

# Dreamweaver MX 2004® Introduction

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*A Workshop for San Diego State University Students*

**BATS**

**Baseline Access,  
Training & Support**



## **Where to Find Help When You Need It**

### **Student Computer Help Web Site**

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to: <http://rohan.sdsu.edu/~students>

### *Help from the BATS Web Page*

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

### *Help in the Love Library Student Computing Lab*

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2<sup>nd</sup> floor of the Love Library building in LL-224  
**Hours:** 10:00am – midnight Sunday  
7:00am – midnight Monday - Thursday  
7:00am – 6:00pm Friday  
10:00 am – 6:00pm Saturday

### *Help from the Student Computing Help Desk*

**Phone:** 594-3189  
**Location:** Love Library 220  
**Hours:** 8:00am – 4:30pm Monday  
8:00am – 4:30pm Tuesday  
8:00am – 7:30pm Wednesday  
8:00am – 7:30pm Thursday  
8:00am – 4:30pm Friday  
**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)

## **TABLE OF CONTENTS**

<b>INTRODUCTION .....</b>	<b>1</b>
<b>SITE CREATION.....</b>	<b>1</b>
<b>MANAGING YOUR SITE.....</b>	<b>3</b>
<b>HTML FILE NAMING CONVENTIONS.....</b>	<b>5</b>
<b>THE DREAMWEAVER INTERFACE .....</b>	<b>6</b>
<b>FONT FORMATTING .....</b>	<b>8</b>
<b>INSERTING IMAGES AND CREATING LINKS.....</b>	<b>9</b>
<b>CREATING YOUR PUBLIC_HTML DIRECTORY.....</b>	<b>10</b>
<b>HANDOUT REFERENCES.....</b>	<b>11</b>

## Introduction

Dreamweaver is a powerful web page creation and web site management tool. It offers numerous, sophisticated functions that can be used to create professional quality web sites. Because of this, it's one of the most popular web authoring tools among web designers.

This handout is designed to complement content presented in the BATS Dreamweaver MX 2004 Introductory Workshop. It focuses upon the basic information needed to setup, create, and manage your own site. The handout is divided in to several sections, including the Site Creation, Folder and Managing Your Site, HTML File Naming Conventions, the Dreamweaver Interface, Text Formatting, and Inserting Images and Creating Links.

## Dreamweaver MX 2004 Preferences

One of the major changes in Dreamweaver MX 2004 is the heavy use of **Cascading Style Sheets (CSS)** to format page elements and text. Cascading Styles can be very useful; however, beginning web designers may find these confusing.

If you prefer not to use CSS, which are turned on by default, follow the procedure below.

### Turn Off CSS Formatting:

#### Mac

1. Go to **Dreamweaver>Preferences** and Choose **General**
2. Uncheck **“Use CSS instead of HTML tags”**

#### PC

1. Go to **File>Preferences** and Choose **General**
2. Uncheck **“Use CSS instead of HTML tags”**

## Site Creation

To create and manage a web site in Dreamweaver, you must first define it. The Dreamweaver site creation tools and management tools are extremely useful. The beginning user might be tempted ignore these tools and go straight to making a web page. However, after a little use, the power of these tools becomes apparent. To take advantage of this power, *all pages* should be created and accessed through the Dreamweaver Site Files Management Window.

Before you go any further, make sure you have an accessible public\_html folder setup on the server. If you don't have a public\_html folder setup on the server, complete the section on [Creating Your public html Directory](#) and then continue with defining your site.

