# Dreamweaver Overview

# Maintaining a Web Site

### The Process

There is a standard process to follow whenever changes to a web site are needed:
1. determine location in your site of the page, or pages, to be changed, and for each page:
   a. download the latest version of the page(s) from the preview server, webdev, to your local computer
   b. make the required changes to the page text and images
   c. upload the changed page back to the preview server, webdev
2. preview the changed page(s) in your browser and checking all aspects, particularly, test all links and ensure the page layouts are correct
3. after testing, upload the changed page(s) to the live site using the Webaccess tool.

The firsts step is carried out using Dreamweaver to perform both the file management functions of downloading and uploading pages to be changed and also the editing functions which enable the changes to be made. In addition, Dreamweaver performs several other functions, such as ensuring that only one person can edit any particular page at one time and always ensuring that the most recent version of a page is the one being edited. The second and third steps, preview and upload, repsectively, are performed using your browser, usually Netscape Navigator

### *Finding the Page to Edit*

In order to find the page you need to change, it is often easiest to find the page using your browser. Once you have found the page you want in your browser, you can use the URL determine where to find the page within your site in Dreamweaver. The first part of the URL is your site. Any words after that which are followed by a "/" are folders within your site. If the URL ends with a "/" sign, the file you are looking for is the "index.html" within the folder as this is the default filename. Otherwise, the filename should appear at the end of the URL.

As an example, consider the following page in the webstandards site:
**http://www.adelaide.edu.au/webstandards/upload/**
First discard the site part of the (URL http://www.adelaide.edu.au/webstandards/ ) and look at what remains. In this instance it is /upload/ therefore the file to be edited will be the index.html file within that folder.

However if the URL were:
**http://www.adelaide.edu.au/webstandards/upload/webaccess.html**
the page to be edited would be the file webaccess.html within the /upload/folder.

## Starting Dreamweaver

To start Dreamweaver, click on the **Start** button on the taskbar,
select **Programs** from the list,
select **Macromedia Dreamweaver 4,**
select **Dreamweaver 4.**

This will open Dreamweaver with a blank untitled web page opened for editing. To open a new blank web page at any time, from the **File** menu, select **New Window**.

### *Optional Windows and Toolbars*

Welcome Overview

Dreamweaver provides an overview of the software in the form of guided tours and tutorials. To access these, click on the **Help** menu and select **Welcome**. This will open the following window which allows you to select from a number of options:

## Objects Toolbar

This toolbar provides shortcuts for adding objects into your web pages. To display the objects toolbar, from the **Window** menu, select **Objects**. There are a number of variations of this toolbar, depending on what type of entries you are making into your webpage, including:
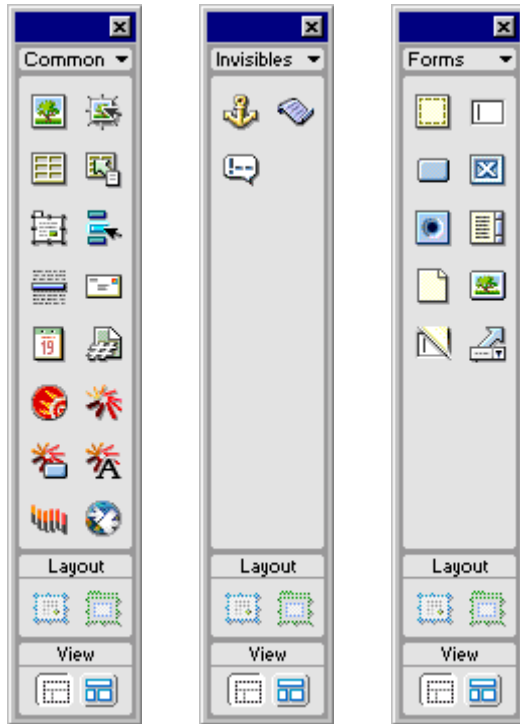


Which, if any, of these objects boxes you choose will depend on what you are creating in your webpage at any one time.

