
Getting Up and Running with Dreamweaver MX 2004

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 five 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) Improving the graphic design and navigation of your web site using tables.
- 5) 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.

An appendix is also included that shows how to use Dreamweaver's site management tools to upload your web site to a remote web server using file transfer protocol (FTP).

This guide was written to go along with Dreamweaver version MX 2004. 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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Hull, Georgia 30646
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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.

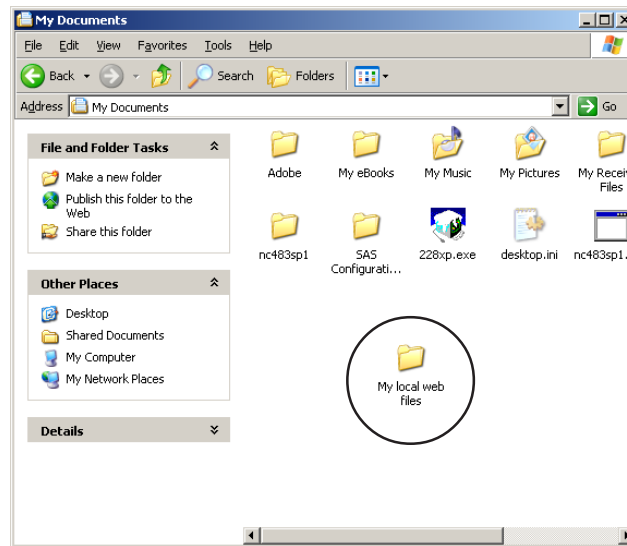
This guide is being written for people who most likely will be working on one and only one computer for all of their web development. For that reason, it's recommended that you store all original files associated with your web site on your computer's hard drive. On Windows computers, the most typical place is in the "My Documents" folder and on Macintosh computers the "Documents" folder is a good choice. However, it's always recommended that computer users get in the habit of backing up all important computer files periodically and systematically to some place other than their computer hard drive as protection against drive failures. A good place to make such frequent back-ups is to removable media, such as zip disks or the now popular USB mini-drives. (Floppy disks are not recommended because of their limited storage space — you will find yourself quickly filling up a single disk and it is very confusing to try to back up to multiple disks.) Saving copies of one's web work to removable media will be a particularly convenient way for people who need to use more than one computer for their web development work, such working between home and school.

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).

Your choices of removable media may be limited to the computer you are using. Many no longer come with either floppy or zip drives. Again, note that floppy disks are not recommended due to their limited storage size.

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 your computer's hard drive and name it "My local web files":**

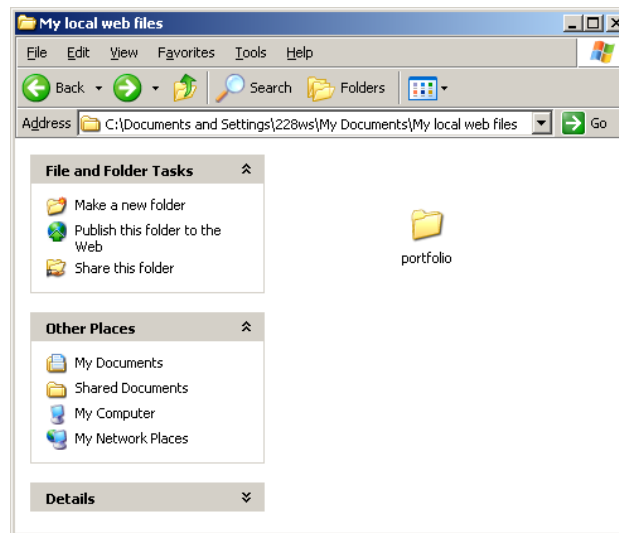


The recommended location for Windows users is the "My Documents" folder.

The recommended location for Macintosh users is the "Documents" folder.

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.

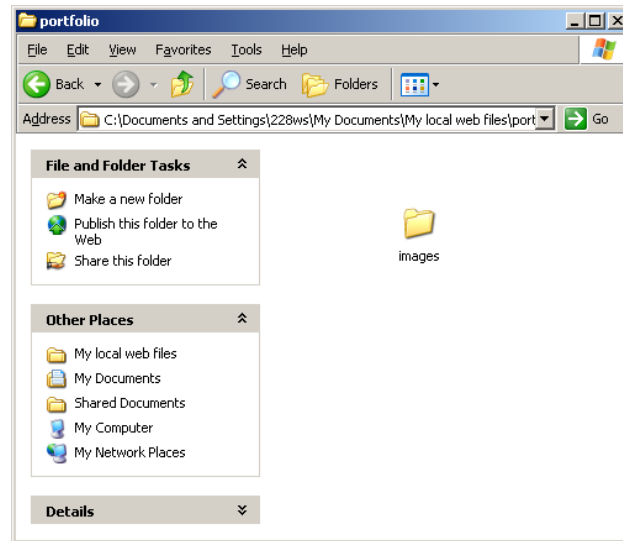
- **Make a new directory on this disk and name it "portfolio"; type in all lower case letters:**



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”:**

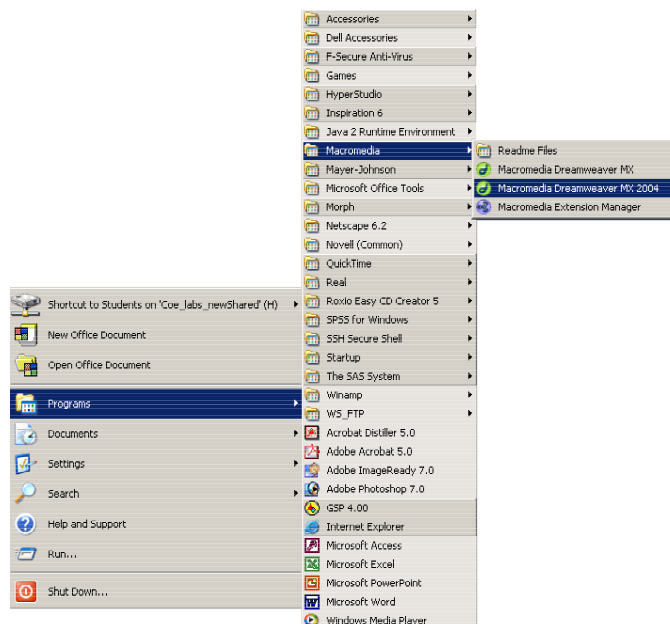


Great! We have created the essential first elements of our web site!
Time to launch Dreamweaver MX 2004.

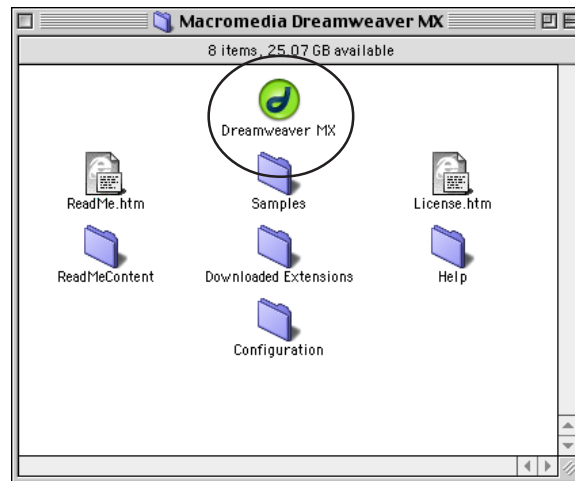
Launching the Dreamweaver MX 2004 Application

- ❑ **Launch the Dreamweaver MX 2004 application.**

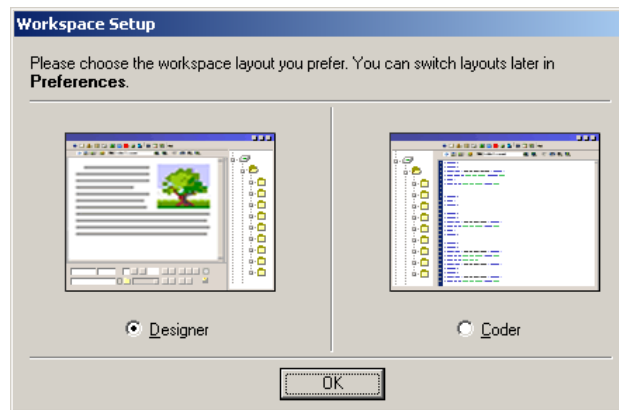
Windows users: Click on the Start button and launch the application:



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:

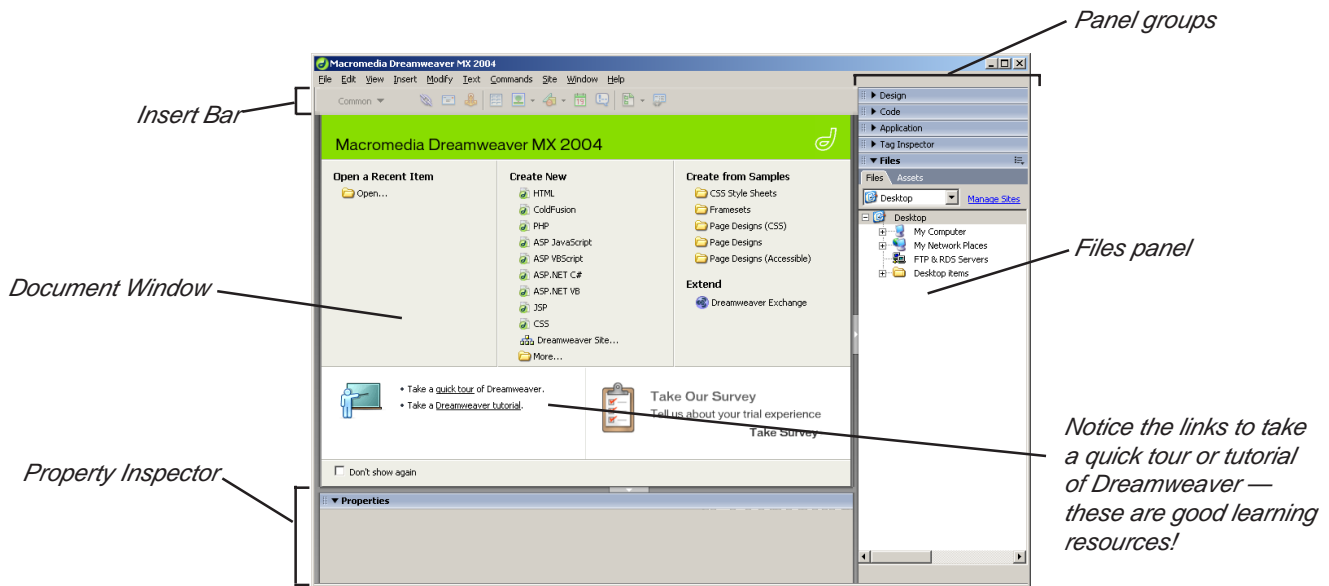


The “Coder” view is most useful to professional designers. The rest of this guide uses the “Designer” interface, so that’s what we want.

- Be sure that “Designer” 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.

Dreamweaver opens with a special screen in the Document window that conveniently lets you open recent files, create new files or sites, or create from samples:



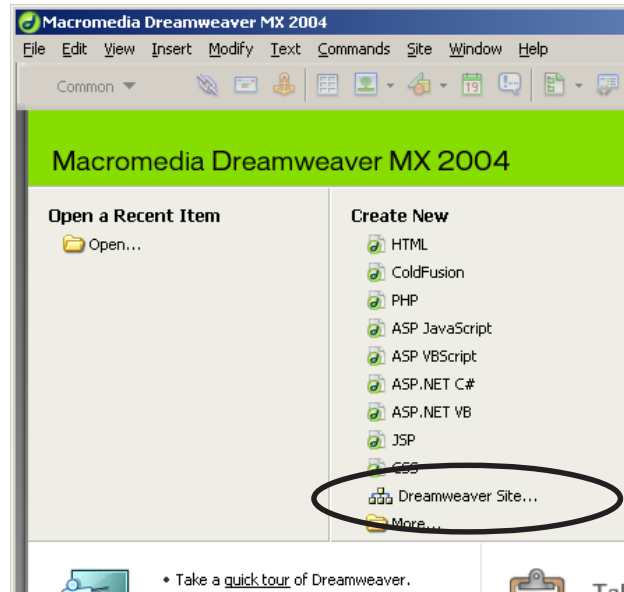
There are several windows and panels that open automatically. The most important for us are those labeled above: Document Window, Property Inspector, Insert Bar, and the Files panel. When no document is currently open, you will see the menu page displayed above. There are many, many more windows and 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 phrase “Dreamweaver Site...” in the middle column titled “Create new”. To create a new site, click on that phrase:

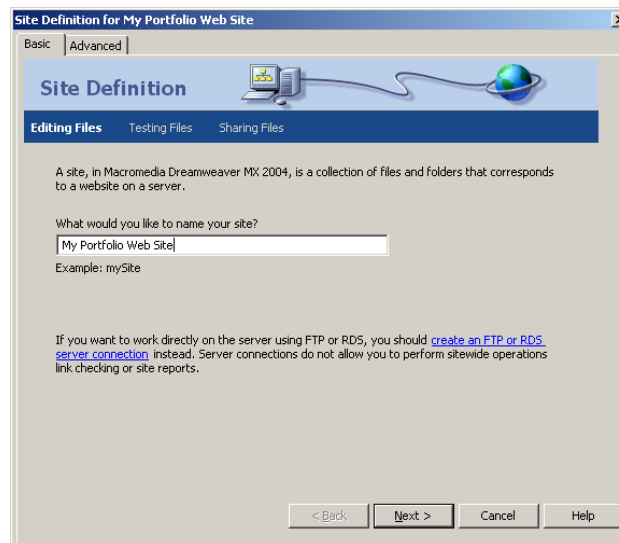


- Click once on “Dreamweaver Site...” in the middle column titled “Create New”.

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.

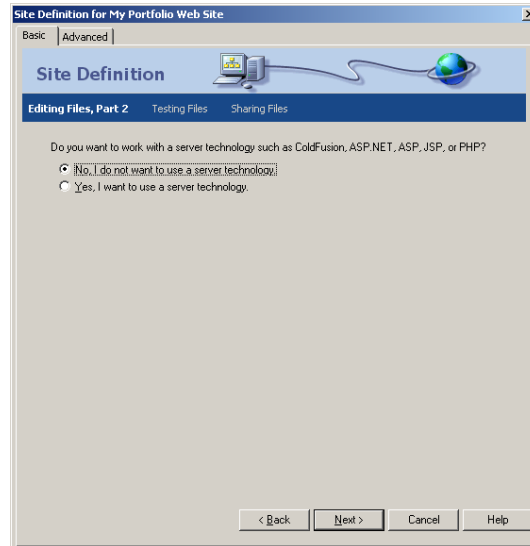
- Give your site the name “My Portfolio Web Site”, then click “Next >”:

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 to 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 >”:**

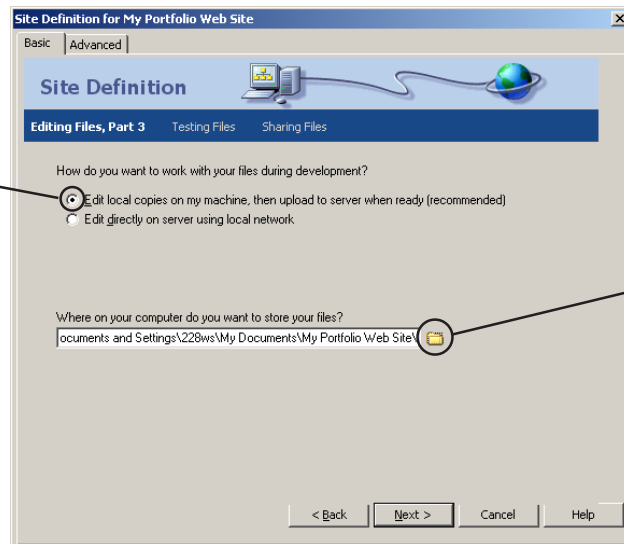


The next page asks two things: How you want to work with your files during development and where the files are located. We will choose to work locally on our personal computer, then upload to a server when ready:

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.

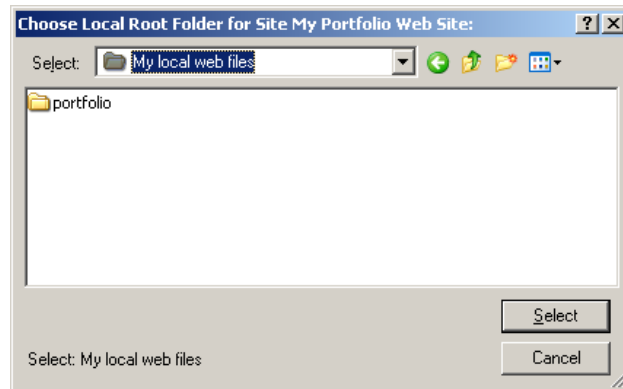
- Be sure that the first choice (“Edit local copies on my machine...”) is checked, then click on the small file folder icon:

Be sure the first choice is selected.



Click here

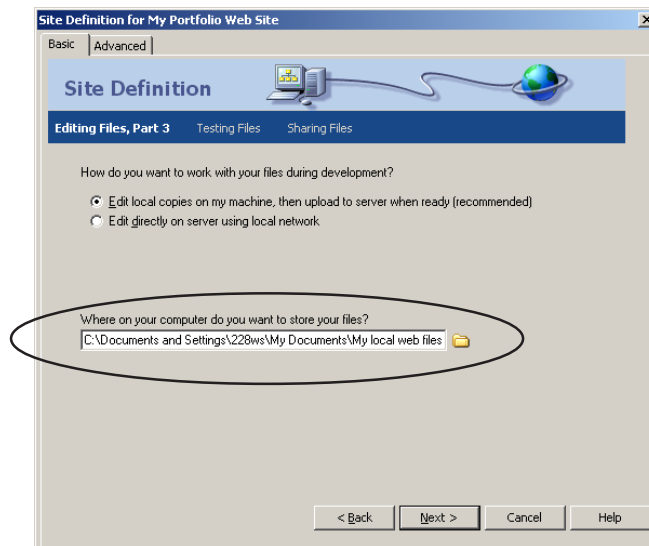
- Navigate your way to the directory “My local web files” and be sure it appears at the top of the window:



- Click “Select”.

