Dreamweaver MX Overview

Maintaining a Web Site

The Process

There is a standard process to follow whenever changes to a web site are needed:

1. find the page(s) in your browser and looking at their URL for their location on the server. For each page do the following using Dreamweaver:
    a. download the latest version of the page(s) from the development server, webdev, to your local computer (check-out)
    b. make the required changes to the page text and images using Dreamweaver
    c. upload the changed page back to the development server, webdev (check-in)
2. preview the changed page(s) in your browser and checking all aspects of the page, in particular 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, which is a web interface to a range of tools for working on your web site.

Filenames

Filenaming guidelines

Throughout the University of Adelaide web site, index.html is the default filename in each folder. Therefore it is recommended that the main file in each folder be called **index.html**. This is particularly important in the home folder of each site. **If there is not an index.html file in a folder and a user types in the folder name in their browser they will see a listing of the files in the folder rather than a webpage.** Therefore if the index.html file is used as the top level page in each folder, a user who enters just the folder name in the URL, rather than specifying a page, will see the webpage rather than a listing of the folder within the site.

Lower level pages within the structure of the site can sit within a folder that already contains an index.html page and be given an appropriate filename. This is suitable for pages that are likely to remain single pages within the section of the site and not be expanded to multiple pages in the future. If a page is likely to be expanded then it is a good idea to keep it as an index.html page within its own folder.

Using spaces and special characters in filenames can cause problems with some browsers, **therefore it is strongly recommended that filenames should be made up of only lowercase letters, numbers and underscores**. This naming scheme is recommended for all files that should also be used for naming documents and images that are used on web sites. That is, avoid using uppercase letters, spaces and other special characters when naming all files for the web.

Note that as the web server used for the University of Adelaide is a unix server, the preferred extension for html files is .html rather than .htm.

Finding the page to edit

To find the page you want to edit, use your browser and to find the page and look at the URL.

The first part of the URL is your site. This will usually be either http://www.adelaide.edu.au/yoursite/ or http://www.yoursite.adelaide.edu.au. The remainder of the URL is the path of folders, and in some instances also a filename, giving the location of the page within your site.