## Site Files

Dreamweaver allows you to manage the files in your site from the Site files window. The *Site Files* window can be configured to open when Dreamweaver is started. The *Site Files* window displays all the pages in your web site, on your local computer and the server, at the same time. From within this window you can also manipulate the files in the site, including transferring pages between your local version of the site and the live version on the server. The site files looks like:
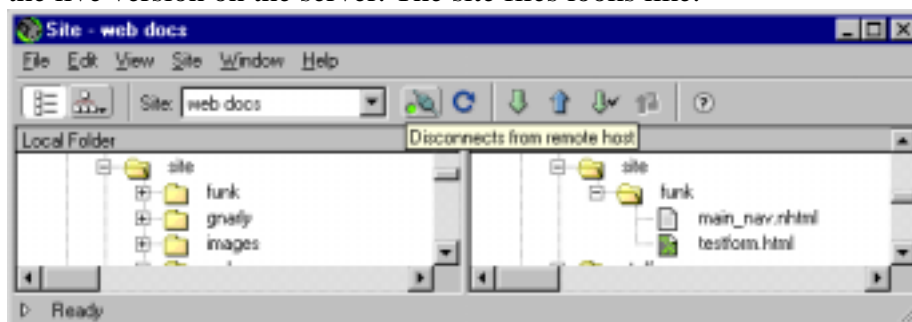
# Managing the Site

Use the Site Files window to manage all your uploading and downloading between your hard disk and the server. This feature uses FTP to transfer the files but with several additional features built in. The Dreamweaver site management window looks similar to Windows Explorer and allows you to see the whole structure of your site at once. One of the advantages of this site manager is that it maps the site on the server to the local site and so always makes sure that the files are put into the correct folder on the server.

## *Site Management Window*
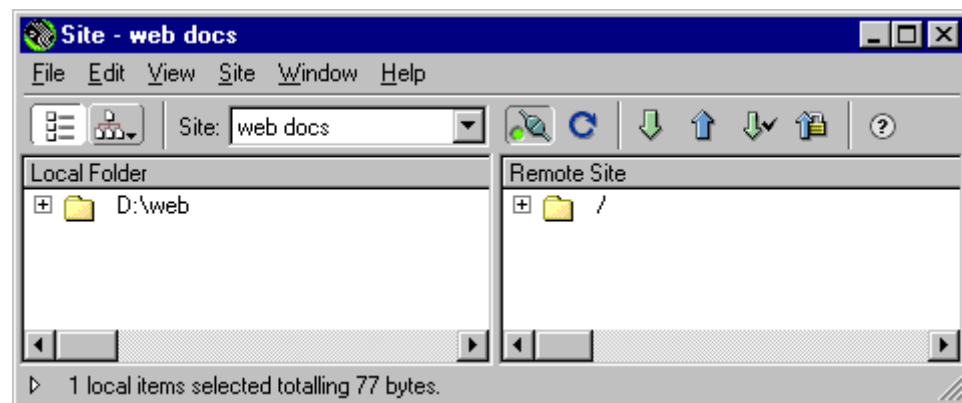


The icons have the following purpose:

**Site view icons:** These two icons allow you to choose the means of displaying your site. Use the first icon which corresponds to looking at the site by site files.

**Site:** This is where you specify the site you are currently connecting to. It is also where you can enter new sites connection details.

**Connect:** Toggle icon to connect or disconnect to/from the site specified in the site field. If the powerplugs are joined and the green light is displayed (as shown), the connection to the remote site is active. If the powerplugs are separated and the light is not on (black) then there is no connection.

**Refresh:** Clicking this icon refreshes, and reorders where necessary, the listings of both the local and remote sites.

**Upload/Download:** The green arrows get files from the server and put them onto your hard disk. The blue arrows move files from your hard disk and put them on the server.