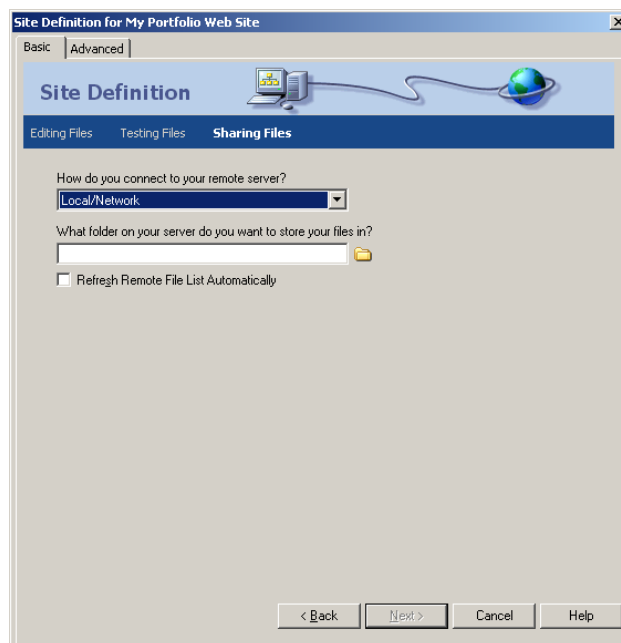
Be sure the path to this directory appears in the window:

Recall that I created my root folder in the "My Documents" folder on my C: drive (hard drive). If you created your root folder on a zip drive or some other external storage media (e.g. USB mini-drive), it will have a different letter.



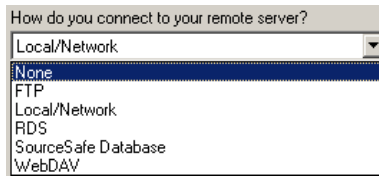
Great! We're almost done. Just one more step.

- **Click "Next >" to go to the network connection page of the site definition wizard.**

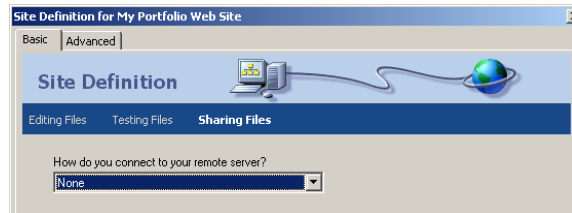


The network connection page assumes you have a live connection to a web server. However, at this point we are going to assume that you do not yet have access to a web server, so we will tell this to Dreamweaver. If you do have access to a web server and want to finish, you can go to the Appendix for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

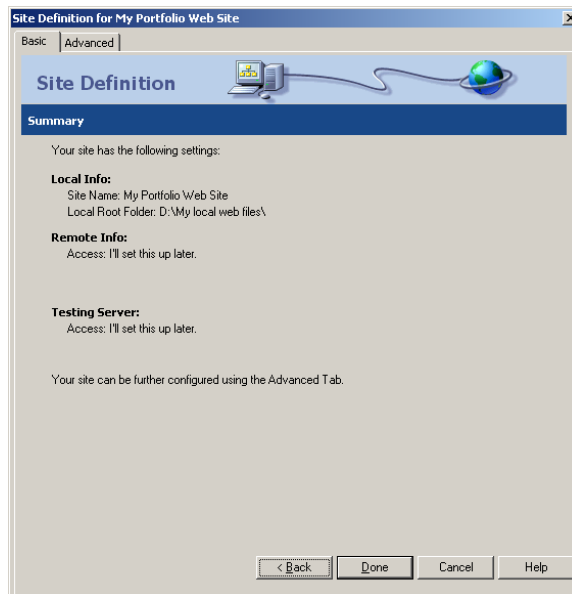


Your screen will look like this when finished:



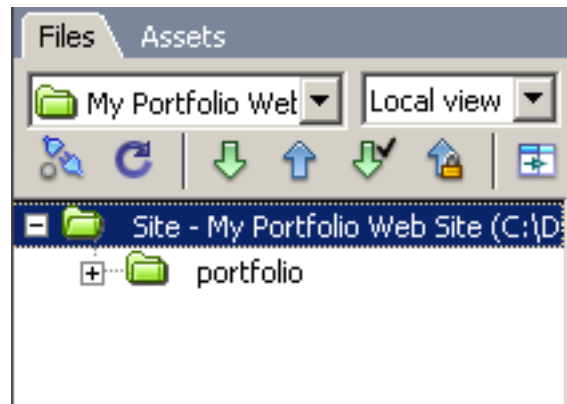
- Click on the “Next >” button.

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 files 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.

The first step is to open a new HTML document window.

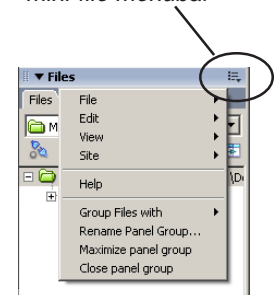
- **Click on “HTML” in the “Create New” (second column) section of Dreamweaver’s main screen:**

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.



Just so you know, there are other ways to open a new document. One obvious way is to choose “New...” from the “File” menubar. But there is yet another, somewhat hidden “File” choice available in the Files panel. To access this, you click on the tiny menubar symbol in the top-righthand corner of the Files panel. This opens a “mini-file menubar” from which you can choose “File - New File”. I like this last choice because if you first choose a directory in the Files panel before accessing this mini-file menu, Dreamweaver will create the new file *in that directory*. You’ll find this to be a great convenience. (You can also access this mini-file menubar” by right-clicking in the Files panel.)

Click here to access the “mini-file menubar”

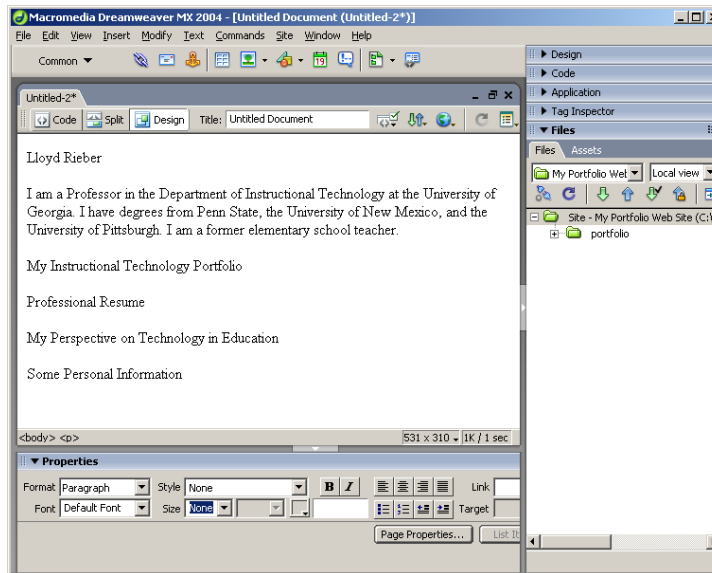


Entering and formatting text

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:**

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



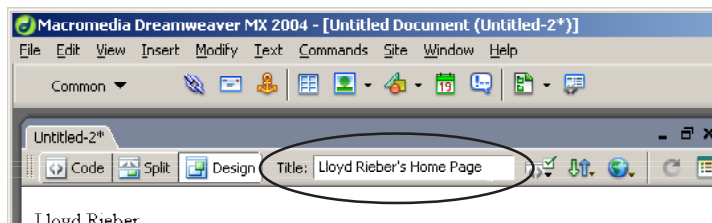
Notice that when you press the RETURN or ENTER key, there is automatic double-spacing between paragraphs. This is standard. (You can press Shift-Enter to start typing on the very next line.)

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.

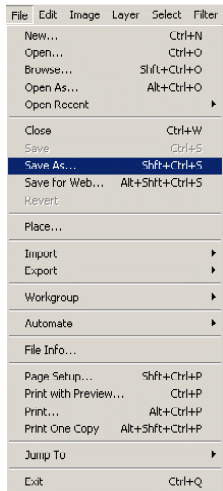
- **Type something like "Lloyd Rieber's Home Page" in the window beside "Title:"**

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.

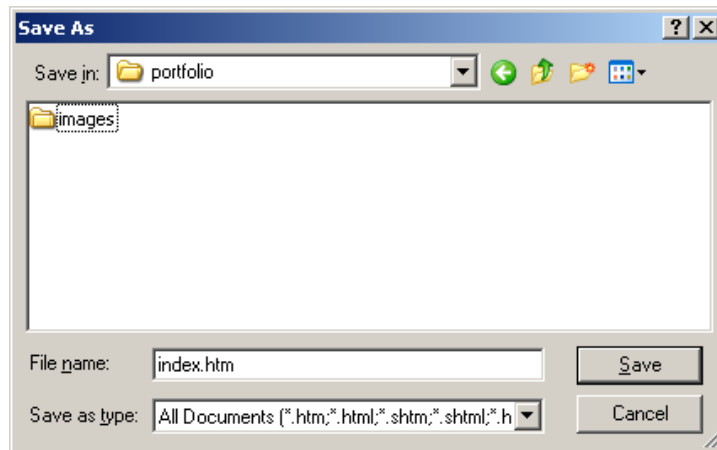


Saving your page to your root folder

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:

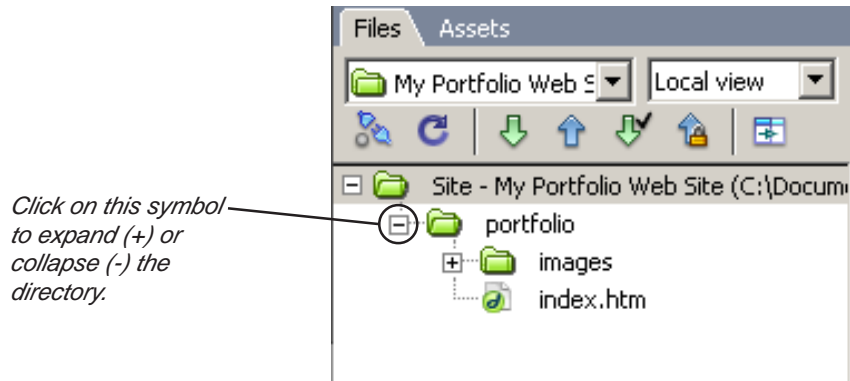


- Click "Save."

Home pages for web sites are typically named "index.htm" because this is a very special file name for most web servers. When you enter a web site without pointing to a specific file, the web server 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 files panel window:



You'll use this files 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.

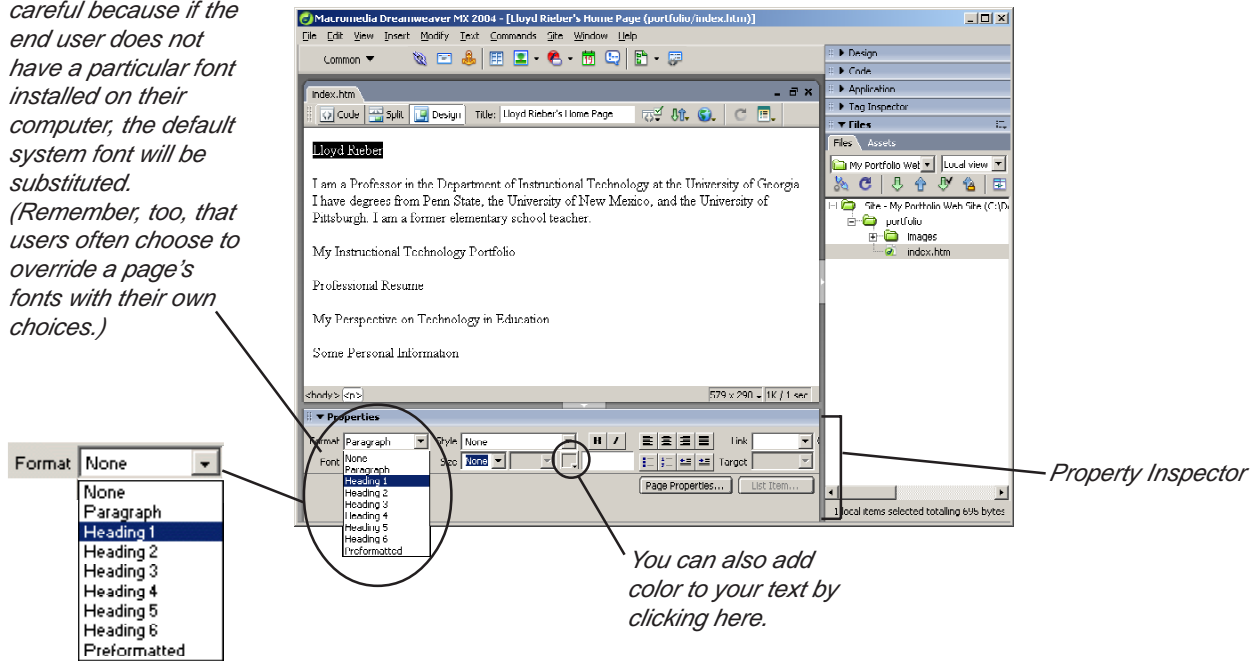
Similar to a word processor, the first step is to highlight the text you wish to format.

- 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.

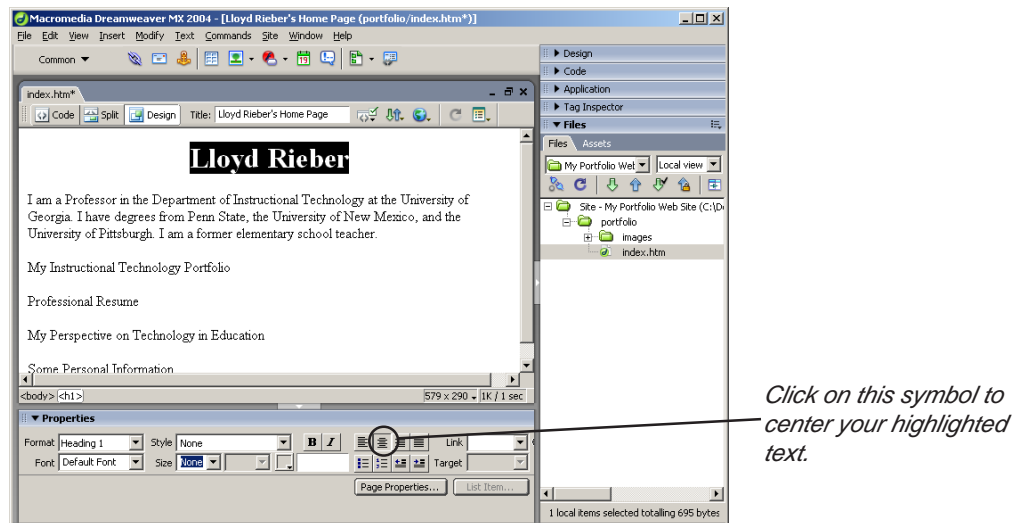
- Select “Heading1” from the “Format” menu in the Property Inspector:

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 choices.)



- 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.

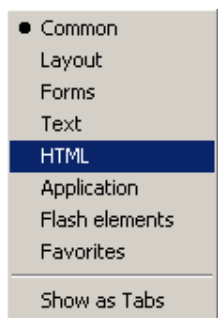
Adding a horizontal rule

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.

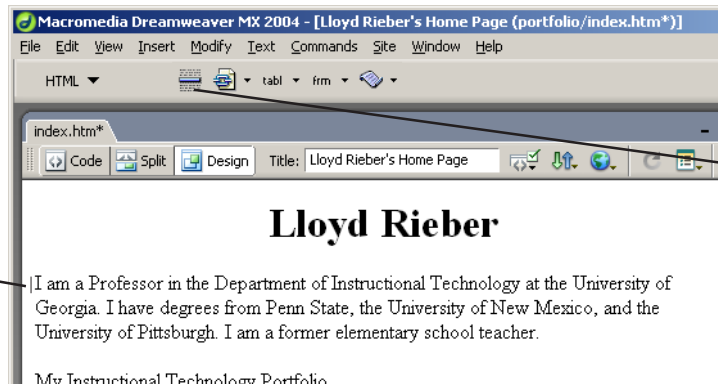
The horizontal rule tool can be found in the “HTML” category of tools. However, more than likely, you are currently viewing the “Common” category of tools:

- Click on the tool category pop-up menu and choose the category “HTML”:

Click here... then chose “HTML”:



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

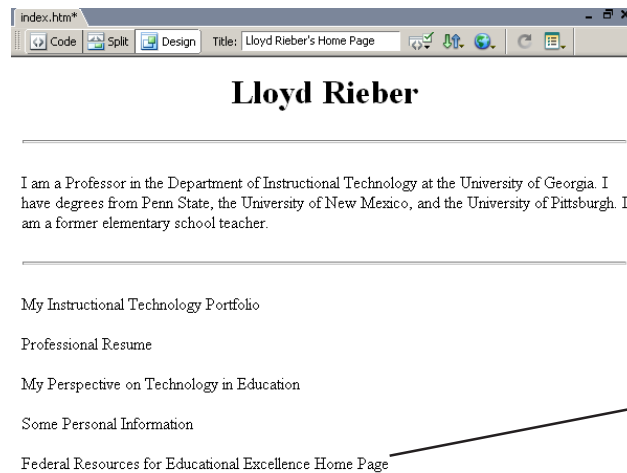


Be sure your cursor is flashing here

Horizontal rule button

- 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:



Two horizontal rules

Notice I added another line of text that will be used to link to a very useful educational web site offered by the U.S. Department of Education.

