

This guide will address the following tasks for getting started with Adobe Dreamweaver:

1. The Workspace layout and controls.
2. Managing sites.
3. Creating pages.
4. Adding content to pages.
5. Uploading files to the internet.

Detailed Instructions

1 The Workspace layout and controls.

The Dreamweaver workspace (Fig. 1) lets you view documents and object properties. The workspace also places many of the most common operations in toolbars so that you can quickly make changes to your documents.

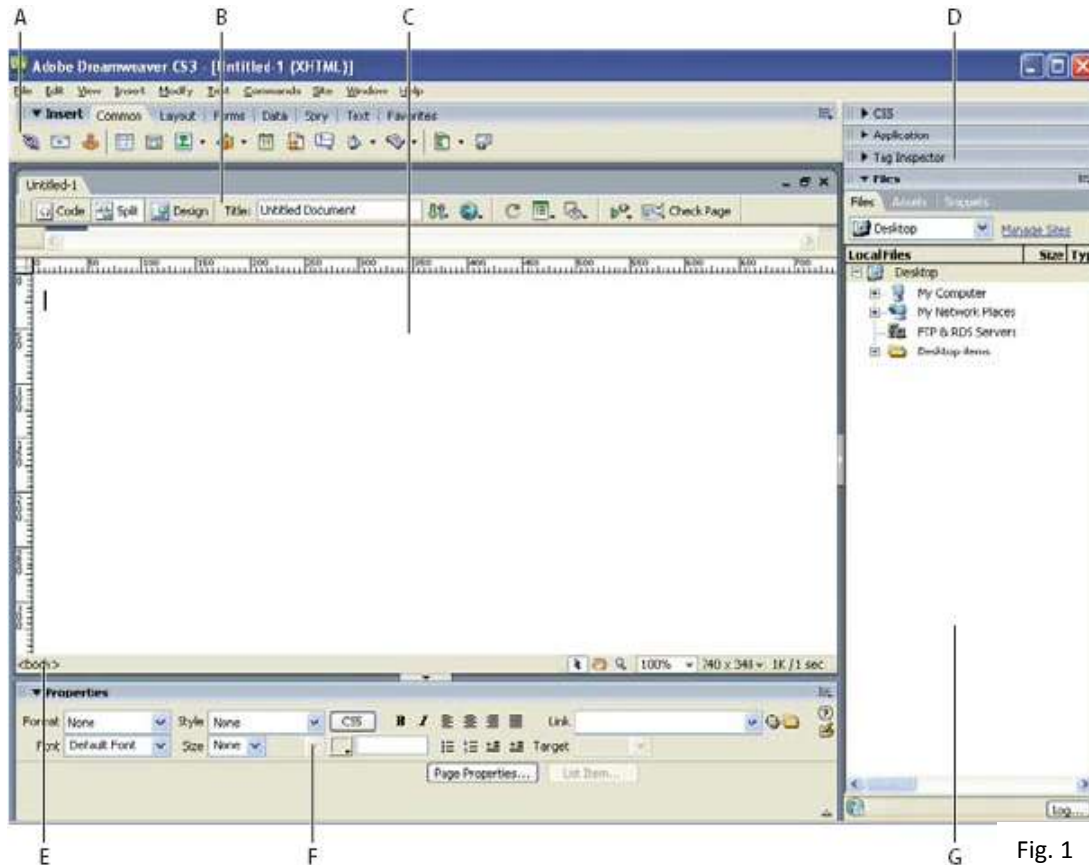


Fig. 1

- A. **Insert bar:** Insert various types of objects, such as images, tables, and hyperlinks, into a document.
- B. **Document toolbar:** Contains viewing options and operations such as previewing in a browser.
- C. **Document window:** Displays the current document as you create and edit it.
- D. **Panel groups:** Sets of related panels grouped together under one heading.
- E. **Tag selector:** Shows the hierarchy of tags surrounding the current selection.
- F. **Property inspector:** View and change a variety of properties for the selected object or text.
- G. **Files panel:** Manage your files and folders, whether they are part of a Dreamweaver site or on a remote server.

2 Managing sites.

A Dreamweaver site provides a way to organize and manage all of your web documents, upload your site to a web server, track and maintain your links, and manage and share files. You should define a site to take full advantage of Dreamweaver features.