## *Uploading and Downloading Files*

### Get Files

In general, when you want to download a site or webpage to your hard drive to view it, you can use the green arrow to "Get" the file. This will copy the file from the server to your local drive without locking the file on the server to prevent others from accessing it. It is recommended that your site is set up to use Check In and Check Out in which

case a file which you "Get" will be read only on your local drive and you must check the file out before it can be edited.

## Put Files

To copy a file from your local drive to the server without changing its locking status on the server, use the plain blue arrow. You would use this upload method if you want to preview changes you have made to a file on the server, but are then continuing to work on the file and don't want to unlock it on the server for other users to access it.
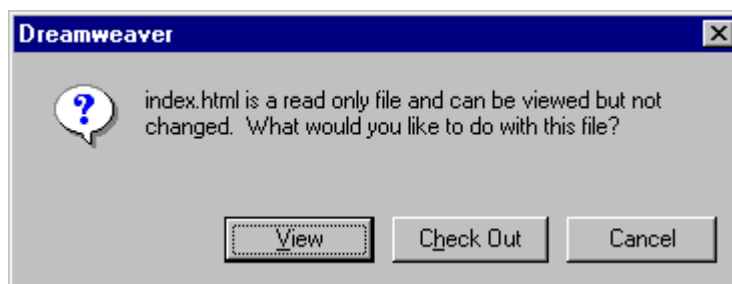
### *Check In and Check Out Files*

Use the ticked green arrow do download a file you are changing and use the blue padlocked arrow to upload the changed file to the server. These are the Check Out and Check In buttons which safeguard your site by ensuring that it is always the latest version of a file which is edited and preventing more than one person at a time from accessing a file to change it. As several people may be working on the site at any one time, it is important that a system is in place which only allows one person to edit a file at any one time to prevent one person's changes overwriting another's.

## Check Out Files

To check a file out so that you can edit it, select the file you want to change then click the ticked green arrow button to mark the file as checked out to you. This gets the current version of the file from the server which has any new updates that someone else may have added since you last downloaded the files. The check out option also locks the files so that no-one else can make changes to the file until you have finished and checked the file back in.

Alternately, you can double click on the file you want to open. When the following window appears, click on **Check Out** to open the file for editing.



If you do not want to make changes to the file you can click on **View** to open the file for reading only. A third option is to right click on a file, you can select **Check Out** from the menu which appears.

## Check In Files

To check a file in so that it is free for others to edit, click on the file to select it and then click the padlocked blue arrow button. This puts your new changed file on to the server and unlocks it for others to use. Note it also makes it read only on your hard disk so you have to check it out again if you want to make further changes. This is to ensure that you have the latest version of the file whenever you edit it.

You can also check in a file by right clicking on the file and then selecting **Check In** from the menu which is displayed.

## Undo Check Out

If you save changes to a file locally and then realise that they are incorrect, you can elect to undo the check out. This re-copies the file from the server, causing your incorrect changes to be overwritten and allowing you to start afresh with making changes to the file.

# Editing Pages in Dreamweaver

### *The Editing Toolbar*

Most editing functions in Dreamweaver can be carried out from the Properties toolbar. If you don't see this floating toolbar when you have a page open, you can display it by clicking on **Windows** from the top menu bar, then selecting **Properties**.
The properties toolbar is shown below:
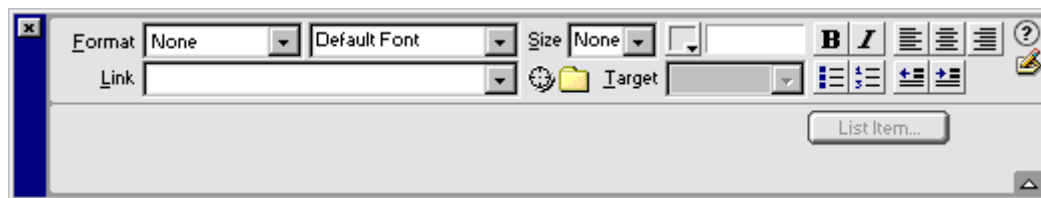


