl-shift-alt-n” will do the trick. (Be careful that you first select the directory into which you want a new file or directory to be placed.)

Given these powerful site management tools, you should be able to quickly build and maintain the most sophisticated of web sites.