To manage your faculty website:

- a. Go to the **Site** menu and select **New Site...** and the Site Definition Wizard opens.
- b. Type a **nickname** for your site in the first box, **the full URL** of your site in the second box, and click **Next**.
- c. Select **No, I do not want to use a server technology** and click **Next**.
- d. Select **Edit local copies on my machine, then upload to server when ready (recommended)**.
- e. Click the folder icon to choose where on your computer you want to store your files, and click **Next**.
- f. Choose **FTP** from the drop down box (Fig. 2).
- g. Type **faculty.txwes.edu** for the Wesleyan faculty server (Fig. 2).
- h. Leave the folder text box blank.
- i. Type your Texas Wesleyan **username** (Fig. 2).
- j. Type your Texas Wesleyan **password** (Fig. 2).
- k. Check the box next to **Use Secure FTP** (Fig. 2).
- l. Click **Test Connection** (Fig. 2) to verify your settings and click **Next**.
- m. To keep your site compatible with Adobe Contribute, select **Yes, enable check in and check out** (Fig. 3).
- n. Select **Dreamweaver should check it out**, then type your **Name** and **email address** in the fields provided (Fig. 3).
- o. Click **Next**

How do you connect to your remote server?
FTP

What is the hostname or FTP address of your Web server?
faculty.txwes.edu

What folder on the server do you want to store your files in?
[Empty]

What is your FTP login?
mfooster

What is your FTP password?
[Masked Password] Save

Use Secure FTP (SFTP)

Test Connection

Fig. 2

Do you want to enable checking in and checking out files, cannot edit the same file at the same time?
 Yes, enable check in and check out.
 No, do not enable check in and check out.

When you open a file that isn't checked out, should Dream view a read-only copy?
 Dreamweaver should check it out.
 I want to view a read-only copy.

What is your name?
Meghan Foster

What is your email address?
mfooster@txwes.edu

Fig. 3

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Creating pages.

You can create a page that contains a predesigned CSS layout, or create a completely blank page and then create a layout of your own.

- a. From the **File** menu select **New**.
- b. Select the **Blank Page** category of the New Document dialog box (Fig. 4).

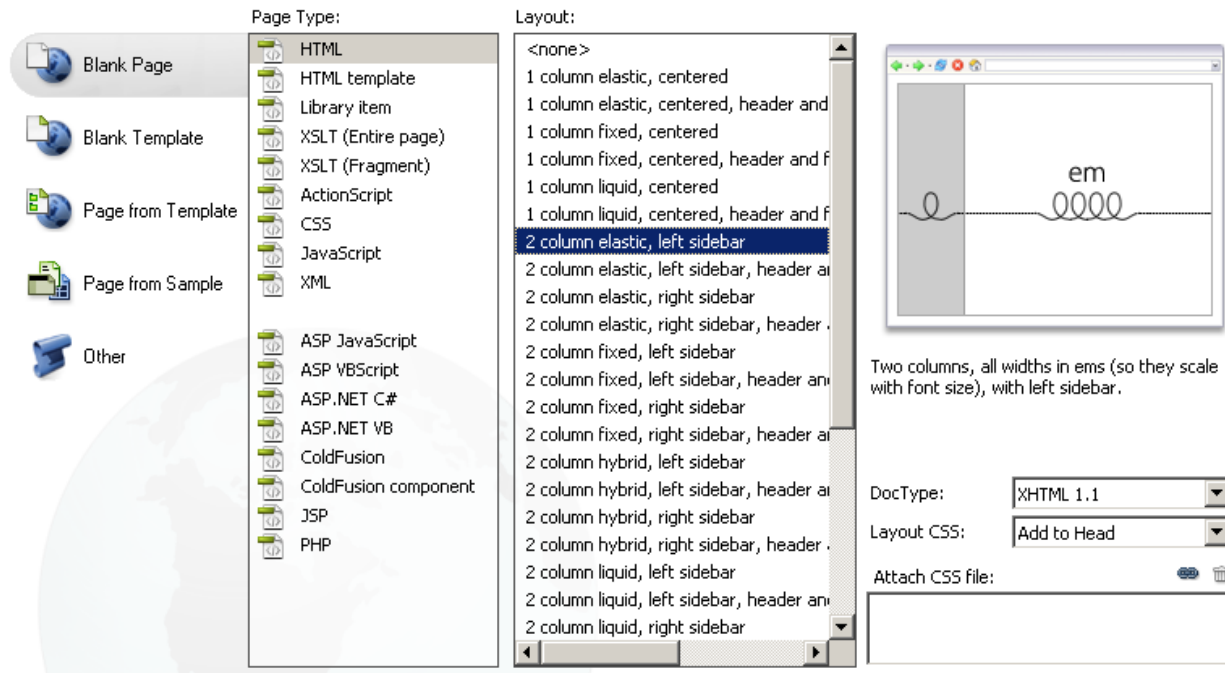


Fig. 4

- c. Select **HTML** from the **Page Type** column.
- d. If you want your new page to contain a CSS layout, select a predesigned CSS layout from the **Layout** column; otherwise, select **None**. The predesigned CSS layouts provide the following types of columns:
 - **Fixed:** The column does not resize based on the size of the browser or the site visitor's text settings.
 - **Elastic:** The design adapts if the site visitor changes the text settings, but does not change based on the size of the browser window.
 - **Liquid:** The design adapts if the site visitor makes the browser wider or narrower, but does not change based on the site visitor's text settings.
 - **Hybrid:** Columns are a combination of any of the previous three options.
- e. Select a document type from the **DocType** drop-down menu.
- f. If you selected a CSS layout in the **Layout** column, select a location for the layout's CSS from the **Layout CSS** pop-up menu.
 - **Add To Head:** Adds CSS for the layout to the head of the page you're creating.
 - **Create New File:** Adds CSS for the layout to a new external CSS file and attaches the new style sheet to the page you're creating.
- g. Click the **Create** button.
- h. Now you may edit the page as desired and save it to your site by going to the **File menu** and selecting **Save**.