Each of the fields in the toolbar have the following purpose:

**Format**: Allows text to be formatted to pre-defined heading styles. Applies to selected paragraph.
**Font**: Apply font to selected text - do not use.
**Size**: Specify relative size of selected text - do not use.
**Colour**: Specify font colour of selected text - do not use.
**Bold**: Set selected text in bold type.
**Italic**: Set selected text in italics.
**Justify**: Left, centre or right justify selected paragraph.
**Link**: Create or change a hyperlink on selected text.
**Target**: Specify frame for opening link. Use to open a link in a new window.
**Bullets**: Set selected paragraphs as bullet or number points.
**Indent/Outdent**: Indent or outdent selected paragraph.

### *Formatting Text*

Use the format field in the toolbar to format text within the webpage. The formatting style is applied to the selected paragraph of text. For body text, this field will be set to either *Paragraph* or *None*.

In order to specify text as a heading, click anywhere in the line of heading text and select one of the heading styles *Heading1* to *Heading 6* from the drop down list. This will format the text as the appropriate level of heading. To check the way that the heading will appear in the live page, you can go to the webguide <http://www.adelaide.edu.au/webguide>.

Do not use Font, Size or Colour to format text as these types of formatting are not compatible with the style sheets used with the University templates. If they are used, they will be stripped from the text when the page is displayed and so the page will not have its intended appearance. In addition, they may cause the style sheets to "break", stopping any correctly applied heading styles from being applied.

Bold and italics formatting can be applied to selected text for minor headings and highlighting within a paragraph.

### Creating and Editing Links

To create a link, select the text to appear as the hyperlink and then click in the Link field. Enter the URL of the link in the entry field. There are several ways of doing this. If the link is a link outside the site, type the URL into the link field (you can use cut and paste from your browser).

If the link is within your site, you can also use either browse or pointer to enter it. To browse, click on the folder icon next to the link field and use the windows browse to select the link you require. Alternately, click on the pointer icon next to the link field, and holding the pointer down, drag across the file you want to link to in the Site Files window and let go of the pointer. Both browse and point will create a relative link, that is, the link is made relative to the current page within the file structure. This is the recommended way of entering links to pages within your site as it will not cause the links to break if the site is moved.

To change a link, click anywhere within the link text and use the same techniques to change the link details within the link field.

To delete a link, click anywhere within the link and delete the link details from within the link field.

When linking to a page within within the University site, clicking on the link should open in the page in the current window. The back button can then be used to move back to a previous page if needed. For links outside the University site, the convention is to open the link in a new window, leaving the University site open in a the original window.  Use the Target field, to the right of the Link field in the properties box, to do this. Click the drop-down arrow in the Target field and select the first option *_blank* from the drop-down list.

### Creating Email Links

To create email links, highlight the text to appear as the link and in the link field enter **mailto:email_address** where email_address is the email address to mail to when this link is clicked.

### *Creating Anchors*

Anchors are used to jump to a specified point within a webpage.

To create an anchor, go to the point where the anchor is to be set and select **Insert** from the top menu bar, then select **Invisible Tags** and **Named Anchor**. Enter a name for the anchor. Pressing **Control**, **Alt** and **A** together will also bring up the anchor entry window.

You can then create a link to this anchor within the page by typing **#anchor_name** within the link field when creating a link as described above. Alternately, you drag the pointer to the anchor which will also insert it as a link. You can also link to an anchor in another html page by typing **web_page#anchor_name** for an anchor set within that page.

### *Inserting Images*

To insert an image into your web page, first place your web ready image file within your local web site on your hard drive, preferably in a folder created specifically for storing images. To insert the image click on the **Insert Image** icon in the objects toolbar or go to the **Insert** menu and select **Image**. Enter the image file name in the pop-up window which is displayed. Make sure that you also upload the image file when you upload your webpage.