## Defining Your Site:

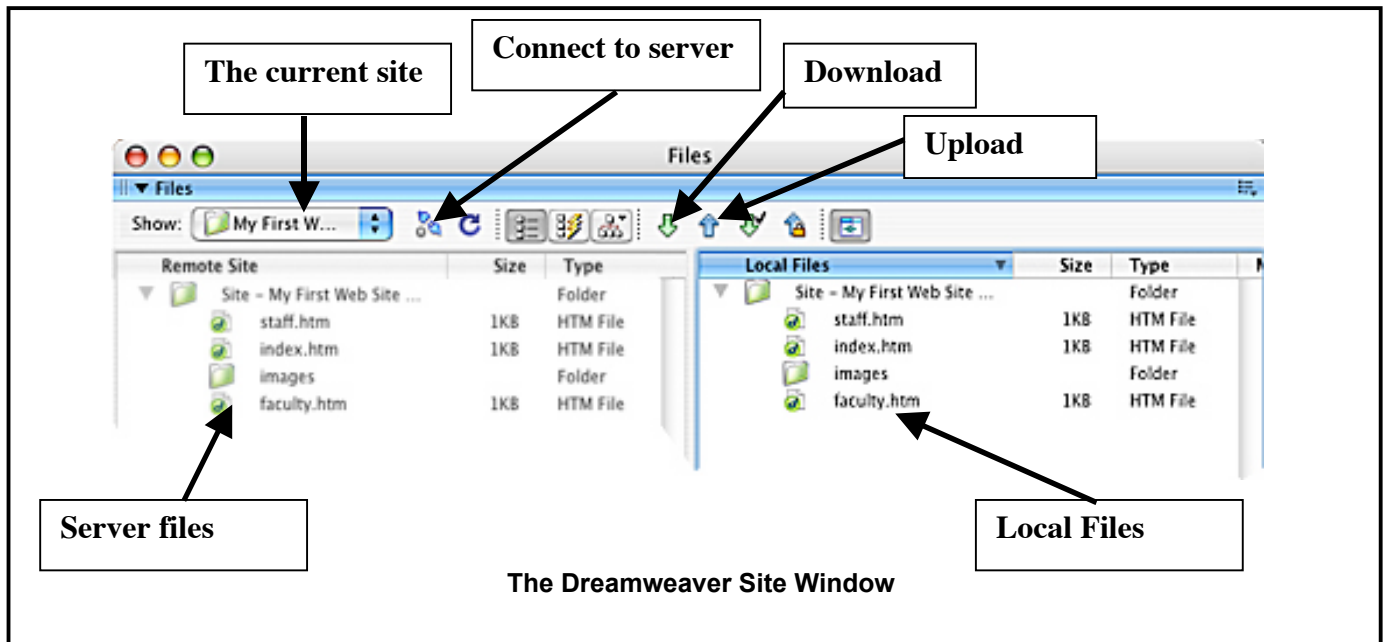
1. From the menu items located at the top, Choose to **Site>Manage Sites**
2. In the Manage Sites Window, Click on **New** and Choose **Site**
3. Fill in the dialog box: start with **Local Info**
4. Enter a Site Name: (any thing you wish e.g., *My Web Site* or *Our Department Web Site*)
5. Click the folder icon and **Browse to** and **Select** your Local Root Folder:  
e.g., public\_html

You have defined your *local site*. Within the same window, now you can specify the web server to for uploading your files.

7. Select **Remote Info** (on the left).
8. Set Access to **FTP**
9. At FTP Host, enter the address of your server e.g., **rohan.sdsu.edu**
10. At Host Directory, enter the name of your directory on the server e.g.,  
**public\_html**
11. At Login, enter your account login or user ID e.g., **lsmith**
12. At Password, enter your password, **\*\*\*\*\***
13. Do *NOT* place a check in the box to save your password
14. Click the **Test Button** (*This button tests your Remote Settings. If this test fails, your web pages cannot be uploaded to a web server and will not be viewable on the web. Make sure the information is correct in steps 7-13, and click test again.*)
15. Click **OK** in the site definition dialog box.
16. Click **Done** in the Manage Sites dialog box.

## Managing Your Site

Dreamweaver Site window is where you create new folders and files, move them from one directory to another, and upload and download your files.



### Creating New Folders or Files:

1. Select the folder at the top of the Local Files side of the window (In the illustration above, this is Macintosh HD:Desktop Folder: public\_html)
2. Choose **Site > Site Files View > New Folder** (Mac) or **File > New Folder** (Windows)
3. Type the name of the folder and press **Return** or **Enter**

### Moving Folders and Files:

You can easily move files and folders within the Site Files Window

1. Click, hold and drag your files and folders to any new location within the Local Files side of the Site Window.

Dragging and dropping your files between the local and server window is not recommended. Files can easily be misplaced using this method. Instead use Get (download) and Put (upload) buttons.

### **Create or Rebuild the Site Cache:**

Why does Dreamweaver ask you to do this? This allows Dreamweaver to keep an outline of your site in memory and eases site management tasks for Dreamweaver, such as updating links and search and replace functions.