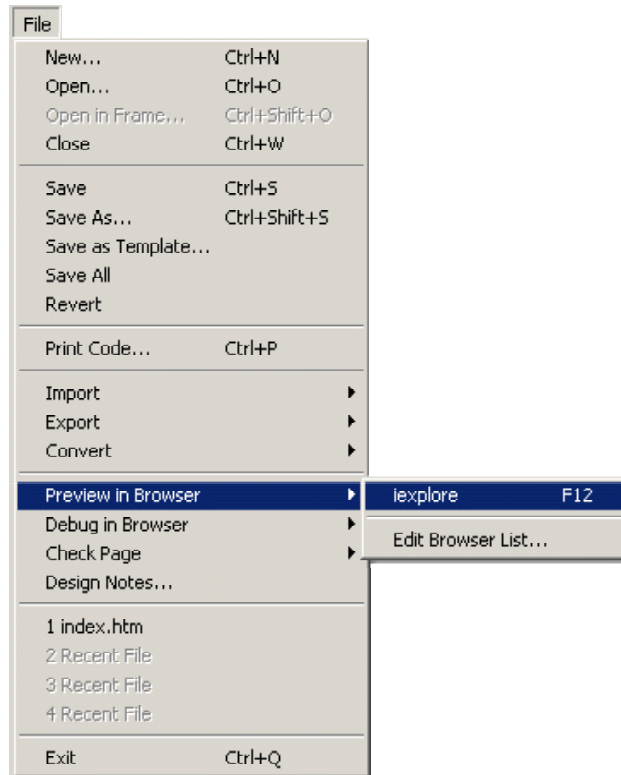
Save your file periodically as you work!

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.

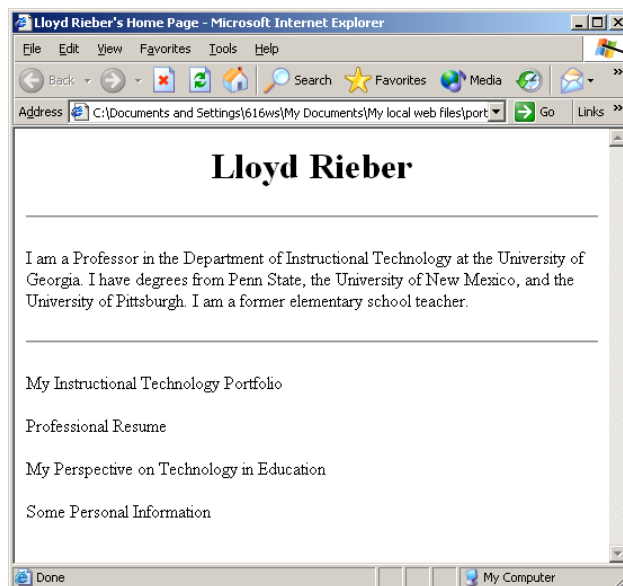
Previewing Your Web Page

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.

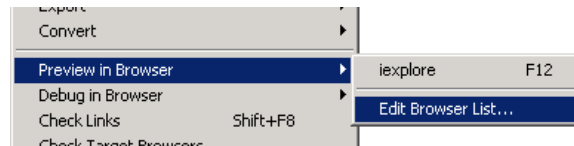
If it didn't work, you may have received any number of messages, the most likely being that Dreamweaver couldn't find Internet Explorer and whether you would like to edit the preview list.

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:**



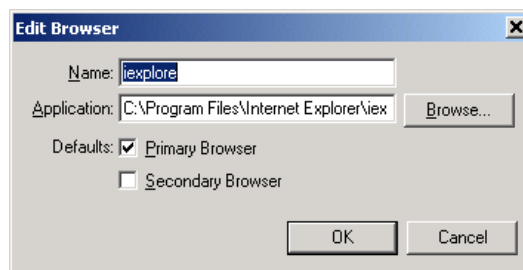
This brings up the Preview in Browser Preference dialog box.

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.

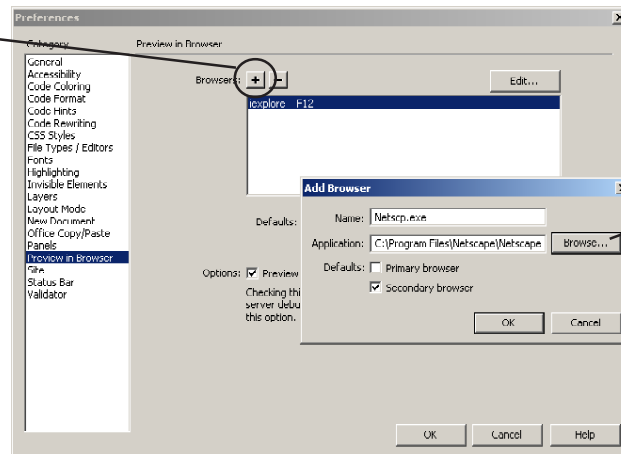
- ❑ In the “Preview in Browser” Preference window, click on the small plus (+) sign beside “Browsers”.
- ❑ Click the “Browse” button and navigate your way to the Netscape Communicator application and choose to open it.
- ❑ Click in the check box to make this your secondary browser.

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:

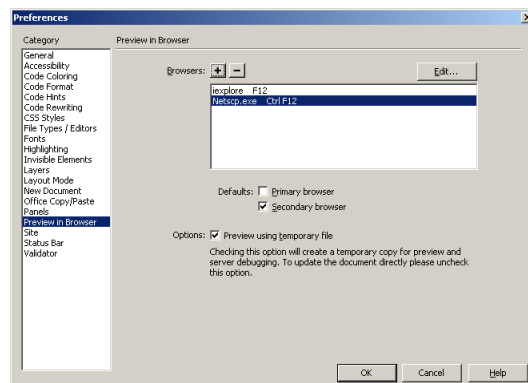
Click here to add a browser to the list.



Click this button to browse your computer for the Netscape application.

- ❑ Click “OK”.

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



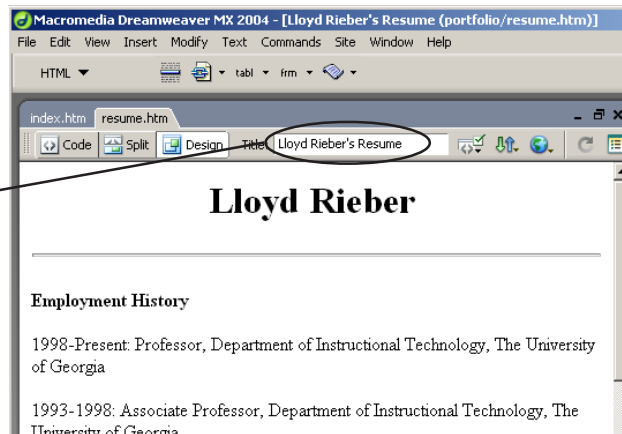
- ❑ Click “OK” to accept all the changes and to leave the “Preview in Browser” Preference Window.
- ❑ Press F12 as often as you like from here on to preview your web page in your chosen primary browser.
- ❑ Save often.

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”).

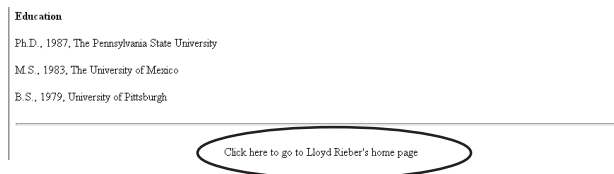
Here’s an example:

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, 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:



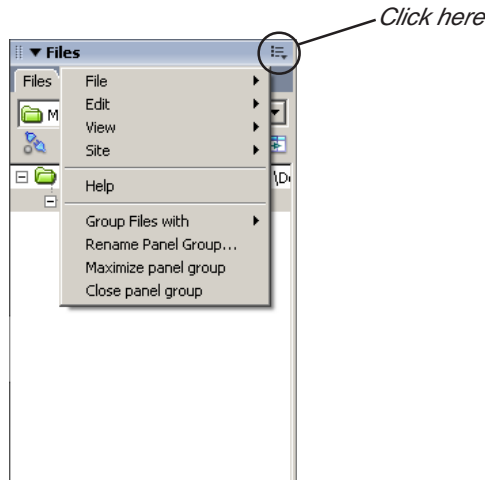
In the next session, you’ll see how to link the two files together.

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

Recall from page 17 that there are several ways to create a new file. Again, the most obvious is to choose “New...” from the “File” menu. However, let’s take advantage of the “mini-file menubar”. This shortcut will quickly create a new file exactly where we want it in our site.

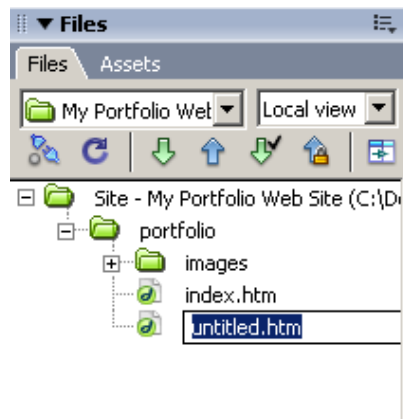
- In the Files panel, click on the “Portfolio” folder, then click on the small file menubar symbol in the top-righthand corner:

By first choosing the “Portfolio” folder, this tells Dreamweaver the destination for the new file.

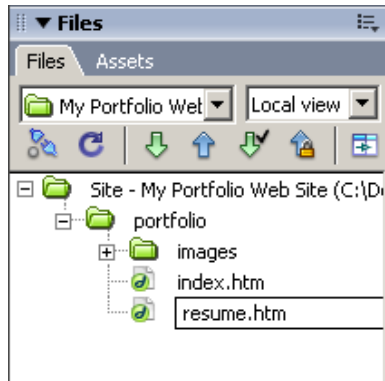


- Choose “File”, then “New File” from this pop-up menu.

This creates a new “untitled” document inside the Portfolio directory:



- Rename this “resume.htm”:

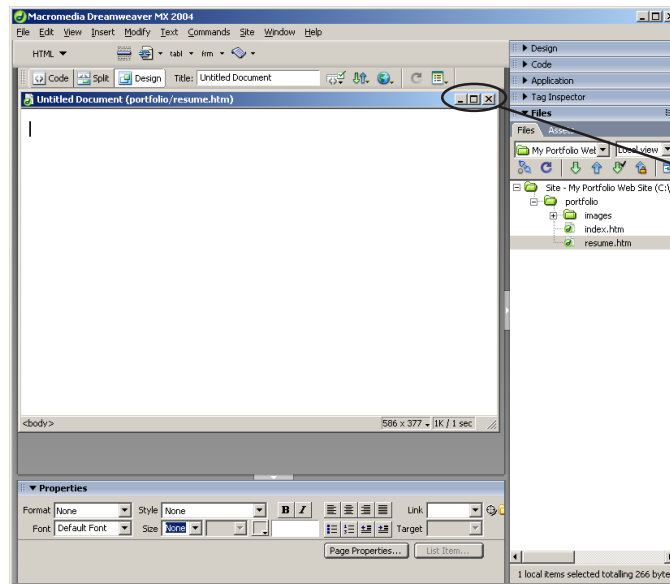


Pretty nice shortcut!

Now, let’s open this newly created file by double-clicking on it.

- Double-click on the file “resume.htm” to open it.

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



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

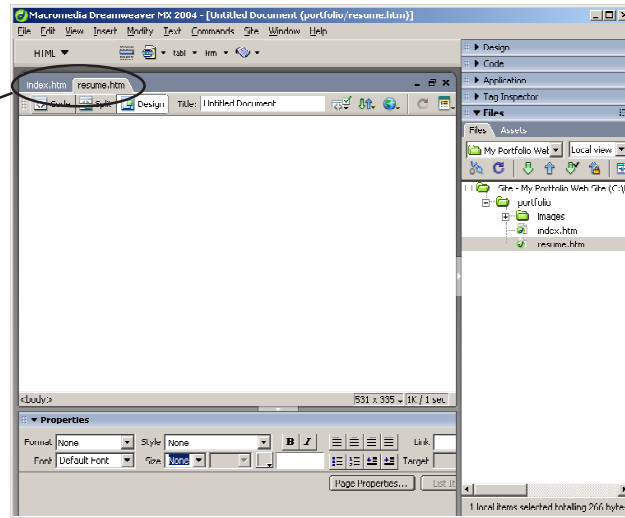
Obviously, it will be difficult to manage even a small number of pages open at the same time. Fortunately, the Windows version of Dreamweaver MX 2004 has a useful feature built into it to help organize these pages.

- Choose to maximize any of the pages now open.

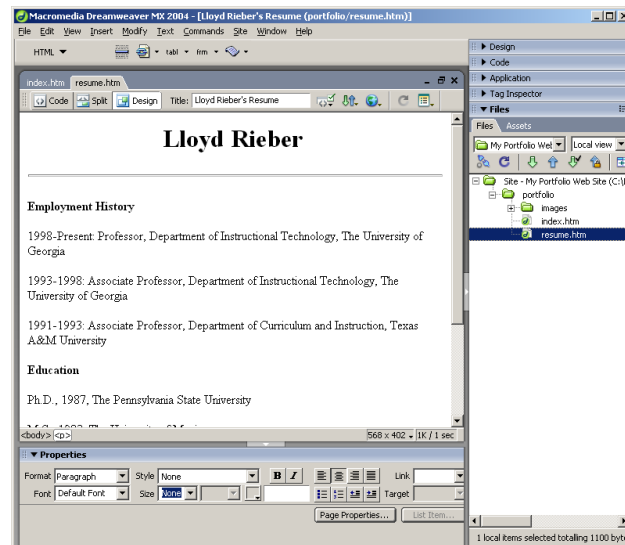
Macintosh Alert!
Unfortunately, this step will not work. The Macintosh version only allows for floating windows.

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 a particular 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.

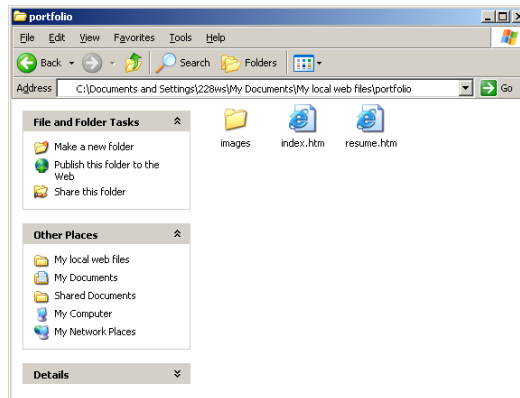
Again, in the next session you'll learn how to link these two files together. Don't forget to save often as you!

- Choose to save often as you create your resume web page.**

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.



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.**

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.

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.

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.

Session 3: Linking to Other Web Pages

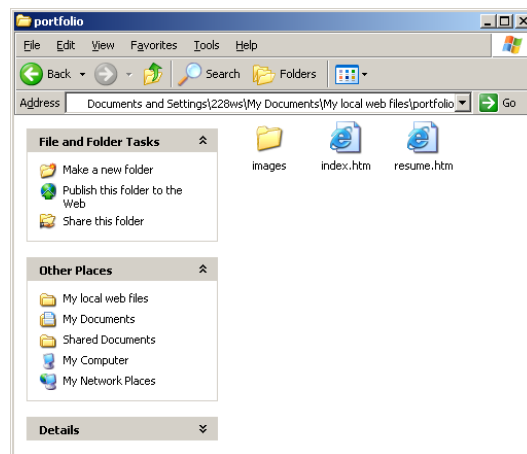
As already mentioned, HTML stands for Hypertext Markup Language. The prefix hyper- translates best as “linking.” In fact, one of the most powerful features of the World Wide Web (i.e. the Internet) is the ability to link any web page with another. All you need is the web address (called a “Uniform Resource 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.

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”:

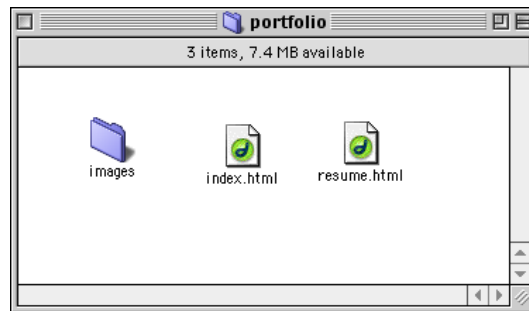


Obviously, if your portfolio web site is located on a floppy or zip disk, you need to insert that disk first.

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 Explorer instead of Dreamweaver. Your files may be associ-

ated 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.

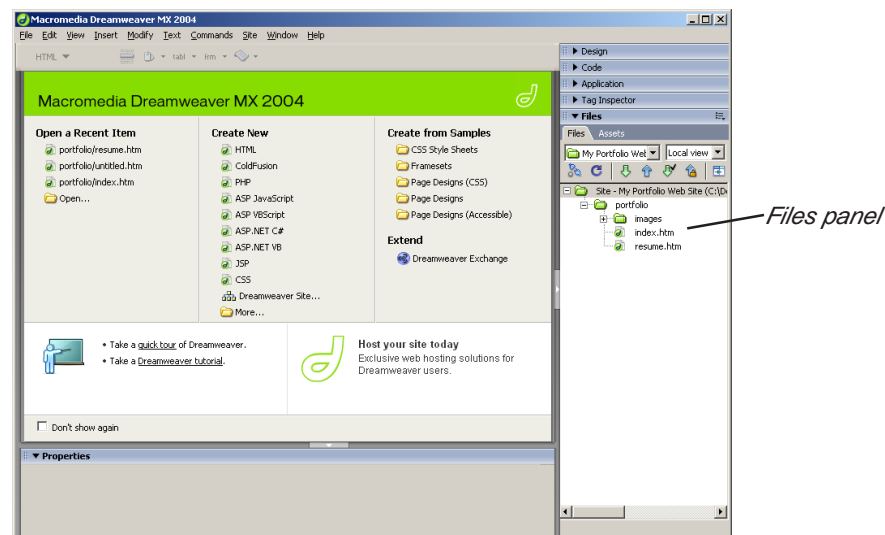
On a Macintosh computer, in contrast, the files are identified as Dreamweaver files and double-clicking on either will launch Dreamweaver:



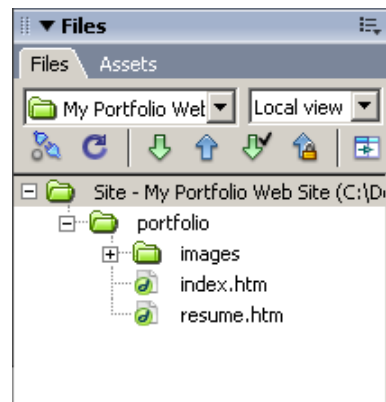
However, for consistency between platforms (and to avoid any confusion), let’s get in the habit of launching Dreamweaver first, and then opening a file from within Dreamweaver’s files panel.