To wrap text around the image select the **Align** option of **Left** or **Right**, depending on which side of the text you want the image to appear.

### *Tables*

Insert a Table

To insert a table click on the **Insert Table** icon in the objects toolbar or go to the **Insert** menu and select **Table**. Select the appropriate options for the table in the pop-up window which is displayed:
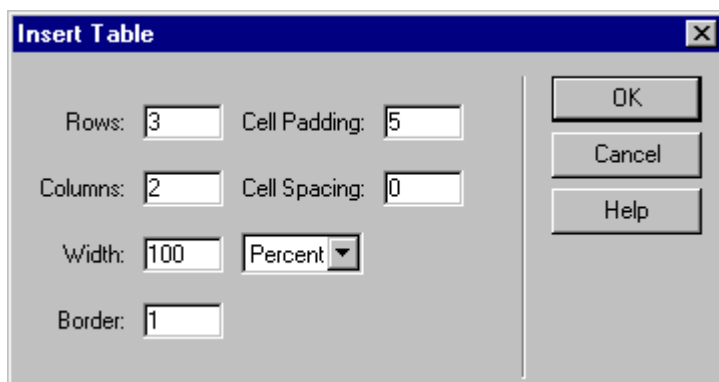


Enter the number of rows and columns and percentage width you require for the table. Cell Padding is the space between the border of the cell and the text or images and the Cell Spacing is the space between table cells. Either of the following settings work

well for tables: *Border* = 1 with *Cell Padding* = 5 and *Cell Spacing* = 0, or
*Border* = 0 with *Cell Padding* = 3 and *Cell Spacing* = 2.

## Modify Tables

There are numerous options available for modifying a table within your webpage.
Some of these options are quickly accessible through the properties box. If a table cell
is selected, the following options are available in the properties box:
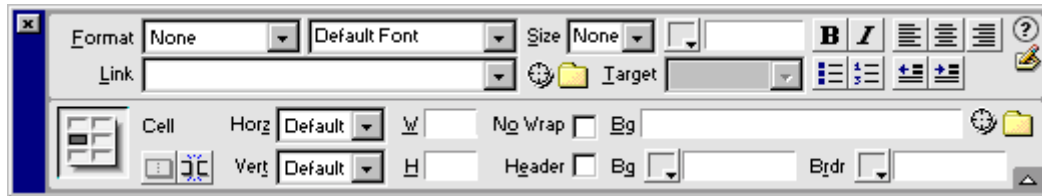


The table cell options allow you to set the following

**Horz**: Horizontal alignment of cell contents
**Vert**: Vertical alignment of cell contents
**W**: Cell width
**H**: Cell height
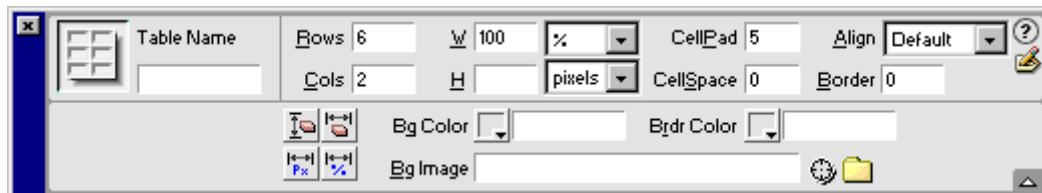**No Wrap**: If this is selected, contents of the cell will not wrap
**Header**: Defines this cell as a header with emphasised formatting. This can be
applied to any cell(s) in the table
**Bg**: Background image. Avoid using.
**Bg**: Background colour for the table cell.
**Brdr**: Border colour. Avoid using.