### **Uploading to the Server:**

With the proper settings, a correctly defined site and a connection to the Internet, you can upload your files within Dreamweaver. Dreamweaver has its own FTP function (file transfer function) built right in. There is no need to use a separate FTP program such as Fetch or WS FTP. To upload follow these steps:

1. With your site window open, click your connect button

This connects Dreamweaver to your web server. When successfully connected, you should see content in both sides of your site window.

2. Select your local root folder e.g., **public\_html**
3. Click the **Put** (up arrow) Files button

You will be asked if you would like to Put (upload) the entire site.

4. Click **OK**

From now on you may wish to only upload individual files. Also, keep in mind that you can download as easily as you have uploaded. Use the **Get** (down arrow) to download your files from the server. This may come in handy if a file on your local computer gets lost or deleted.

### **Backing up:**

Backing up, now here is an important one. It is highly recommended that you backup your web site in case of file damage or loss. This is the one activity you will do without the help of Dreamweaver. To do so, you will need to **quit** or **exit** out of Dreamweaver and then drag a **COPY** of your site to a safe place, such as a zip disk or networked drive.

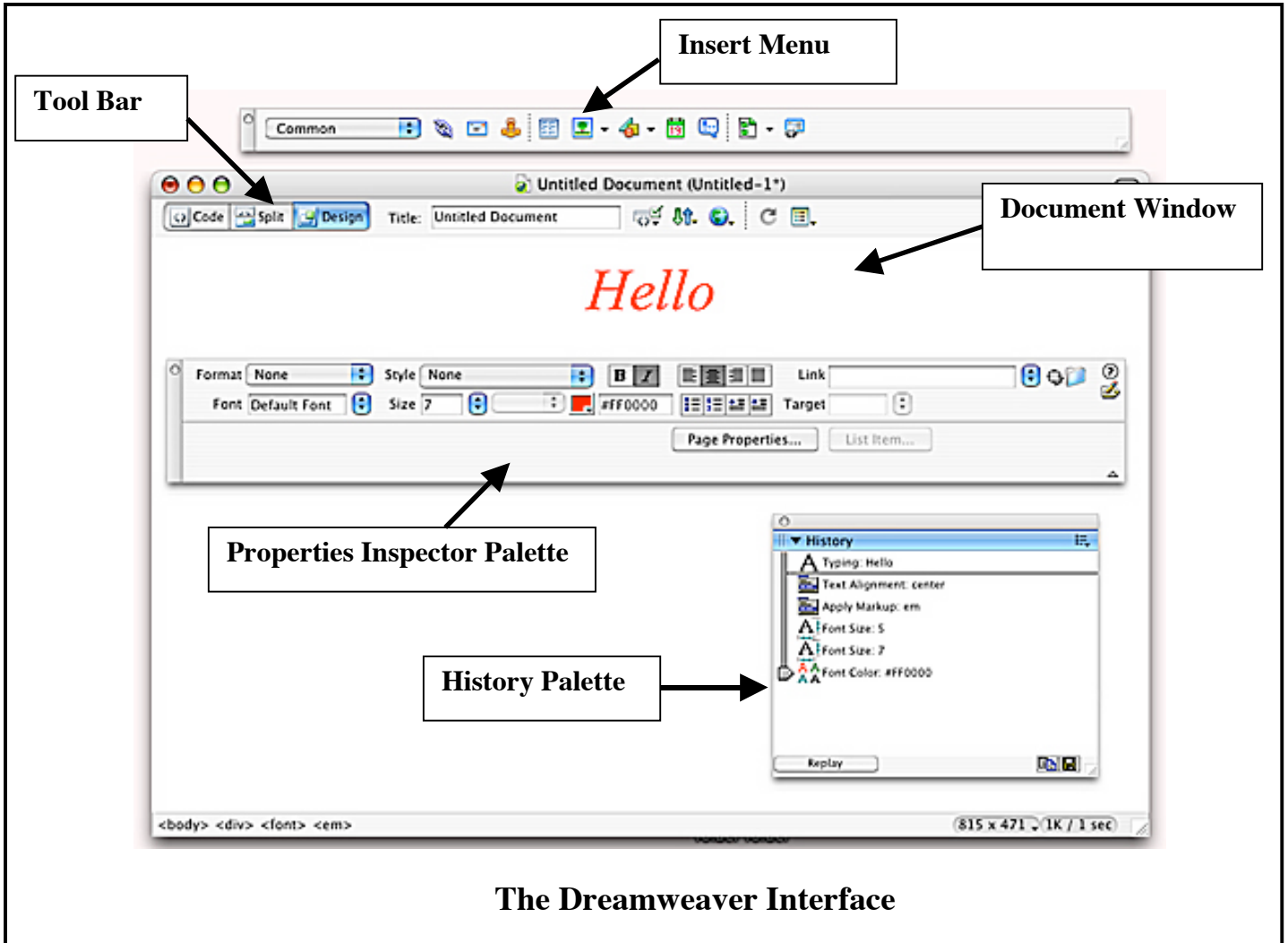
## HTML File Naming Conventions

There are a few things to remember when naming your web page files:



<b>Avoid using upper case</b>	Unix servers are case sensitive. It is much simpler for users accessing your site to remember and type only lower case.
<b>Don't use spaces</b>	Spaces within names are a no-no. For example it's better to name your file <b>mary_smith.html</b> as opposed to <b>mary smith.html</b> .  Use an underscore instead of a space.