□ Launch the Dreamweaver application.

Your screen should resemble the following:



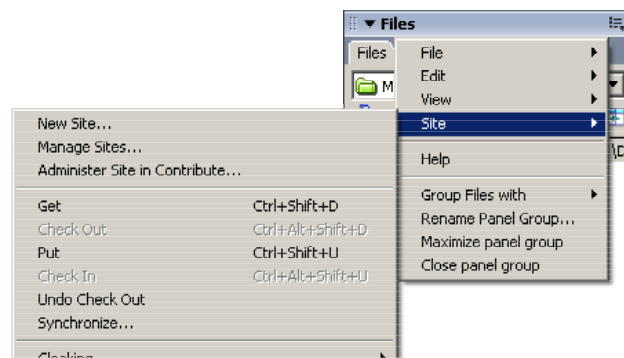
If you are using the same computer as that in the first two sessions and the last person to use Dreamweaver, your portfolio web site will open automatically in the files panel:



If you just started working on a different computer, either another Dreamweaver site has opened in the files panel (probably belonging to another person), or you will see Dreamweaver's general opening screen 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 10.

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

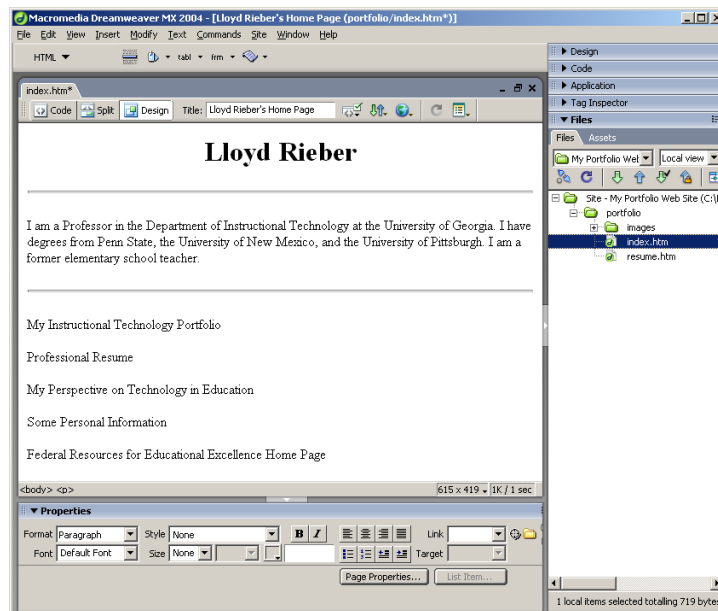
It may not be obvious how to create a new site if a site other than yours is open. All you need to do is click on the mini-menubar symbol in the top-right hand corner of the Files panel, then choose "Site", then choose "New Site...":



The next step assumes your site appears in the Files panel.

- From the Dreamweaver files panel, open the file "index.htm" by double-clicking on it.**

Your screen should now resemble the following:



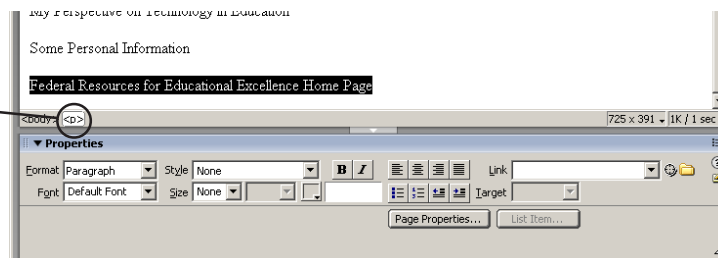
Linking Your Personal Web Page to Another Web Page Already on the Internet

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).



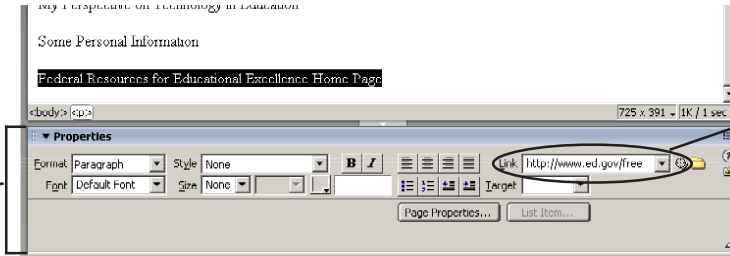
Alternatively, you could have clicked on the paragraph tag, marked "<p>" in the bottom left hand corner. This refers to the text associated with this tag. This is a handy shortcut in Dreamweaver.

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.

Property Inspector

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:



Tags are HTML commands that modify a screen object (such as text) or specify an action (such as a link) on the HTML page. We’ll “peek behind the curtain” at the HTML code a little later.

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.

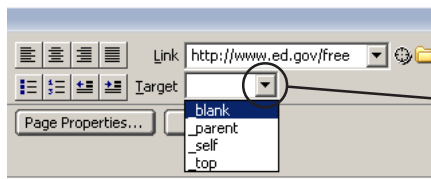
- When finished, press return.

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.

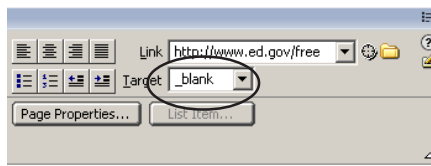
A good rule of thumb is that all new pages that are part of the web site should open in the same (parent) window, but links to pages that are part of other, separate web sites should open in a new (blank) window.

- 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.

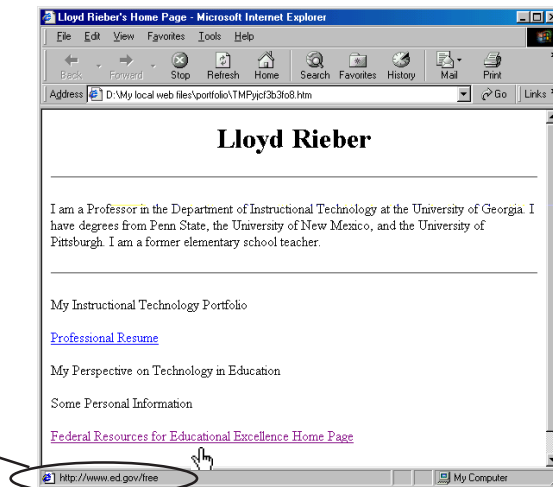
Previewing the Page to Test the Link

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

- 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:

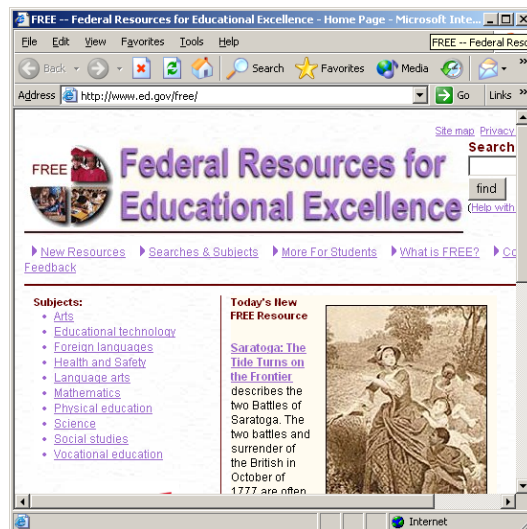
Refer to session 2 for identifying one or more web browsers for previewing Dreamweaver documents.

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



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

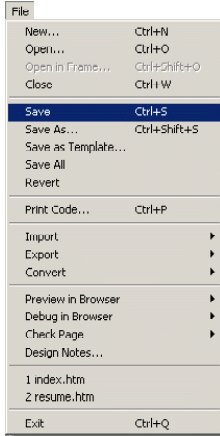
- Click on the hot text to go to this government web site:



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.**

*None come to mind?
Try these:*

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

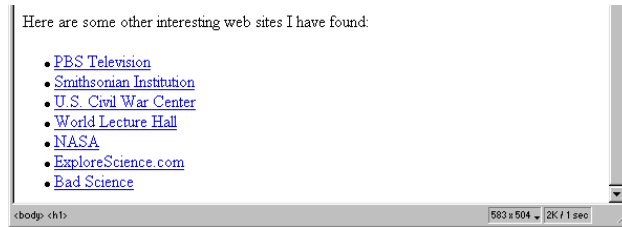
Smithsonian Institution
<http://www.si.edu>

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.

- 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>

ExploreLearning.com
<http://www.explorelearning.com/>

Linking two Dreamweaver files

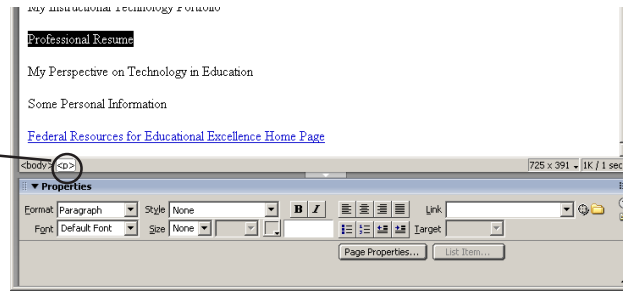
Dreamweaver offers an easy way to link one Dreamweaver file with another. You must have another Dreamweaver file already constructed in order to complete this section (such as the web page you constructed to contain your professional resume as discussed in the “Follow-up Activity” in session 2 on page 27).

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 cursor needs to be blinking somewhere on the desired text block first.

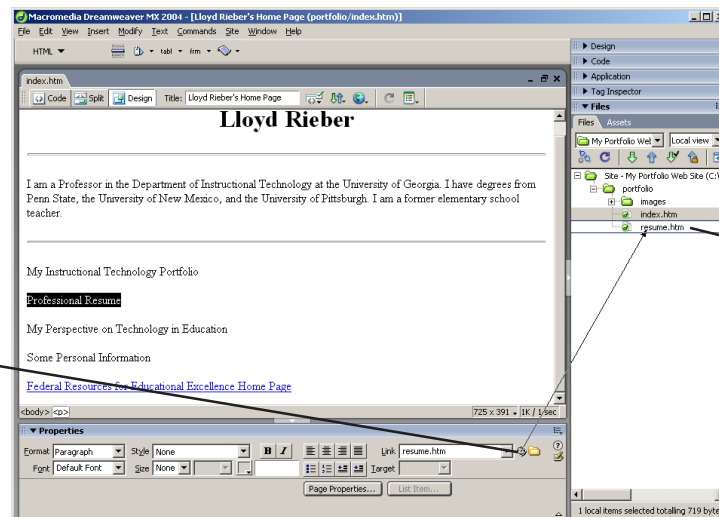


Next, we use the “Point to File” icon (it looks like a dart board) to tell Dreamweaver which file we want this text to link to.

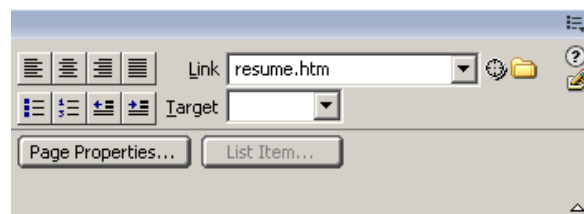
- Click, hold, and drag the “Point to File” target icon to the resume.htm file in the files panel window:

Click, hold, and drag from here...

...to here.



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

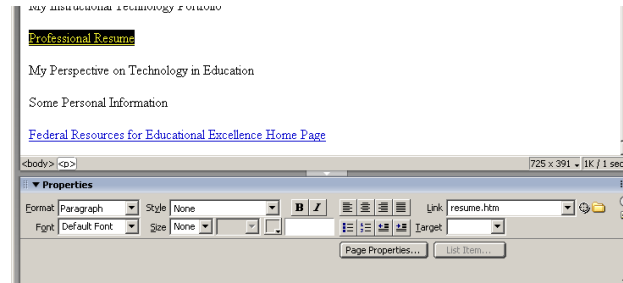


It’s important to notice that the usual “http://...” does not appear. Instead, only the name of the file appears. That is because the link to “resume.htm” is **relative** to the file “index.htm”. The difference between relative and absolute links is one of the most fundamental principles in web design. 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.

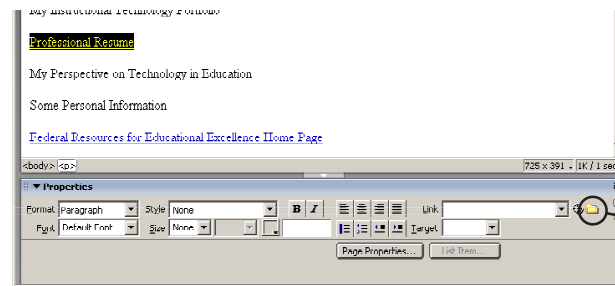
Let's take a moment to study the result:



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.htm”. We’ll just leave the target empty at this point.

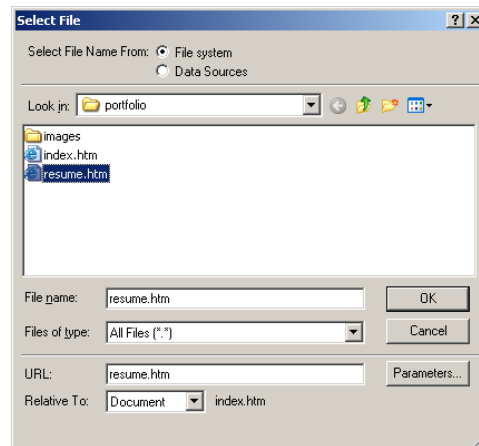
Let's show a second way to create a link. This is the standard “browse for file” approach.

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!

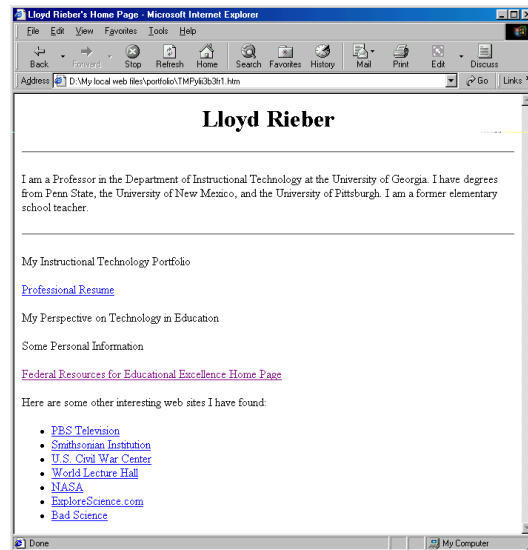
Let’s save the file before we test the link.

- Save your file.**

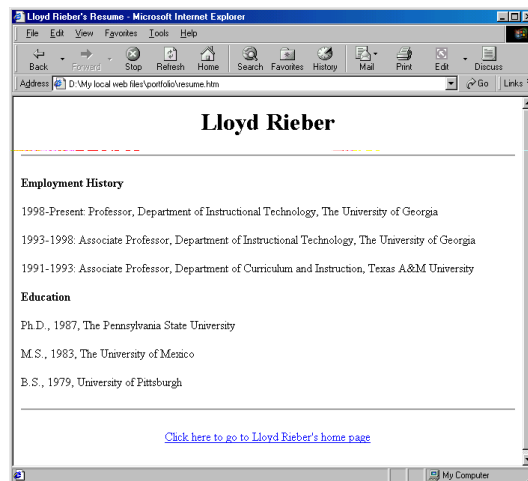
OK, let’s see if the link works by previewing the page in Internet Explorer.

- 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.htm” from your disk should appear in the browser window:

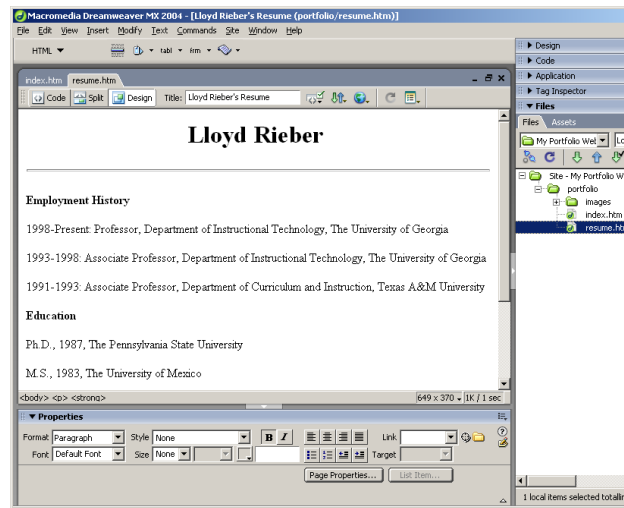


Cool!

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!

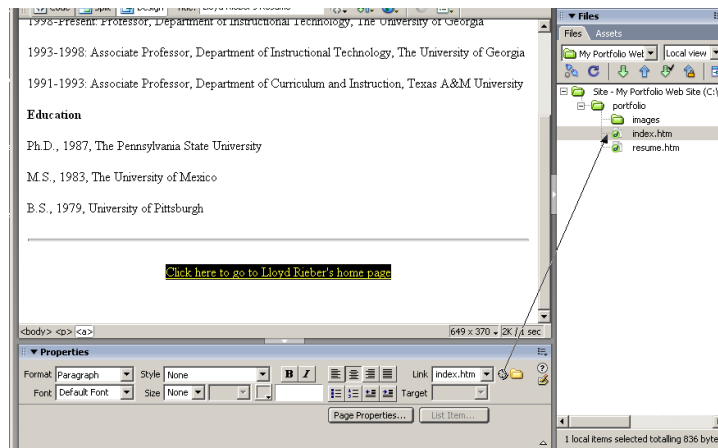
- Close the Internet Explorer window and select the Dreamweaver window.**

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

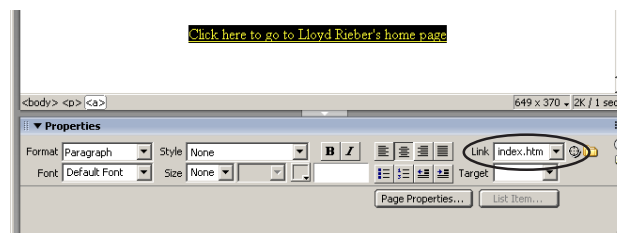


- Highlight all the text beginning with “Click here to go to...” at the bottom of the page.
- Click, hold, and drag the “Point to File” target icon to the index.htm file in the files panel window:

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

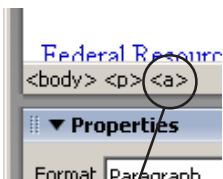
This is a nice opportunity to take a look at the raw HTML, the actual code that actually makes the page work.