If a whole table is selected, the following options are available in the properties box:



The table options allow you to set the following:

**Table name**: Table identifier.
**Rows**: Number of rows
**Cols**: Number of columns
**W**: Table width (in pixels or percent)
**H**: Table height
**CellPad**: Space between table border and contents. (5 recommended).
**CellSpace**: Spacing in border. (0 recommended).
**Align**: Horizontal alignment of table, affecting text wrapping around table.
**Border**: Border width.
**Bg Color**: Table background colour.
**Brdr Color**: Border colour. Avoid as this does not display consistently across
browsers.

**Bg Image**: Table background image. Avoid as this does not display consistently across browsers.

There are a number of other table features which can be changed by selecting **Table** from the **Modify** menu.

### *Saving Webpages*

When you have finished making changes to the webpage you can save changes by selecting **File** and **Save** from the top menu bar or by closing the file and clicking **Yes** to save changes.

Note that when you save a file the update information which is displayed at the bottom of the page will automatically be updated with the current date so that others can see the page has changed.

## Creating Pages from Templates

There are three standard templates available for creating new web pages. These are as follows:

**tmpl_1.html**: single column format without any navigation, generally used for wide tables or front pages.

**tmpl_2.html**: the most commonly used format with a left hand navigation area and a right hand main page area.

**tmpl_3.html**: similar to tmpl_2.html but with an extra column for images or side bar information.

To create a new page from the templates, open the templates folder in your local site and you will see the three available templates. Click on the appropriate template to select it. Copy the template by pressing **Control-C** or **right-clicking** the mouse and selecting **Copy**. Go to the folder where you want to create the page and paste the template by pressing **Control-V** or **right-clicking** the mouse and selecting **Paste**. Rename the template to the required webpage name by **right-clicking** the mouse and typing the name you want for the page. You can then edit this new page as described above. Using this process to create new pages from templates will ensure that the pages refer to the correct include files such as the navigation files.