<b>Avoid using special characters</b>	Avoid the use of special character such as \$ / & : and periods .....  Keep it simple.
<b>Make sure your HTML files have the appropriate extension</b>	You can use either <b>.htm</b> or <b>.html</b>  For example: <b>welcome.html</b>
<b>Keep your filenames short</b>	Users don't like to type in long website addresses. Keep filenames short, for example: <b>programs.html</b>  Example site address: <b>http://www.sdsu.edu/bats/programs.html</b>

## The Dreamweaver Interface

The Dreamweaver interface is made up of several main components. During the workshop, you will gain experience using these components. The next page contain an explanation each separate component.

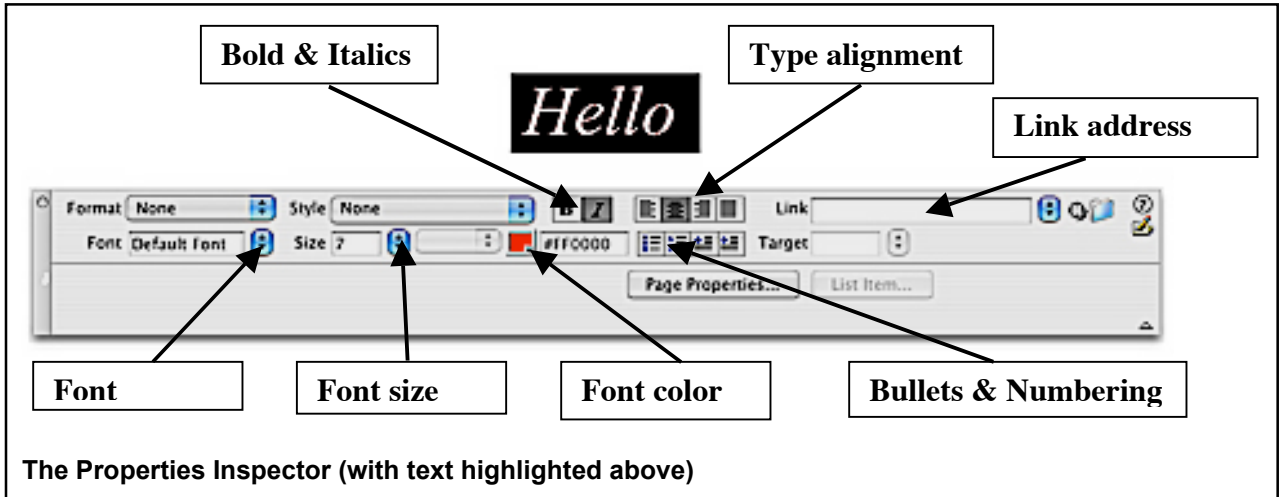


## Dreamweaver Components

<b>Toolbar</b>	The toolbar offers options for editing your code, changing your document title, viewing your page within a browser, and more.
<b>Properties Inspector</b>	The Properties Inspector displays object attributes: Highlight any object you wish to inspect and the Properties Inspector will display contextual information about that item and allow you to make changes.
<b>Insert Menu</b>	The Insert Menu allows you to insert a variety of objects such as pictures, tables, form fields, special characters, and Flash Movies.
<b>Document Window</b>	The document window is the area where you will be creating your page content.
<b>History Palette</b>	<p>The History Palette records every change you make to your web document and allows you to "Undo" these changes.</p> <p>Click and Drag the small handle  up to <b>Undo</b> your changes.</p> <p>Click and Drag the small handle  down to <b>Redo</b> your changes.</p>