Close all Internet Explorer windows and go back to Dreamweaver.

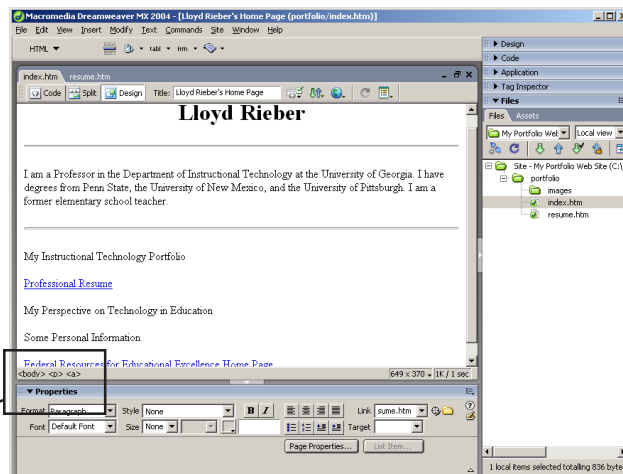
Click on the tab to view the file "index.htm".

Scroll down the page and click once somewhere inside the text "Professional Resume".

Notice that another HTML tag has appeared: <a>



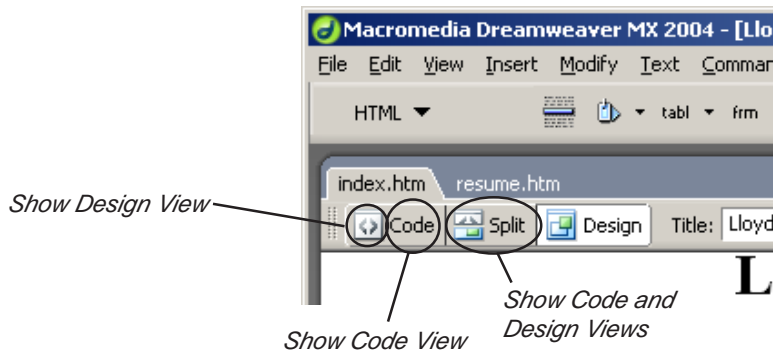
Notice that a third HTML tag now appears: <a>



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 "Split" button to get a split screen of the HTML code and the document window.

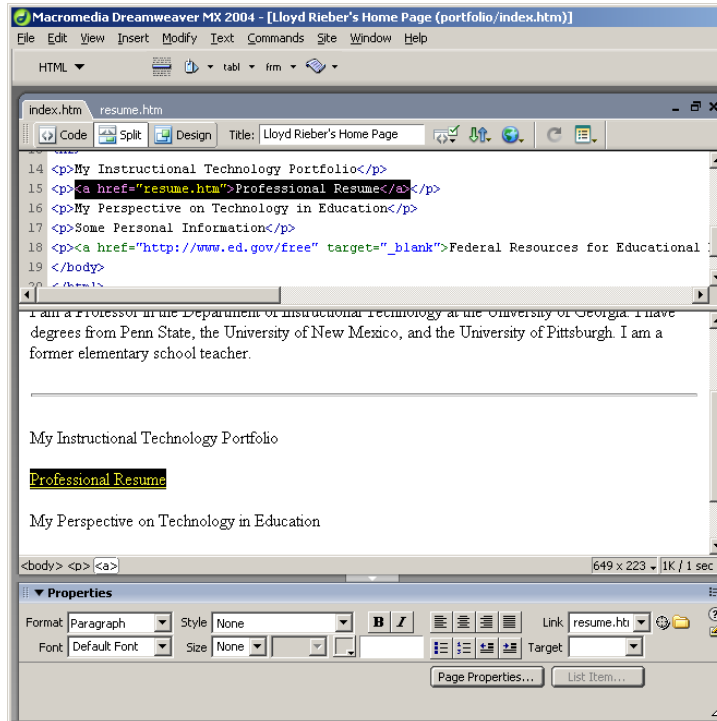
- Click on the "Split" button to show both the code and design views.**

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.htm” 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:

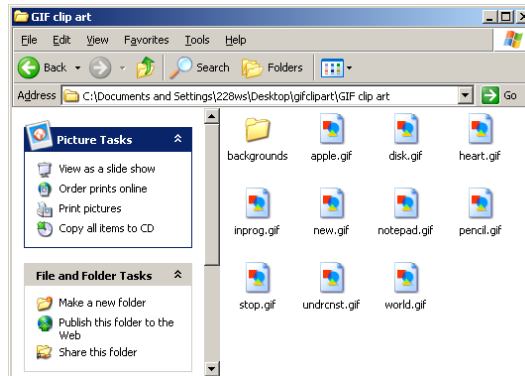
<http://www.nowhereroad.com/dreamweaver/gifclipart.sit>

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.**

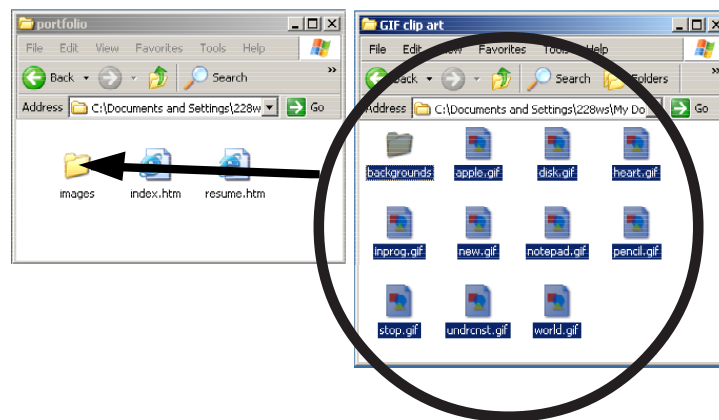
The following window should be open on your desktop:



Copying These GIF Files to Your Root Folder

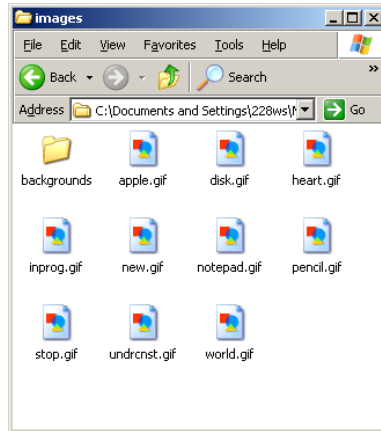
The next step is a very important! You have to copy (or move) all of these GIF files to your root folder. If you fail to do this properly, the graphics will not appear when you upload your site to a web server even though they may appear when you test your pages locally.

- **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.)

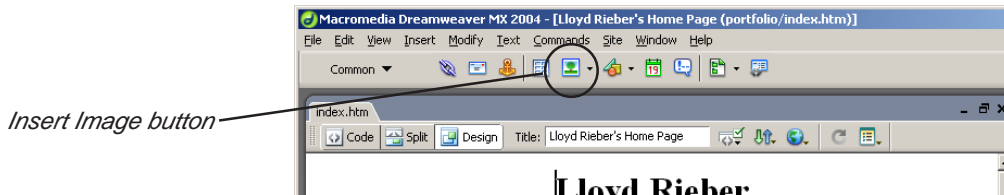
When done, your “images” directory should contain the following:



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”.**

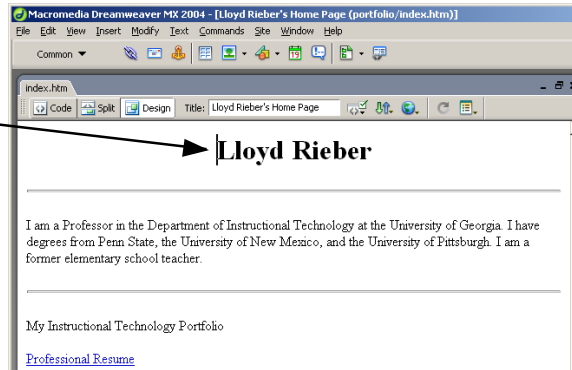
You know, kinda like an apple for the teacher!

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.**

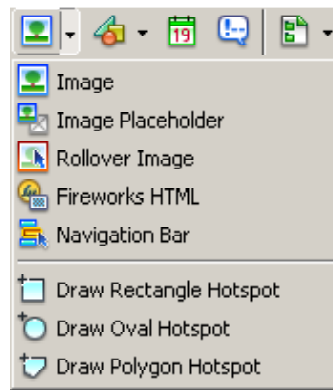
The text insertion point (blinking vertical line) should be blinking just in front of your name:

The text insertion point should be right here



- Click once on the Insert Image button in the Insert Bar.**

If you click on the small triangle just to the right of the tree graphic, you will activate the following pop-up menu:



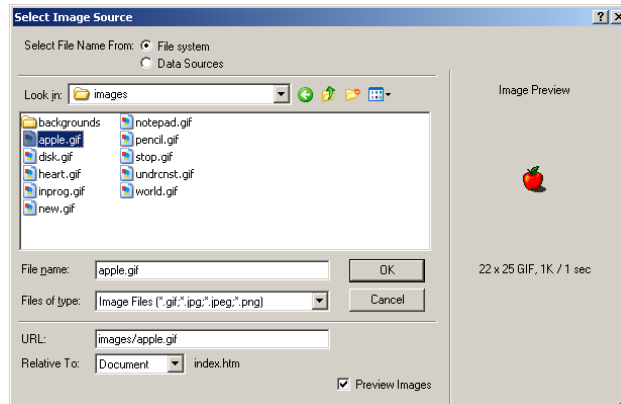
As you can see, there are many options for inserting graphics. All we want to do is insert a simple graphic, so be sure to choose “Image”. If you clicked directly on the tree graphic, you will not see this pop-up menu.

- If the pop-up menu is showing, click on “Image”.**

The “Select Image Source” window opens.

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

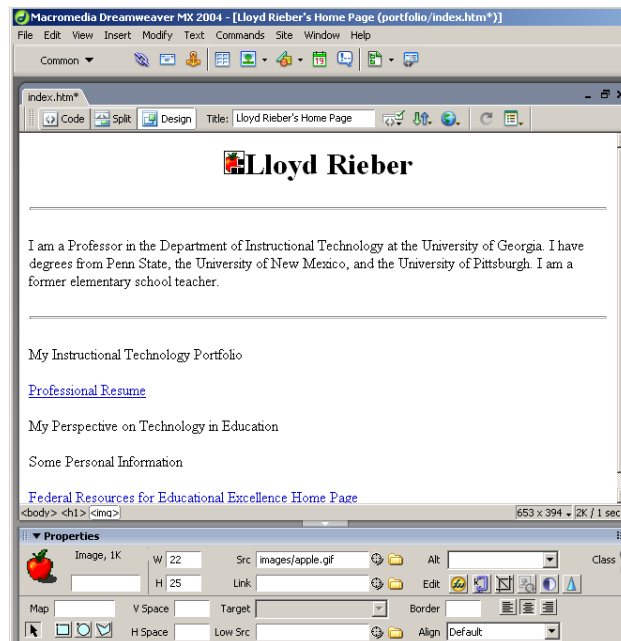
If this file is not there, then you did not copy the GIF files to your images directory correctly. Take the time now to repeat the preceding steps correctly.



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”.

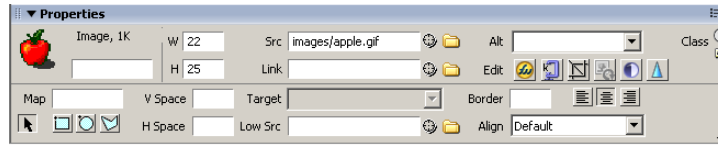
- **Click “OK”.**

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”:



A good web site to visit to get acquainted with how to comply with accessibility issues is the following:

bobby.watchfire.com

The Bobby site also includes a free resource allowing you to scan a web site to check if it is in compliance and offers suggestions on what to do if it is not.

Also notice the text field labeled “Alt”. This stands for alternative text. If a person who is visually impaired visits your web site using a screen reader, a device that “reads” aloud text on a web page, the screen reader will look for alternative text when it encounters a graphic. If no alternative text is available, the person is left wondering about the graphic. Not only is entering alternative text the proper thing to do, it is also required by Federal law according to Section 508 of the Americans with Disabilities Act. So, get in the habit of including alternative text for each and every graphic. Write your alternative text briefly, but carefully so as to describe the graphic adequately. Obviously, this little graphic of an apple is meant solely for decoration, so we don’t want anyone investing any substantial mental energy into its purpose.

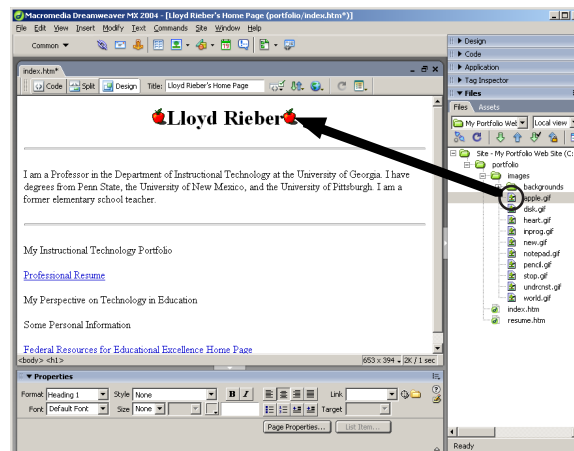
This is known simply as an “Alt Tag”.

Enter “A small decorative apple” in the Alt field.

We want to repeat the procedure to place another apple graphic on the right side of your name. However, let’s do it in a different way that is absurdly simple.

In the Files Panel, choose to expand the images folder.

Click, hold, and drag the “apple.gif” graphic just to the right of your name in the document window:

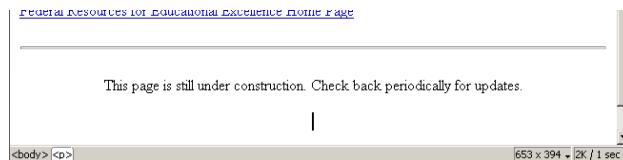


Don't forget to include similar alternative text for this second apple.

Yep, it’s that easy!

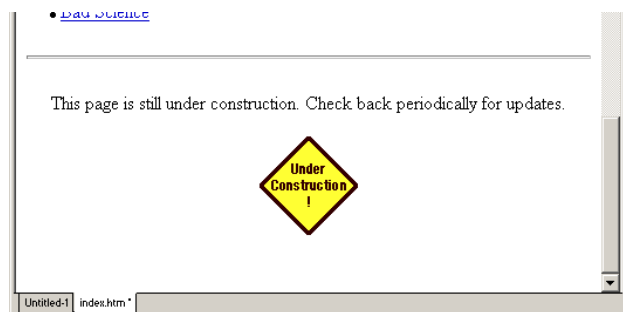
Although you see two apples, there is really still just one apple stored on the disk. The computer is smart enough to make its own copy of the graphic on the screen. This saves a lot of file space. You could place thousands of these apple images on your page and still only need to have one copy on the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

Here's another example. I wrote the following at the bottom of my home page. I want to add a little "Under Construction" graphic to indicate that the web page is not quite finished. Notice where the cursor is blinking. This is the place where I want to place the graphic:



Let's insert the graphic the easy way.

- Click, hold, and drag the "undrconst.gif" graphic from the Files Panel to the appropriate place on the page:**



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.**

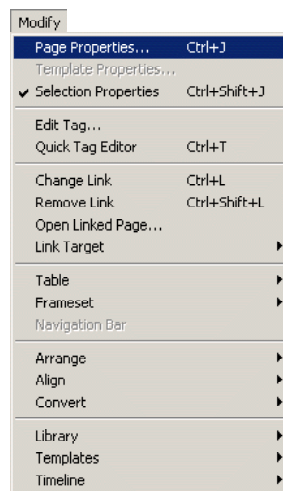
Adding a background to your web page

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.

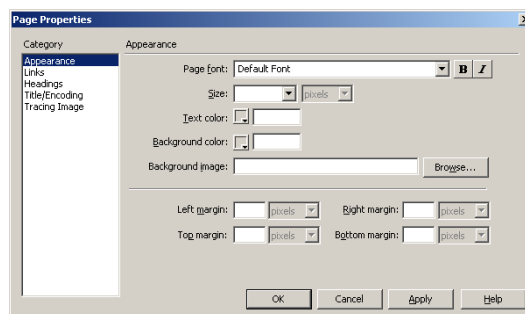
Alert!
Be very careful in choosing backgrounds. The wrong choice can turn your web page into a disaster!

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:



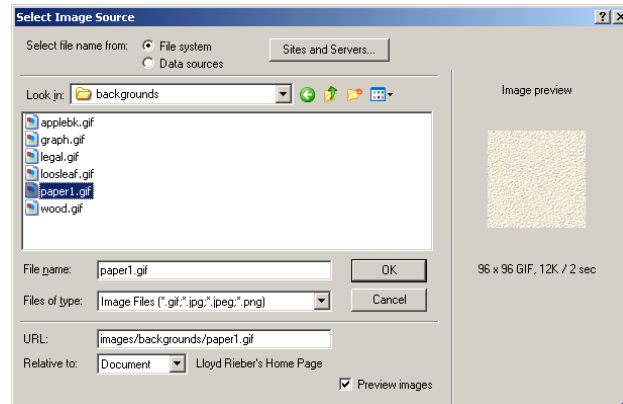
This window has a very interesting assortment of properties you can modify, all of which will modify the look and feel of your web page. For example, this is the place where you can change the background color or the default text color. However, our goal is to change the background so that it has the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

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

This also opens the “Select Image Source” window.