## Further Information
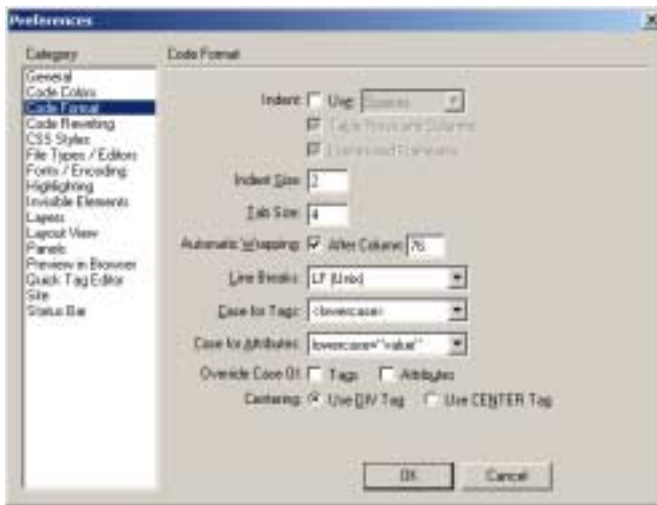
### *Dreamweaver 4 Preferences*

To change Dreamweaver preferences, from the Toolbar select **Edit**, then select **Preferences.** The windows shown below are the ones for which changes are recommended to the standard Dreamweaver 4 preferences.
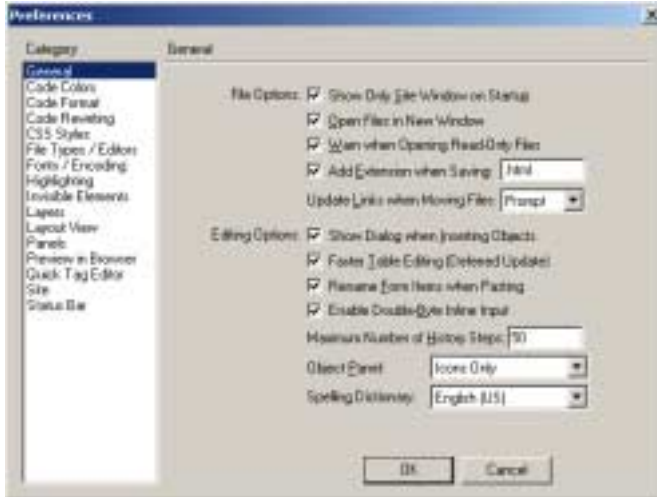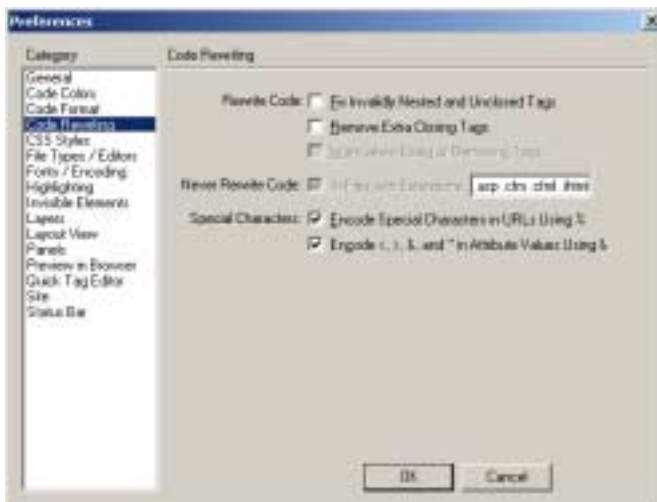
Show Only Site Window on
Startup: TICK

Add Extension when Saving:
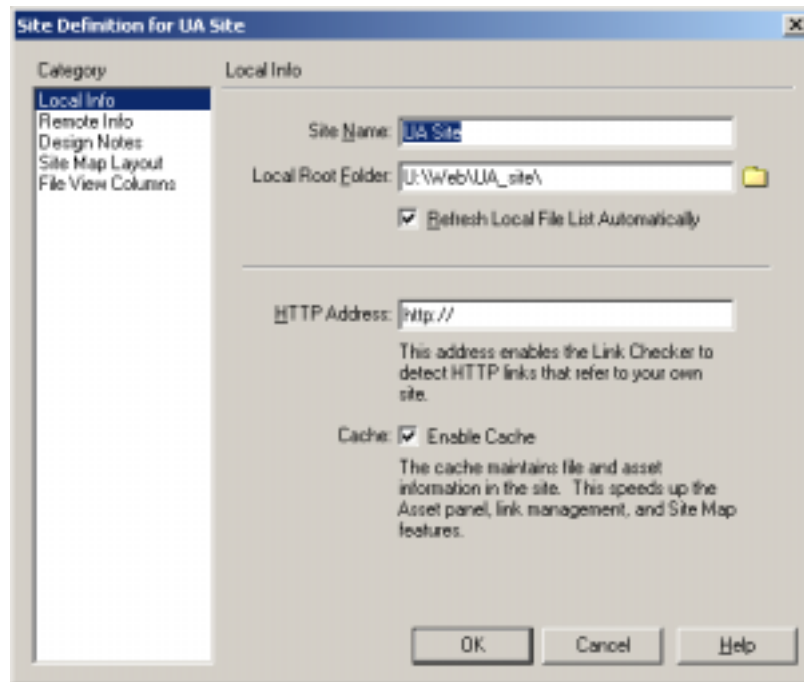.html



Indent: UNTICK

Line Break Type: LF (Unix)



Rewrite Code: Fix Invalidly
Nested and Unclosed Tags:
UNTICK

Remove Extra Closing Tags:
UNTICK

Extensions: .nav .navinc
Editors: wordpad (Primary)

Note: To set this preference,
click the + icon under
extensions and enter ".nav
.navinc" then while they are
highlighted click the + icon
under editors and browse
(usually C:\program
files\Windows
NT\Accessoriewordpad.exe) to
select the editor



Always Show "Local Files" on
the "Left". This option depends
on user preference.