If the URL ends with a "/" then the file to edit will be the index.html file within the folder specified. If the URL ends with <filename>.html then you will need to edit that file. As an example, consider the following URL:
**http://www.adelaide.edu.au/testing/upload/**
First discard the site part of the (URL http://www.adelaide.edu.au/testing/) 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/testing/upload/access.html**
the page to be edited would be the file access.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,**
select **Macromedia Dreamweaver MX 2004.**
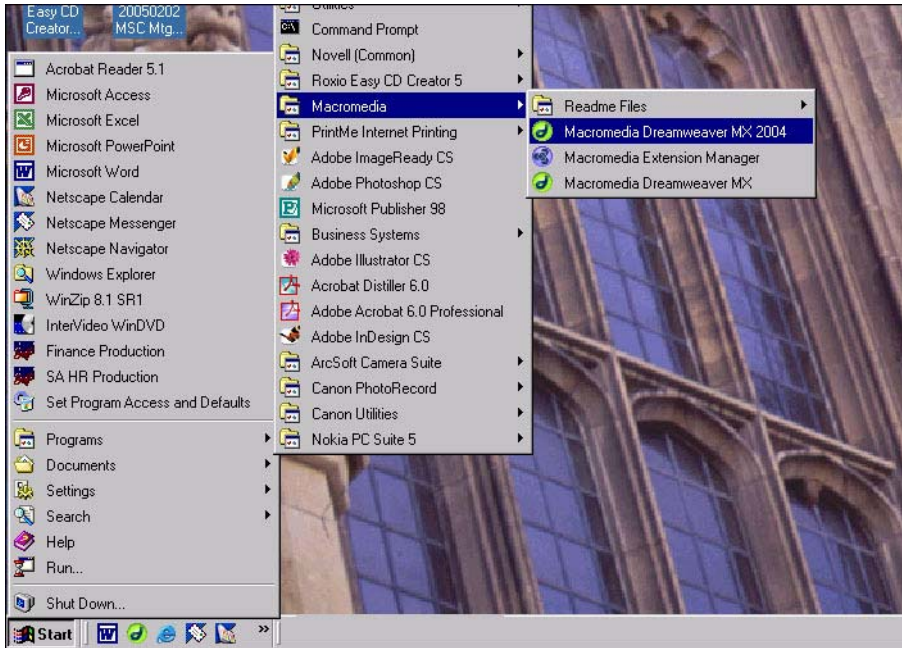
When you first start Dreamweaver your screen should contain the areas shown below. These can be dragged to different areas of the screen if required.
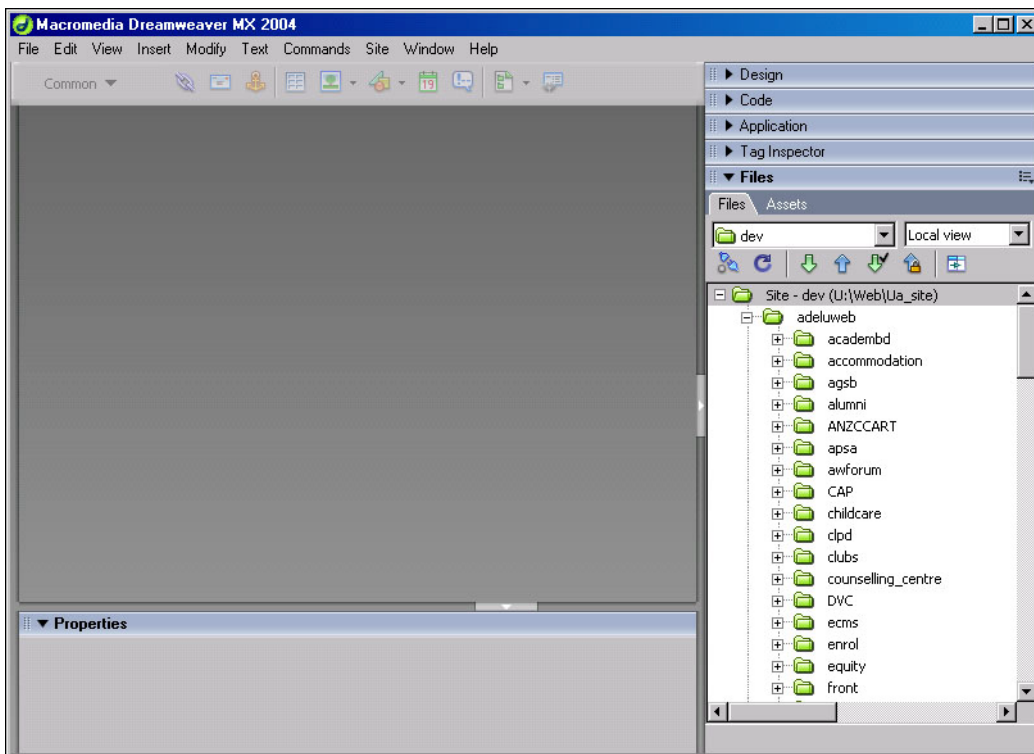
The main area of the screen is the editing window that will be blank until a page is opened for editing.

Directly below the editing window is the properties box. This provides you with the means to change the details you are editing within a page, showing the editing options available for the selection in the editing window, and is similar to the word editing toolbar.

The other important section of the screen is the file management window, usually shown on the right hand side of the window. This manages all the functions involving files in your site and allows you to transfer the files between your hard drive and the web server.

Setting up Sites

When you begin using Dreamweaver, you should set up your preferences and set up connections to the sites you will be working on. Additionally, if you are given access to new sites you will also need to set up the sites within Dreamweaver before you can access them. Refer to the notes on Setting up Sites in Dreamweaver for instructions on how to do this.

Site Files

The file management window, displayed on the right hand side of the screen by default, allows you to manage the files in your site.

This is where you select the file(s) to work with. The window can be set to display the files on your hard drive (local view) or the webdev server (remote view). From this window you can transfer files between the server and your local drive, you can open files for editing and you can create, rename or delete files.

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 once the site is set up, it always makes sure that files are transferred into the correct folders.

To work on the files on the server you must first connect your computer up to the server. To do this click on the connect icon near the top of this window. This icon looks like a power cable connection.
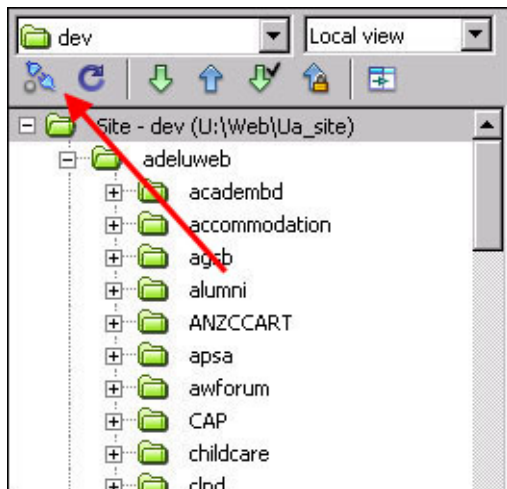
You can choose the view you want to use by selecting the option from the drop down box. When your site is already set up and you are simply editing files that you already have on the site, either view can be used. If you are using the pointer option to link to other pages in your site, then the local view must be used as the file locations are determined relative to the current page's location on the local site.