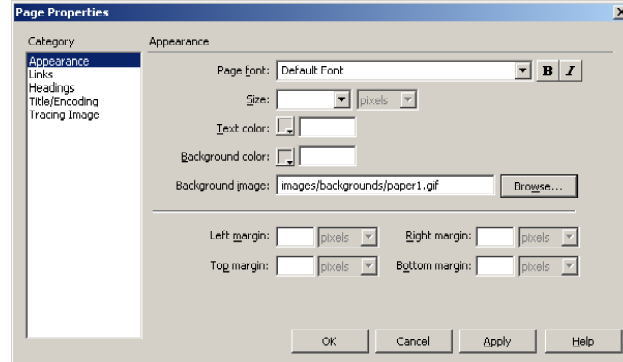
- Navigate to the file “paper1.gif” in the “backgrounds” directory (located in the “images” directory in “portfolio”):

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



- Click “OK”.

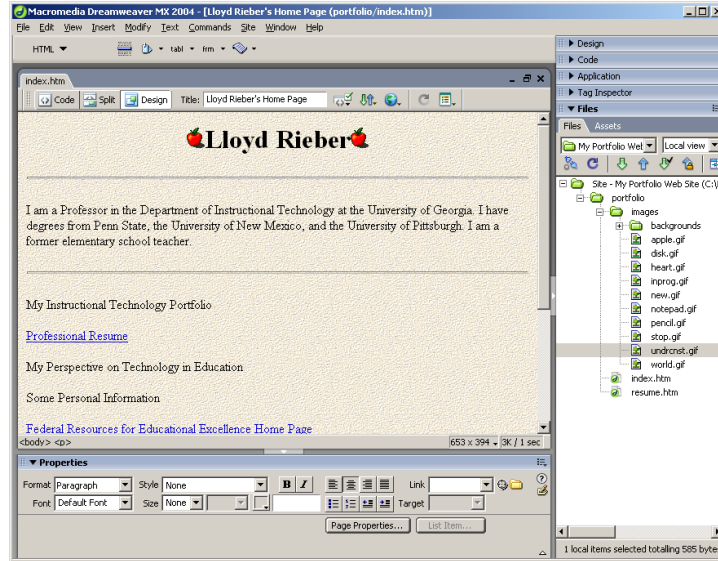
This sends us back to the Page Properties window:



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

- Click “OK”.

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



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!

- 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, www.altavista.digital.com, and www.google.com).

Session 5:

Using Tables to Enhance Your Web Site's Aesthetics and Navigation

It's time to take stock of your accomplishments up to this point. You've successfully used Dreamweaver to create a web site consisting of pages linked together. You have also learned how to add graphics to those pages. However, before we go any further, you should think about the overall design of your web site. In this session, we will explore two important and complementary aspects of web design — aesthetics and navigation. When designed together well, your web site will be enhanced greatly. However, the temptation for many people is to focus on the look and feel of a web site without much regard to navigation. This is a mistake I want you to avoid. It makes no sense to design a visually attractive web site in which people get lost. Our aim is to design a web site in which the visual appeal contributes to the ability of visitors to navigate your site easily. In fact, the best designed web sites make navigation appear effortless. In order to accomplish both of these goals, we will introduce one of the most useful tools available to a web designer — tables.

Tables

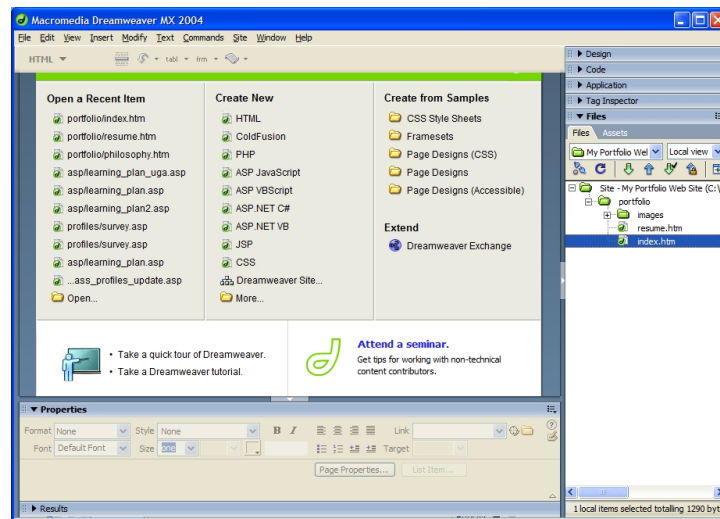
Tables are a popular and useful feature of current word processors and, fortunately, tables within Dreamweaver work in a way that is very similar. A table is nothing more than a grid consisting of one or more rows and columns. The places where rows and columns intersect are called cells. Tables have traditionally been used to organize information, such as weather data, types of plants, flowers, animals, etc. Anyone who has ever used graph paper knows the beauty of using a grid system to organize data. However, in addition to organizing information, tables also serve as marvelous ways to organize the layout of web pages.

The purpose of this session is to introduce you to tables in the context of meaningfully organizing the space on a web page. Organizing this space will serve two needs. First, you will find tables to be a wonderful way to enhance the aesthetics of your page. I'm sure you've been a little frustrated up to this point with our use of graphics. A typical request from new designers is how to put a graphic “off to the side” of a page and away from the main text. Tables allow you to do this. But, rather than just doing so haphazardly, we will advocate thinking of a web page as a collection of “zones”. For simplicity, we'll focus on three zones: title zone, information zone, and navigation zone. In this session we will create a 3 X 3 table (that is, a table with three rows and three columns) to create these zones along with an attractive border. We will also show how to begin using color effectively.

If you've completed the previous four sessions, you should at least have a home page (titled "index.htm") and a resume (titled "resume.htm"). In this session, we will create these same two pages again from scratch. You can either delete the two pages you have already made, or, if you don't want to lose the time you've invested in them, rename them for later use (it is very easy to "cut and paste" information from these old pages into the new ones we will make in this session).

□ **Launch Dreamweaver and open the "My Portfolio Web Site".**

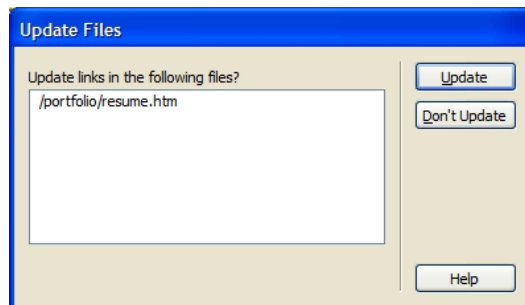
This site will automatically open if it was open the last time you used Dreamweaver.



□ **Either rename or delete your existing "index.htm" and "resume.htm" files.**

To delete these files, click once on each and press the delete key on the keyboard.

I'll take the conservative route and rename my existing two files. An interesting pop-up message appears when I do so:



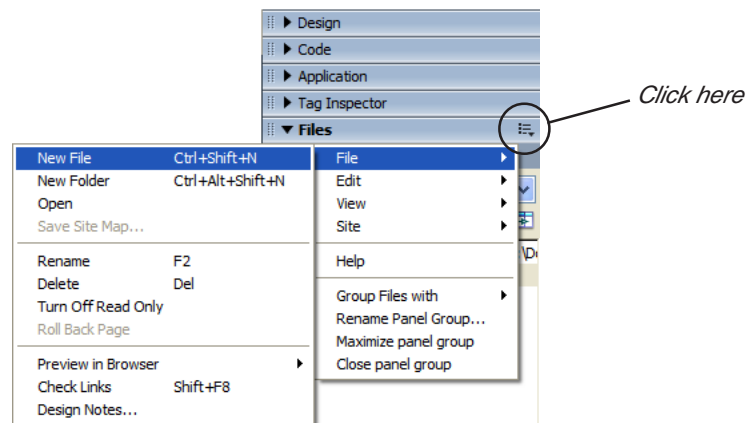
This is a very useful tool within Dreamweaver. Basically, it's asking permission to update all links affected by the retitling of this file name. One of the advantages of using Dreamweaver for site management is that it keeps track of all of the links within your site. If

you make a change to anything that affects one or more links, it offers to update everything accordingly. In a large site, this is an enormous time saver. Even though you may ultimately decide to delete these two files, let's have Dreamweaver update the links so that these two files will continue to be linked together. (Important note: Dreamweaver can only perform this service if you choose to rename files *within the Files panel of Dreamweaver*. If you rename the pages on the desktop, the links will be broken and the only way to fix them will be to go in and manually redo each and every link. This is something you definitely want to avoid having to do!)

- Choose to update the links in the files indicated when you rename both of these files.**

Okay, let's move on to creating a new home page for our site.

- In the Files panel, click on the “portfolio” folder, then click on the small file menu bar symbol in the top-right hand corner and choose “File - New File”:**

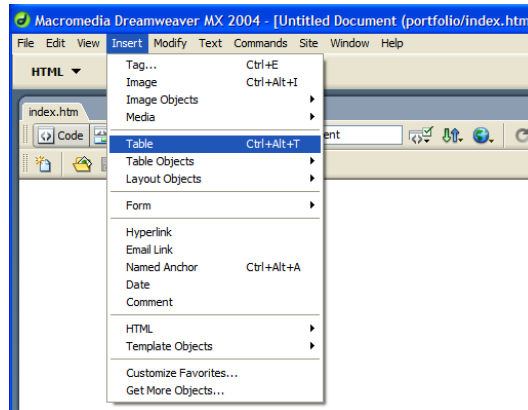


Or, you might recall that you can take the short cut of right-clicking directly on the “portfolio” folder to access this pop-up menu. The file is automatically titled “untitled.htm”.

- Rename this file as “index.htm”.**
- Double-click on the file “index.htm” to open it.**

The first thing we need to do is insert a table.

- From the File menu, choose “Insert”, then “Table”:



We are presented with a dialog box of properties for the table. Besides indicating how many rows and columns we want we can also initially set other properties for the table from the very start. Here’s a brief description of a few of these settings:

Border thickness: As the name suggests, the larger the number the thicker the border of the table. A border of 0, our preference, results in no border, though while in development we will at least see a dotted line.

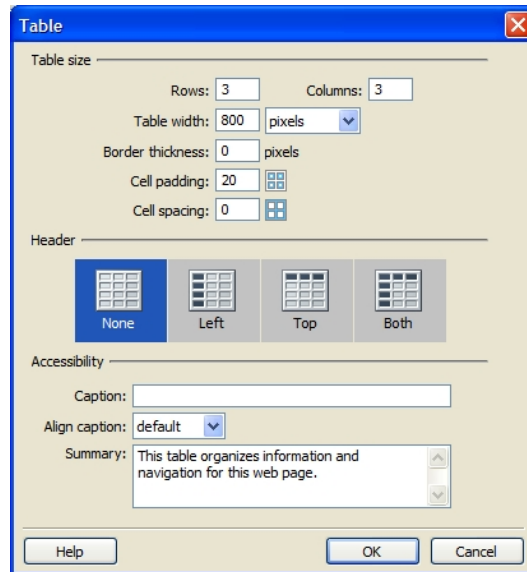
Cell spacing: The larger the number, the larger the space *between* cells of the table. (We’ll set ours to 0.)

Cell padding: The larger the number, the more space between information or content *in* the cell and the cell’s border. (We’ll set this to 20. This will give a nice margin for our content.)

You will also notice that you can choose either “pixels” or “percent” for table width. If you choose percent, the table width will dynamically change so that it matches that percent of the screen. It’s usually a good idea to stick with pixels when first learning how to use tables. So, we’ll use pixels throughout this session so that the table is always the same width no matter what the screen width. (At the end of this session, we’ll consider a classic example of when it makes sense to use percent.)

We’ll set up our table with three rows and three columns, a width of 800 pixels, and also include a summary to make it accessible to screen readers for people with visual disabilities. Again, we will also set the cell padding to 20.

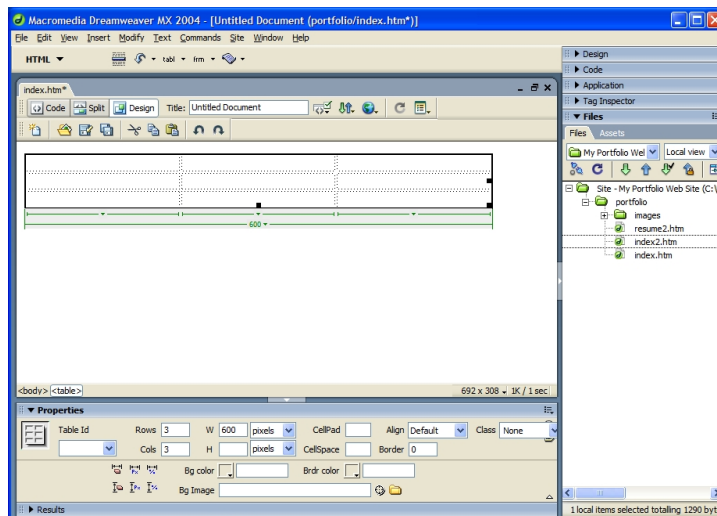
- **Set the table to have three rows and three columns, a width of 800 pixels, cell padding to 20, cell spacing to 0, and a summary such as the following:**



We are not going to worry about the other settings for now. Also, rest assured it will be easy to reset any of these settings later.

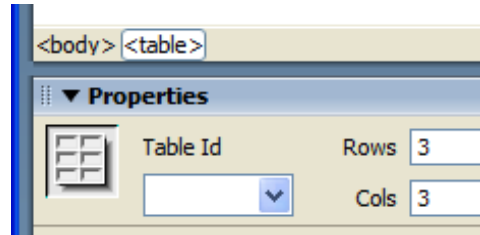
- **After entering these properties, click OK.**

Your screen should resemble the following:



Notice that the Property Inspector at the bottom of the screen contains the settings we just made. A reminder that the Property Inspector is context sensitive — it shows the properties of whatever is high-

lighted on the screen. Later on, if you want to reset any of the table properties, you will need to select the `<table>` tag located in the bottom left-hand corner of the document window:

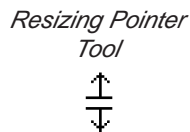


Resizing the Table

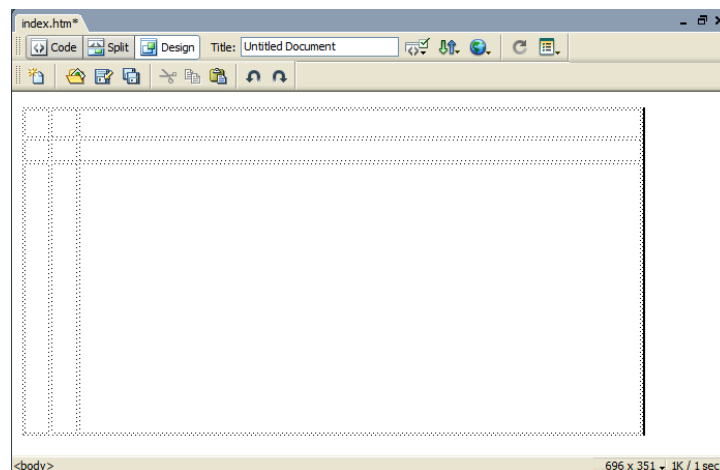
Fortunately, resizing this table is as easy as clicking and dragging on some key parts of the table itself. For example, notice how the cursor changes into one of two shapes: a two-headed arrow called the resizing pointer; and a single-arrow pointer. The resizing pointer appears when the cursor hovers over any of the table cell boundaries, or the right or bottom edge of the table. If you click and hold the left mouse button when the resizing pointer appears, you can move that particular boundary. To resize the table itself, use the resizing pointer to adjust the bottom or right edges of the table.

The single-arrow pointer will appear when you are just above or to the left of the table. This is used to select an entire row or column.

It takes some practice to use the resizing pointer to reshape the table as you wish. So, please be patient and playful as you explore this. But, we have a goal in mind.

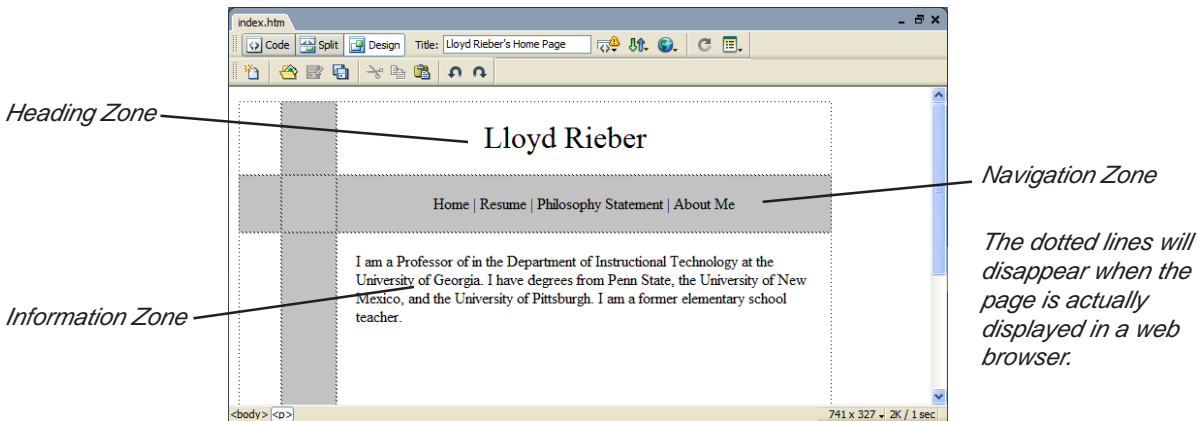


- Using the resizing pointer tool, resize and reshape the table so that it resembles the following:**



Next, we will add content and color to the various cells, rows or

columns. Again, the suggestion is to think screen “zones”. Here is what we are trying to create:



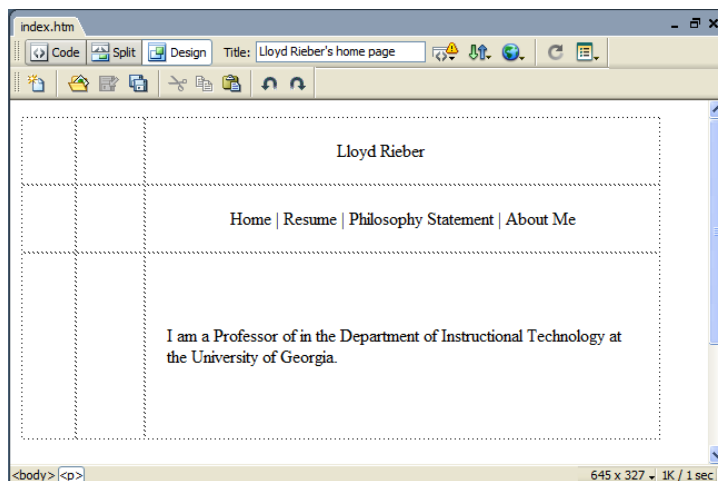
Resizing the table this way is somewhat clever because it creates an attractive colored border between these zones in the shape of a cross. This cross is mostly decorative, though you can see that we are going to use part of it to contain a simple navigation bar. (This navigation bar could just as easily be placed vertically in the vertical axis of the cross.) Because we set the cell padding to 20, the content in the information zone is comfortable spaced away from the cell’s border.