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Adding content to pages.

1. To add text to a Dreamweaver document:
 - a. Type text directly in the Document window, or
 - b. Cut and paste text into your document.
2. To format text or images use the *Property inspector* (Fig. 5 & 6):
 - a. The Property inspector lets you examine and edit the most common properties for the currently selected page element, such as text or an inserted object. The contents of the Property inspector vary depending on the element selected.

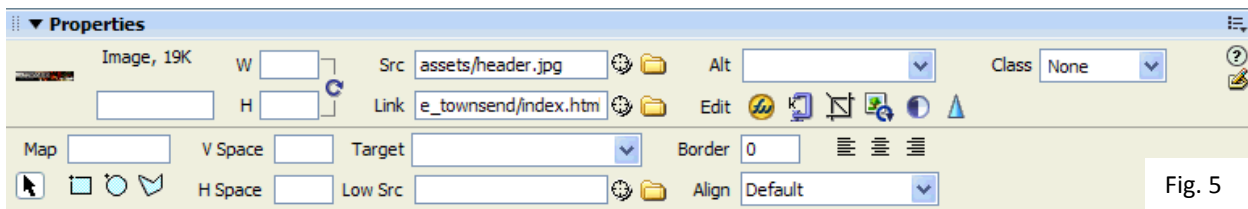


Fig. 5

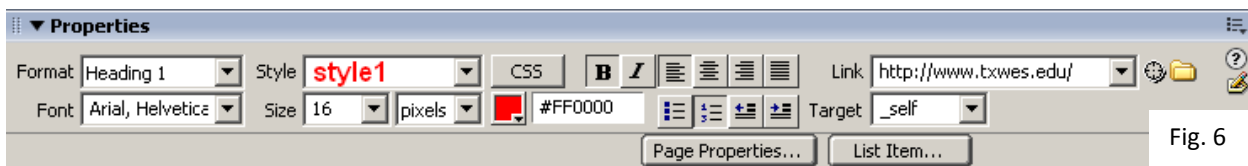




Fig. 6

3. To create a bulleted or numbered list:
 - a. Place the insertion point where you want to add a list
 - b. Click either the **Bulleted** or **Numbered List** button in the *Property inspector*. The leading character for the specified list item appears in the Document window.
 - c. Type the list item text, then press **Enter** to create another list item.
 - d. To complete the list, press **Enter** twice.
4. To create a hyperlink to another page:
 - a. Select the desired text or image.
 - b. On the *Property inspector* click the **folder icon** to the right of the Link box to browse to and select a file.
5. To insert an image:
 - a. Place the insertion point where you want the image to appear in the Document window.
 - b. In the Common category of the Insert bar, click the Images icon .
 - c. Browse to select the image or content source you want to insert. If this is a new image, then Dreamweaver will ask if you want to save the image to your site; choose **Yes** and **Save**.
 - d. Enter values in the **Alternate Text** and click **OK**.

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Uploading your files.

After you've created files in your local and remote sites, you can synchronize the files between the two sites.

1. In the **Files Panel** click the **Synchronize** button .
2. In the Synchronize menu, do one of the following:
 - To synchronize the entire site, select **Entire Site**.
 - To synchronize selected files only, select **Selected Local Files Only**.
3. Select the direction in which you want to copy the files:
 - **Put Newer Files To Remote:** Uploads all the local files that don't exist on the remote server or have changed since the last upload.
 - **Get Newer Files From Remote:** Downloads all the remote files that don't exist locally or have changed since the last download.
 - **Get And Put Newer Files:** Places the most recent versions of all the files on both the local and the remote sites.
4. Click **Preview**.
5. Verify the action that will be performed for each file.
6. To change the action for a particular file, select the file, and then click one of the action icons at the bottom of the preview window.
7. Click OK to synchronize the files. You can view or save the details of the synchronization to a local file.

For more information on Adobe Dreamweaver and other software, please visit <http://www.txwes.edu/titleiii/>.

Instructional videos on these and other Dreamweaver topics can be found at: http://www.adobe.com/designcenter/video_workshop/.

If you have any other questions contact Meghan Foster at 817-531-6584 or mfoster@txwes.edu.