However, if you are wanting to access new files in the site, created by another web developer, or files that you have not previously downloaded to your hard drive, it will be necessary to work on the remote view.
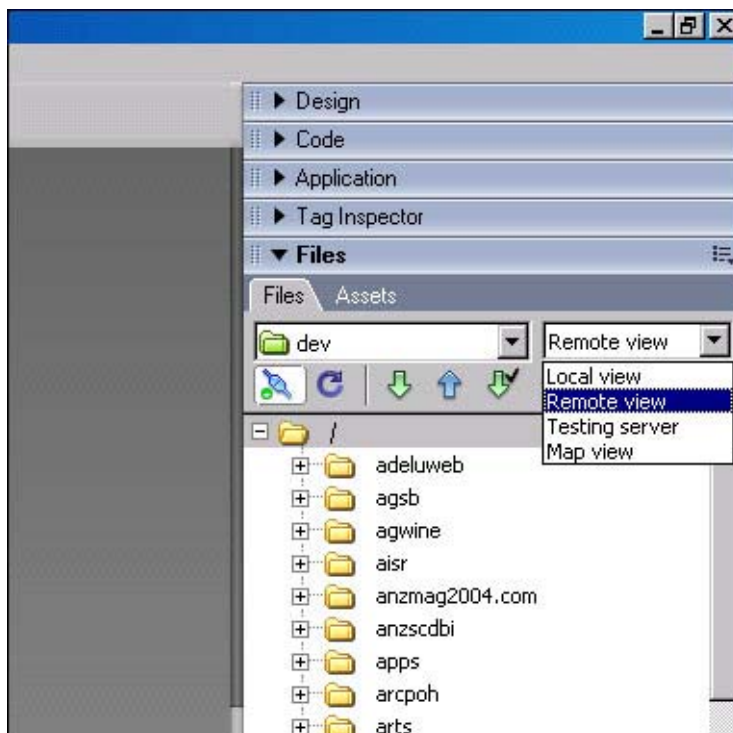
Clicking on the same icon from the site files window will return the screen to the editing style window,. Note that when you open a file for editing, Dreamweaver will return to the editing style layout with only the local or remote files being displayed.

The items on the files menu have the following purpose:

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

View Type: Determine whether local files (the local hard drive) or remote files (on the web server) are displayed in the files window.

Connect: Toggle icon to connect or disconnect to/from the site specified in the site field. If the power plugs are joined and the green light is displayed (as shown), the connection to the remote site is active. If the power plugs 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 icons: 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.

Expand/Contract view: Clicking this icon switches the window display from the default editing window that shows the editing screen and a single file view to a window showing both local and remote files at the same time. Clicking on the icon again from the files view, or opening a file for editing, will return to the editing style window.

Uploading and Downloading Files

Get Files

When you want to download a site or webpage to your hard drive so you can view it, you can use the green arrow to "Get" the file. This will copy the file from the server to your local drive as a read only file. You can view the file but not save changes unless you check it out (see below). When you open a file on your hard drive to view it (without checking it out), it opens the version of the file that is currently on your hard drive and other users still have access to the main copy of the file on the server.

Put Files

Put files copies a file from your local drive to the server. This is rarely used because it easy when doing this not to unlock a file when you have finished editing changes. Instead it is recommended that you always check in a file to upload your changes (see below).

Check In and Check Out Files

Using the Check Out (green-ticked arrow) and Check In (blue- padlocked arrow) buttons ensure your site remains consistent by two methods. First, it prevents more than one person at a time from editing a file and second it always copies the latest version of the file from the server to your hard drive when you lock it for editing so that it is not possible to edit an older version and overwrite another user's changes.

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 copies the current version of the file from the server to your hard drive ready for you to edit, ensuring it contains any edits another user may have added since you last downloaded the files. The check out option also locks the files so that other users cannot make changes to the file until you have checked in the file.