Okay, let’s do this for ourselves. Let’s start by adding our name in the heading and a little blurb about ourselves in the information zone, and link titles in the navigation zone. (Feel free to copy and paste text into the information zone from your older pages that we recommended renaming as “index2.htm” and “resume2.htm”.) We’ll add color soon.

Add content to your table’s three zones.

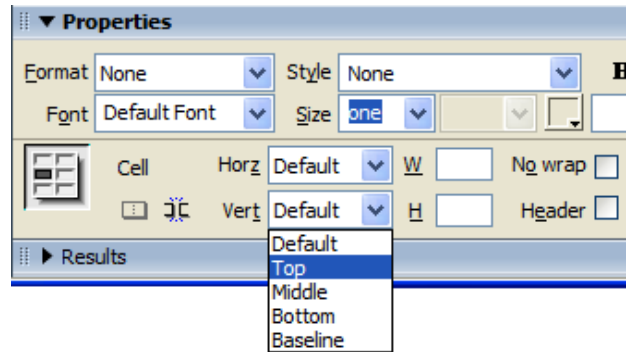
Center and enlarge the title as you learned in previous sessions.

However, there are a couple of peculiarities related to tables that you need to be aware of. For example, as you type in the information zone, you’ll probably notice how the text is vertically placed in the middle of this cell:



To have its initial placement located at the top of the cell, we have to change the vertical property for this cell. The cell must be active (i.e. we should be working in it) in order for its properties to show in the Property Inspector.

- **Click anywhere inside the cell to show the properties of that cell in the Property Inspector window.**
- **Change the vertical setting from “default” to “top”:**

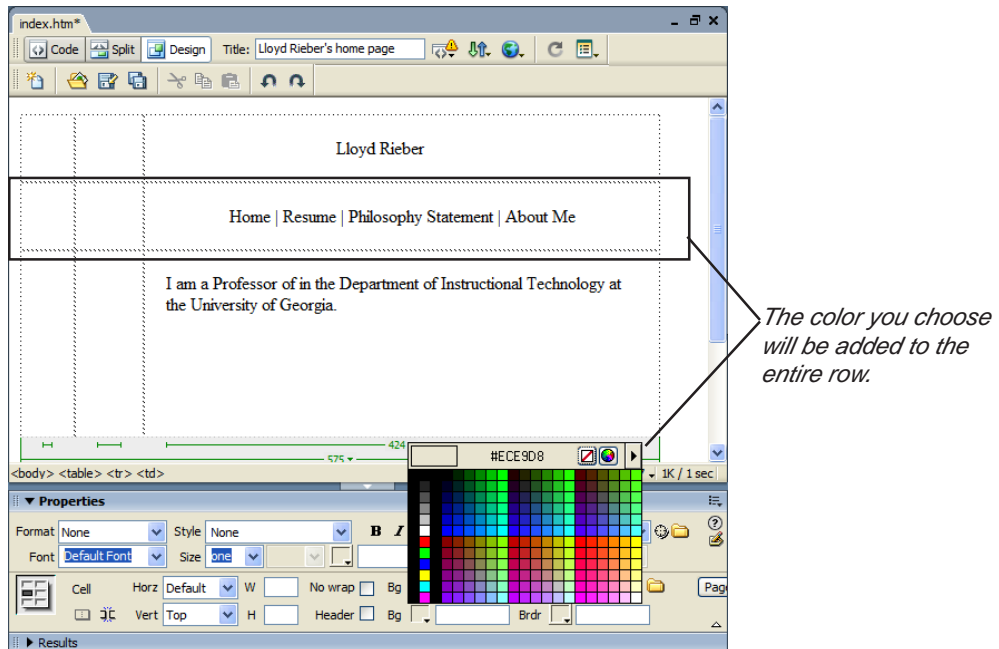


Play with these various cell properties to get the contents of the cell placed just where you want it.

Adding Color to the Table

It's time to have some fun with color. A great thing about a table is that you can change the color of an entire row or column, or just to a particular cell. Let's add color to the row and column that defines the boundary cross.

- **Choose the middle row either by clicking in the first cell of the row and dragging to the last cell of the row, or by placing the cursor just to the left of the row, waiting until the cursor changes into the single-arrow pointer and clicking once.**
- **In the Property Inspector, choose a background color for this row:**

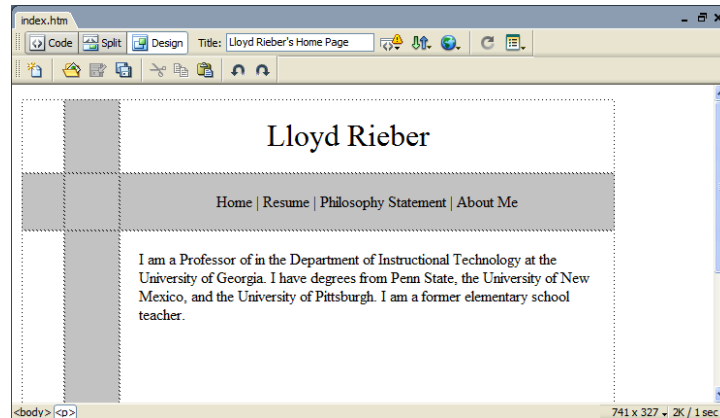


Actually, what you've done is select the background color for this collection of cells in the row (different background colors can also be assigned one cell at a time). After you choose the color, notice that a strange seven character code appears in the small text field, a pound sign # followed by a collection of six numbers or letters. This is the hexadecimal code for the color.

We now do the same for the middle column. The goal here is to match exactly the color we just chose for the row. You can do this in one of three ways: 1) remember where the color was located on the pop-up color palette; 2) copy and paste the hexadecimal code from the row to this column; or 3) use the color picker tool. We'll choose the third choice. The color picker actually allows you to choose any color you find on the screen (including from other windows that might be open that have nothing to do with Dreamweaver, such as a favorite web site with colors you like). The color picker is shown in the shape of an eye dropper based on the metaphor that we are taking a sample of that color (similar to using a real eye dropper to take a sample from an open paint bucket).

- Choose the middle column either by clicking in the first cell of the column and dragging to the last cell of the column, or by placing the cursor just to the top of the column, waiting until the cursor changes into the single-arrow pointer and clicking once.**
- In the Property Inspector, choose a background color for this column by moving the color picker (eye dropper symbol) to one of the previously colored cells.**

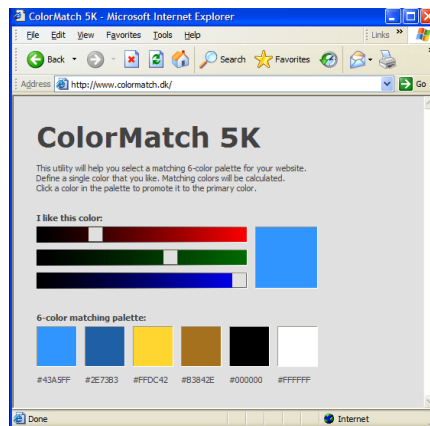
In my case, I'm using a light gray so it will appear clear in this document after it is printed. Hopefully, you will use something a bit more colorful!



A Little More about Color

Unless you are a trained graphic artist or designer, or just gifted when it comes to graphic design, you might find it a challenge to find colors that work well together. Fortunately, there are some web sites you can turn to for help.

One of my favorites is ColorMatch 5k (<http://www.colormatch.dk/>). This simple web site lets you choose a base color by sliding three bars corresponding to the intensity of red, green, or blue. As you do so, it automatically generates a six color palette — your base color and five colors that work well with it based on color theory. You can then copy and paste the hexadecimal code of any of the colors into the appropriate color fields in Dreamweaver:

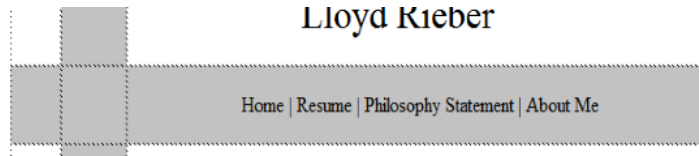


Another strategy is to find a web site that uses colors you think work well together. Open that web site in a separate window while working in Dreamweaver and use Dreamweaver's color picker tool to take samples of the colors directly from that web site. Pretty clever, huh?

Setting Up a Navigation Bar

Now let's focus on the navigation zone of our table. If you haven't already, create a simple navigation bar by typing key words for links to various pages in your site, all separated by a vertical bar (by pressing shift-\).

- **Create a simple navigation by typing “Home | Resume | Philosophy Statement | About Me” in the navigation zone:**



Beginner designers underestimate the need to have a clear and consistent navigational design in their web site. The last thing we want is for visitors to our web sites to be annoyed or confused about how to get from “here to there”. By setting up a consistent navigation bar on each and every page, visitors won't even have to think about how to move around your site. A simple way to make sure that each page has the same consistent layout with the navigation bar in exactly the right place is to set up a page as the model for other pages in the site. Then, we can use the “Save as...” file command to save multiple copies of the page, but with different names. (Alternatively, you could also “copy and paste” entire files directly in the Files panel.) Before we do this, we should finish our “index.htm” page so that it is designed just the way we want it.

Time Saver! Creating Links for Pages That Don't Exist Yet

In a moment, we are going to use the “Save as...” file command to make copies of our “index.htm” page. It serves to reason that the more we can do in “index.htm” now, the less work we will have later when we edit the duplicated pages. In session 3 you learned how to link one file to another using the “Point to File” target method (see p. 39 for a review). This approach works great, but it requires that the file you want to link to already exists and is listed in the Files panel. So, we have a choice. We could create all of the files now, then edit the links in each page, or we can take a shortcut and type in the links now even though the files don't exist yet. Typing in the link now carries one risk — that we will misspell or mistype the link or link path. But this risk is far outweighed by the amount of time we will save by typing in all of the links before we save and duplicate the “index.htm” page. So, type carefully!

What follows assumes you will create the following files besides the “index.htm” file: resume.htm, philosophy.htm, and aboutme.htm. If you plan on having less links, more links, or different links, you should make that decision now. Yes, you can change your mind, but this will mean that you will need to update the navigation bar in all of your pages later.

Since we are going to place all of these pages in the same directory, all we need to do is enter the file name itself for the link. (If any of the pages were going to be located in a different directory, we would have to include the name of the directory as part of the correct path to the file. If this is confusing to you, a good recommendation is to create some “play” files within some “play” directories, link to them from various other pages using the “point to file” method, and study the link names generated by Dreamweaver that show the correct path to the files.)

OK, let’s enter the links to all of these pages.

It may seem strange, but we are also going to include the link to the home page. When we are finished duplicating all the pages, we will need to *remove the link to that page*. But, that is easy to do and won’t take much time.

- Highlight the word “Home” in the navigation bar, then enter “index.htm” in the link field in the Property Inspector.**

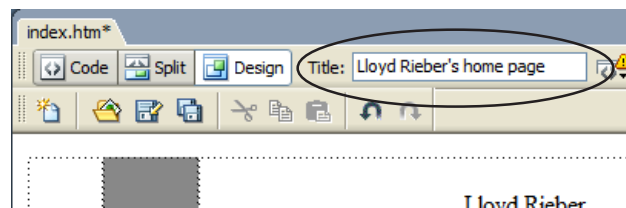
Similarly, we do the same for each of the remaining links.

- Highlight the word “Resume” in the navigation bar, then enter “resume.htm” in the link field in the Property Inspector.**
- Highlight the words “Philosophy Statement” in the navigation bar, then enter “philosophy.htm” in the link field in the Property Inspector.**
- Highlight the words “About Me” in the navigation bar, then enter “aboutme.htm” in the link field in the Property Inspector.**

OK, now is the time to make any final revisions to the page before we duplicate it.

- Finish revising the layout for the “index.htm” page.**

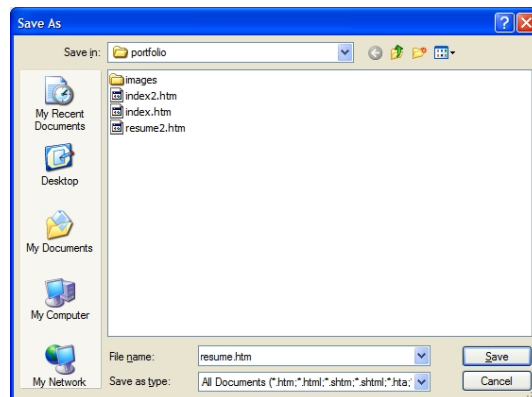
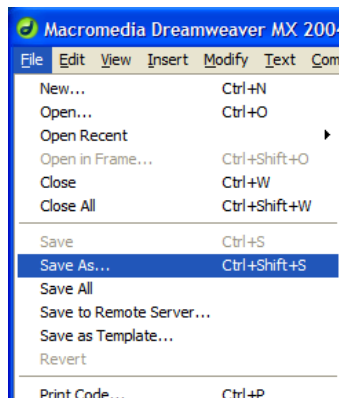
For example, if you haven’t already done so, add a document title:



This page is now a model for our other pages. Let's go ahead and use the "Save as..." method for duplicating this page to create the following: a resume page; a page that will contain our philosophy of technology integration; and a page that will give some information about ourselves.

- Be sure to save the "index.htm" page one last time so that all changes to this page have been saved.**
- Go to the File menu and choose "Save as...", renaming the file as "resume.htm" (and be sure that it is saved inside the portfolio folder).**

Alert! Don't overlook this step. If you do, the final changes won't be reflected in the index.htm file.



Let's do it again to create the "Philosophy Statement" and "About Me" pages.

- Go to the File menu and choose "Save as...", renaming the file as "philosophy.htm (and be sure that it is saved inside the portfolio folder).**
- Go to the File menu and choose "Save as...", renaming the file as "aboutme.htm (and be sure that it is saved inside the portfolio folder).**

You should now see the new "resume.htm", "philosophy.htm", and

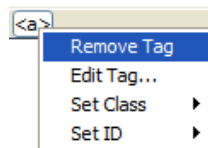
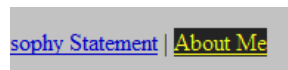
“aboutme.htm” files in the Files panel. Since we used the “Save as” option, notice that the only page that is now open is this new “aboutme.htm” page. But, no worries, the “index.htm”, “resume.htm”, and “philosophy.htm” files should be safe and sound in our portfolio folder. We’ll open these three other pages in a moment. For now, let’s make some quick modifications to the “aboutme.htm” page.

One of the first things is to decide whether or not to remove the link that goes to the page itself. For example, if visitors reading our home page click on the link “Home”, all this will do is refresh the current page since they are *already* at the home page. However, leaving this link does no harm. So, it is a matter of deciding which is the better design. If you remove the link, you should still leave the text and I recommend that you embellish this text in some way to make it stand out in order to give visitors a visual clue that “you are here”.

Frankly, for simplicity, I recommend just leaving the links alone. But, in case you want to remove the link on each page that links to itself, let’s consider how best to do this.

Highlighting the words “About Me” and removing “aboutme.htm” from the link field in the Property Inspector is one way to do this. But I think the preferred way is to remove the <a> tag from these words.

- **If you choose to remove the link on the page that links to itself, click anywhere inside the words “About Me”, then right-click on the <a> tag and choose to “Remove Tag”.**

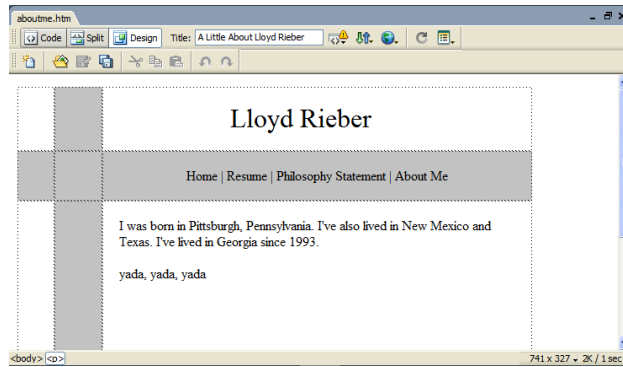


Again, it’s a good idea to embellish the words “About Me” in some way, such as with boldface, to make the words stand out a little bit in order to let a visitor to our web site know that *this* is the page they are currently viewing. If you do this, just be sure that *all* of your pages use the same embellishment.

The next step is to begin to modify the the rest of the page appropriately, especially the page’s content. Obviously, this is something that could take weeks to finish. But let’s just make some quick modifications for now.

- **Modify the page slightly with some personal information about yourself.**

So, you might just want to change the page a little bit at this point to reflect its new role. Also, remember to update the document title so that it resembles the following:



Be careful to not tell too much about yourself. Remember, everything in this web site is a public document. Of course, you should never include sensitive information, such as social security numbers, street addresses or home telephone numbers. But, you should also think twice about posting photos of yourself or family members.

Similarly, open and modify the other pages: “index.htm”, “resume.htm” and “philosophy.htm”.

- Open and modify the “index.htm”, “resume.htm” and “philosophy.htm” pages.**

Remember, if you choose to modify each page to remove the link to the page itself, be sure to leave the text of the page name in the navigation bar — all you want to do is remove the hyperlink to itself.