## Text Formatting

Dreamweaver offers a number of ways to format text. You can change your text attributes by highlighting your text and then going to the Properties Inspector. With your text highlighted, the Properties Inspector allows you to change your font size, color, and alignment, along with create bold and italicized text.



### Font Sizes

HTML utilizes a different font size convention as compared to print font sizes. Believe it or not, there are only 7 *basic* font sizes. They range from 1, the smallest to 7, the largest. The “Hello” text above is at size 7. When you type in a Dreamweaver document, the default size is 3.

### Font Choices

It’s important to realize that when a user accesses your web page from their machine, the browser uses only the fonts loaded in their machine to represent text on the page. Because of this, the use of exotic fonts is not recommended. Users may not have this exotic font loaded on their machine. Other fonts within their system are used in place of this missing font, and the page may look quite different than the original.

### Play It Safe

Dreamweaver allows you to designate the font you would like display on your page. It offers a safe method for doing so. Click and hold on the font choice button. Instead of offering one font, Dreamweaver comes up with a list of fonts. Why? By using this font list, Dreamweaver makes the user’s machine search for and utilize one of the listed fonts. For example, if you choose “Arial, Helvetica, sans-serif” from the font list, when the user accesses your page, the browser searches for Arial, if Arial is not found, it then searches for Helvetica, and if Helvetica is not found, it then searches for any other sans-serif font.

## Inserting Images and Creating Links

### Inserting Images:

You can easily insert an image within your site. Conveniently, Dreamweaver copies an image from any location on your local computer into your web site files:

4. Choose **Insert > Image**
5. Select the image you would like to insert

Dreamweaver may tell you that this image exists outside of your site files, and then asks you if you would like to copy it to your site file root directory.

3. **Click** yes

### Creating Links:

1. Highlight the text your interesting in linking
2. Find your Properties Inspector
3. If you would like to link to an outside web site, **enter the full address**- aka an absolute URL e.g., **http://www.sdsu.edu/** within the Properties Inspector link box.
4. If you would like to link to a file within your site, click the small folder icon just next to the link box within the Properties inspector.
5. Browse and choose the file you would like to link to (Most internal links are relative URLs e.g., **myresume.html**).

You should now see you text underlined in blue.

### Relative and Absolute Links:

#### *URL*

URL stands for Uniform Resource Locator. What does this mean? Simply it means a web site address.

#### *Absolute URL*

An absolute URL is a complete URL that describes an exact location of a file on the web. For example, <http://www.sdsu.edu/> (You will need to specify this when linking to other web sites).

#### *Relative URL*

A relative is used to designate the location of files within your site. The use of relative URLs makes it easier to make changes and relocate your site if need be.

## Creating Your public\_html Directory

### *Make the Directory & Set Your Permissions on ROHAN*

**Note:** The information covered in this section only has to be done the first time you use your account. These settings ensure that your account is set up properly.

#### Telnet to ROHAN

- **Windows:** Choose **Start, Run**
- **Mac:** Choose **NCSA Telnet**
- **Windows:** At blinking cursor, type **telnet rohan.sdsu.edu**
- **Mac:** Choose **File, Open Connection**
- **Windows:** At the prompt, type in your **login name** and your **password**
- **Mac:** In the Host/Session Name box, type **rohan.sdsu.edu**, at the prompt, type in your **login name** and your **password**

#### Making a “world readable” Directory

- Log into your ROHAN account
- Create a “world readable” directory called public\_html by typing the following **bolded** text after the rohan% prompt:
- rohan% **chmod 711 ~** [press enter]
- rohan% **mkdir public\_html** [press enter]
- rohan% **chmod 711 ~/public\_html** [press enter]
- rohan% **logout** [press enter]

## **Handout References**

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