Dependent Files- Prompt on
Get/Check Out: UNTICK

Dependent Files- Prompt on
Put/Check In: UNTICK

### *Setting Up Sites in Dreamweaver*

From the Toolbar select **Site**, then select **Define Sites.**



Click New to create a new site, or to change an existing site click on a site to select it
and the click Edit. Another window will be displayed with several pages of options
available. Information needs to be entered for the **Local Info** and **Remote Info** pages.

## Local InfoWindow



Set the **Site Name**, which is your name for the site and is not used elsewhere. Select a **Local Root Folder**, which is where the local copies of the files you are editing will be stored. This can be anywhere on your local drives and generally a "website" folder is set up on the U: drive for this purpose.

## Remote Info Window
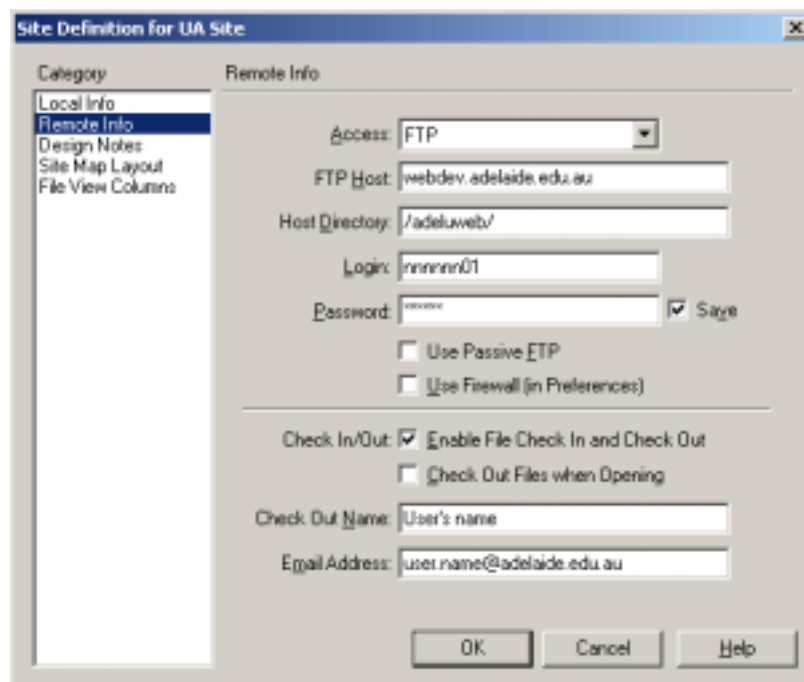


Set access to FTP and the rest of the window will become available for entry
Set the **host** to the appropriate remote server (e. g. webdev.adelaide.edu.au  for the university web development machine)

Set the **host directory** as appropriate (e. g /adeluweb/site_home/ where site_home is the home folder of your site)

Set the **login** name and **password** of the person being granted access. These are the LDAP (email) login and password.

*** if the password is not entered here, Dreamweaver will prompt for it when connecting.*

Leave the options for **Use Passive FTP** and **Use Firewall** unchecked.

Tick the checkbox for **Enable File Check In and Check Out**

This will enable the remaining options to be entered.

<u>DO NOT</u> tick the option for **Check Out Files when Opening**

Enter the name of the person who is being granted access in **Check Out Name** and their **Email Address**.

Click OK and Done to complete the set-up.

## *Webstandards Guide*

The University of Adelaide web site has a sub site designed to provide information to people creating and maintaining web sites within the University. This can be found at:

- **The University of Adelaide Web Standards Guide:**
  http://www.adelaide.edu.au/webstandards
- **List of header styles:**
  http://www.adelaide.edu.au/webstandards/develop/headings.html
- **Upload information:** http://www.adelaide.edu.au/webstandards/upload/