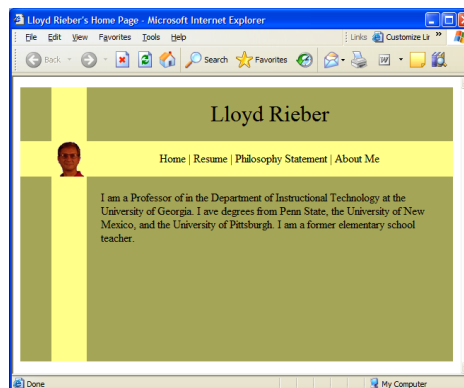
Be sure to either save as you go, or choose “Save All” from the file menu.

- Choose to “Save All” from the file menu to save the changes in all of your open pages.**

You now have a much more attractive web site with a consistent and easy-to-understand navigational strategy!

Some Final Notes

As you get comfortable using tables, you will discover all sorts of clever and creative ways to use them to enhance your web site. For example, it is perfectly acceptable to place a table within a table. For example, notice how I placed a small photo of myself at the intersection of the cross:

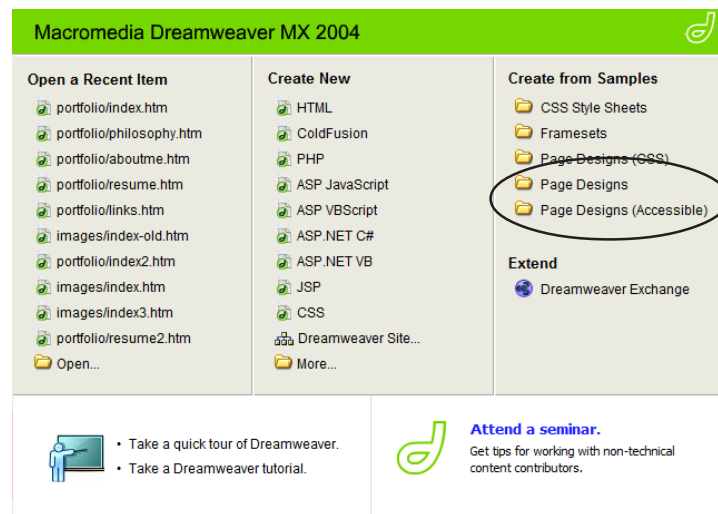


Adding something distinctive at the intersection of the cross that is also different on each page is a great way to give visitors a visual clue that they are moving through your site. A simple thing to add to each page at this attention-gaining location is simply the name of the page itself.

But, because I had originally set the cell padding to 20, I was unable to get my photo (saved as a transparent GIF, 50X50 pixels in size) to fill this cell completely. So, I reset the cell padding for the entire table to 0, but this caused the text in the information zone to hug the left cell border. So, I inserted a 1X1 table in the information zone and set the cell padding of it to 20. Then I copied and pasted the information zone text into that table. Of course, it can get confusing to keep track of tables when they nested within each other. Again, the best strategy is to pay attention to the tags listed in the bottom left-hand corner of the document window — when you click in a cell within a table placed in another table you will see the <table> tag listed twice. Each refers to one and only one table. By the way, it's a good idea to set the width of the nested table to 100%, instead of pixels. That way, the table will automatically adjust itself to the size of the “outer” table.

Let me also discuss a little more about the strategy of using “Save as...” to quickly create multiple pages based on a model page. Although this is a simple and clever strategy, there are drawbacks. If you change your mind later on about the layout, you will need to manually and tediously update each of the web site's pages. Although it is outside the scope of this guide, you should know that Dreamweaver has the ability to create a special resource it calls *templates*. A template is a special file that holds a page layout that can be used by multiple pages on your site. If you change anything in the template file, all of the pages that are based on it will update automatically. The advantage of a template becomes apparent in a large site with dozens or hundreds of pages — you make one change and it is reflected automatically in all of the related pages. So, if you are going to create a large site based on just one or two basic layouts, you should explore the use of the Dreamweaver templates.

Finally, you should also know that Dreamweaver has a collection of sample pages with interesting layouts that you are free to use for your web site. You can explore these by clicking on the “page design” links on the Dreamweaver start-up page:



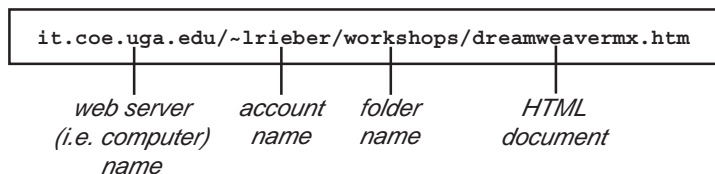
The design of this session was inspired by the teaching of Greg Clinton.

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 forward 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 that some part is missing. 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 hidden from public view. Typical names 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 out attending to editing the site you created there called “My Portfolio Web site” to define the “remote” connection to a web server.

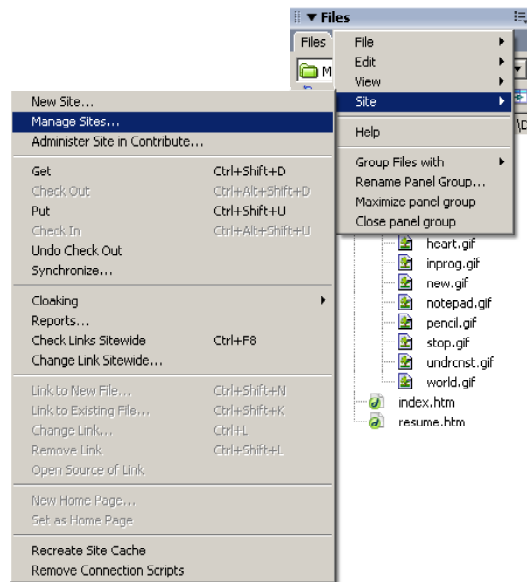
□ Launch Dreamweaver.

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.

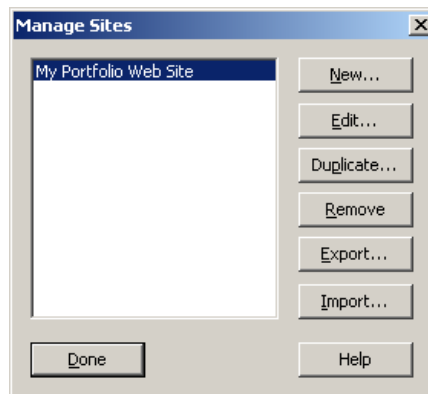
You will probably have a blank “untitled document” opened for you. That’s fine. We don’t need to open any files associated with our web site to continue.

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

- **Click on the mini-menubar symbol in the top right corner of the Files panel, then select “Site – Manage Sites...” from the pop-upmenu:**



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):

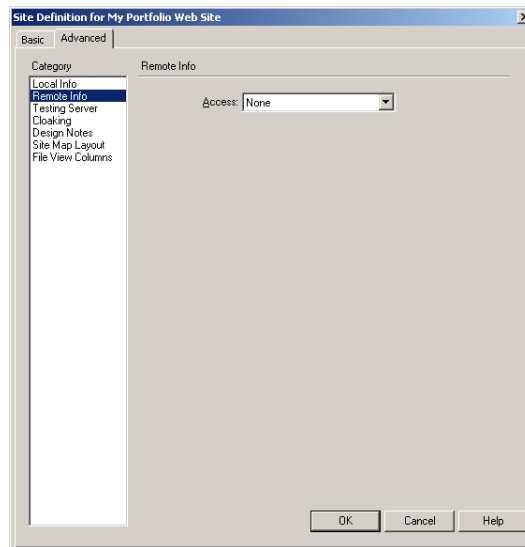


- **Choose “My Portfolio Web Site” from the list (or whatever you called your site when you first defined it), then select “Edit...”.**

This opens the site definition dialog box and it is likely that the site definition wizard opens, 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.

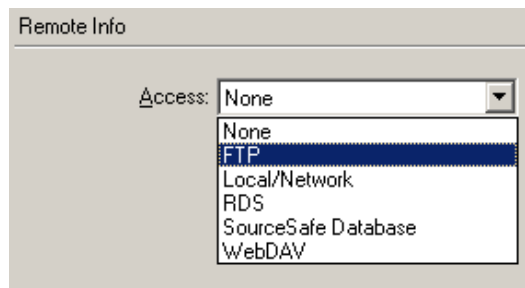
- Click once on the tab marked “Advanced”.**
- Choose “Remote Info” from the list of categories on the left side.**

Your screen should now resemble the following:

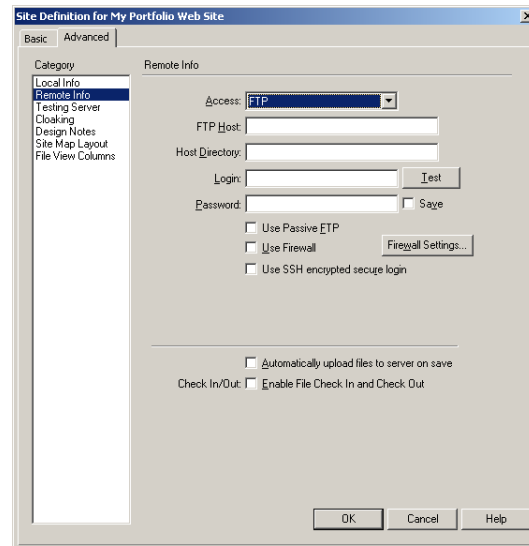


We need to tell Dreamweaver how we intend to access our site. The most typical way is via FTP (file transfer protocol)

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

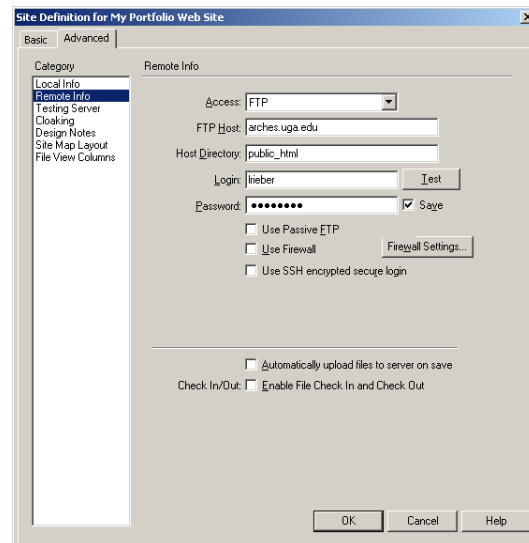


After you choose FTP, Dreamweaver displays the required information fields:



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”. You might even need to just leave this field blank. 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:

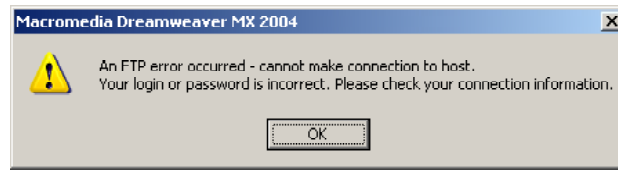


Cross your fingers while you do this to hope that you entered everything correctly!

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.

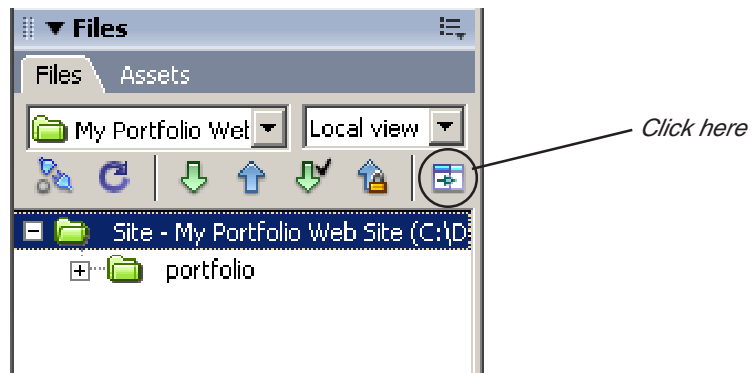
Click “Done”.

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.

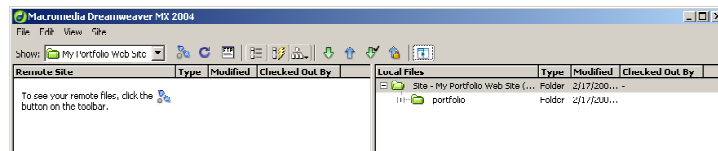
You can choose to view the remote server by choosing “remote” view from the site panel window. But, I recommend we go ahead and look at both the local and remote files at the same time by clicking on the “expand/collapse” button on the far right of the site panel (it looks like a small notepad with a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

- 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.

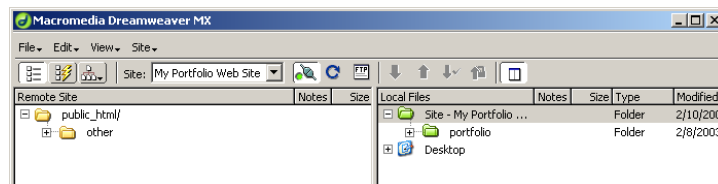
- Click on the “Connect to remote host” symbol.

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 remove 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):

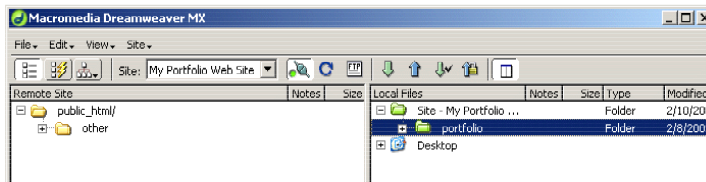


This is perfect. All of your remote files for all of your web site, present and future, will reside in your remote host directory just as all of your local files are stored in the folder “My local web files” that we created at the beginning of this guide.

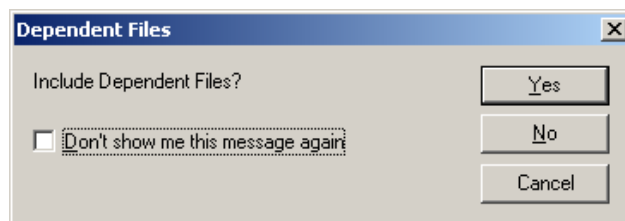
Uploading Your Web Site to a Remote Web Server

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.**



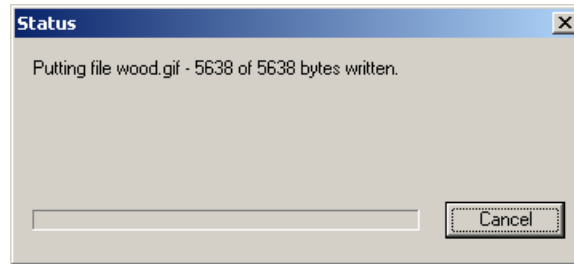
Dreamweaver asks you if you want to include “dependent files”.



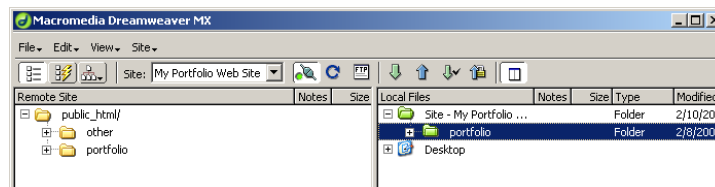
Dependent files are things like images and sounds that are linked to this page. This is a handy option if you made significant modifications to the page, such as adding more graphics, Dreamweaver will automatically upload all the graphics, sounds, etc. that are linked to this page to the server for you. 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 a web browser (e.g. Internet Explorer) and enter the URL of your web site.

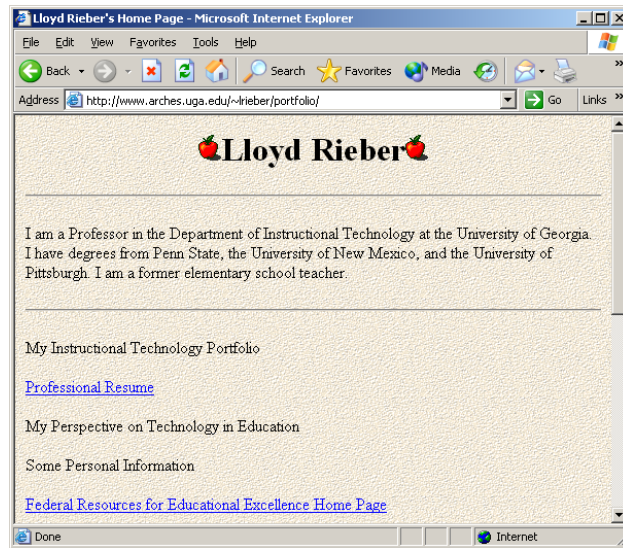
Here again is the URL for my portfolio on the ARCHES server at the University of Georgia:

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

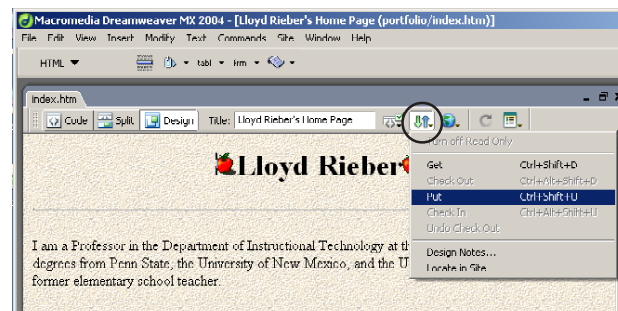
(Obviously, you should type the URL of your web site to test it.)

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 a “/” followed by the file name. Obviously, only one file per directory can have this special name, so it is reserved for the home page for that directory.

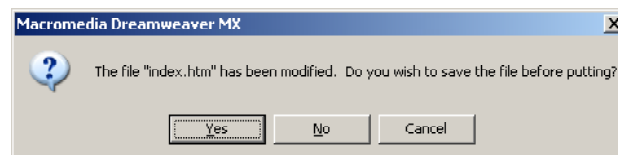
If you uploaded your web site correctly and entered the URL without a single error, it will appear in the browser window:



You can update your web site as often as you like using Dreamweaver. For example, after previewing my home page, I've decided I don'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:



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.

Finally, 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:



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