Alternately, if you double click on the file you want to open, the following window appears and you can select **Check Out** to open the file for editing.
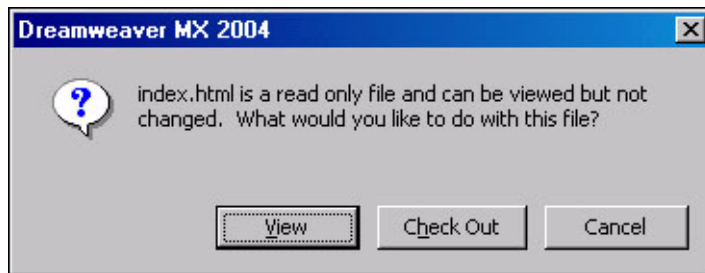
Note that if you do not want to make changes to the file, you can click on **View** to open the file as read only.

The third way to check out a file for editing is to right click on the file and select **Check Out** from the drop-down menu that appears.

Check In Files

When you have completed editing, Check-In the file by clicking the padlocked blue arrow button 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 the file read only on your hard disk so you will need to check it out again if you want to make further changes. This ensures that you have the latest version of the file whenever you edit it and will not be accidentally overwriting another user's changes made since the last time you have edited the file.

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

When Checking In a file, **always** make sure the correct file is selected, usually shown by the file being highlighted in blue, before clicking the Check In button. This is important because it is possible to check in a file that isn't currently checked out and thereby possibly overwriting a page on the server with an older version on the hard drive.

Undo Check Out

Undo check out is useful if you want to revert to the version of the page on the server and lose the changes you have made to the file on your hard drive. Undo check out copies the file from the server overwriting the version of the file on your hard drive,

causing your incorrect changes to be overwritten and allowing you to start afresh with making changes to the file.

Editing Pages in Dreamweaver

Editing Display Options

When editing a page in Dreamweaver, there are several options of how the page can be viewed. The various options can be selected by clicking on the view type icons at the top of the editing window. The options are:
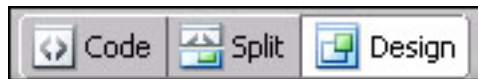

Code view: This shows the html code for the page and is particularly useful when debugging problems with pages.

Split view: This view shows the both the design view and the html code for the page. When an item is selected in the design view, the relevant section of the html code is highlighted in the code window.

Design view: Generally this is the most useful view. It shows the page in the editing window much as it will appear when it is displayed in a web browser. Some of the formatting is not visible in this view, however it will show text tables and images in the positions they will appear when viewed through a browser. Some formatting that is handled by the University style sheets does not appear when viewing the pages through Dreamweaver, however the layout of pages can be seen using this view.

The Properties Box

Many editing operations can be performed on the content of a webpage using the fields in the properties box. When you check out a page and open it for editing, the properties box becomes active. The options available in the properties box are context sensitive, meaning they change according to what you are editing at the time, for example appropriate options will be shown for text, images or tables.
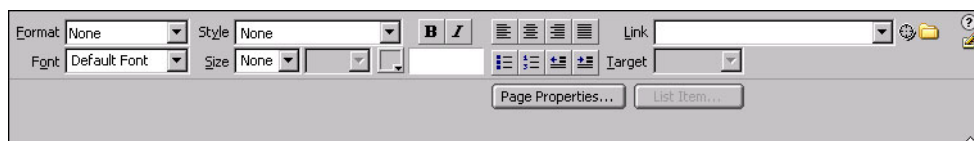
The fields in the toolbar have the following meaning:

Format: Formats text according to pre-defined heading styles. The formatting applies to the current paragraph. This is a recommended way of formatting text.

Style: Set the style for the text – do not use.

Bold: Set selected text in bold type.

Italic: Set selected text in italics.

Justify: Left, centre, right or full justify selected paragraph. Avoid using justification.

Link: Create or change a hyperlink on selected text.

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.
Bullets: Set selected paragraphs as bullet or number points.
Indent/Outdent: Indent or outdent selected paragraph.
Target: Specify frame for opening link and is used to open a link in a new window. Links should not automatically open in a new window.

Formatting Text

- **Formatting Headings**
  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. For an example of the way the heading will look on a live webpage, go to the headings page on the University web guide at:
  <http://www.adelaide.edu.au/webstandards>.

- **Heading 1**
  The heading shown at the top of each webpage should be set in Heading 1 style. It is recommended that the heading text be set as the likely content of a link that someone would click on to get to this page, that is, it should generally be the text used for the navigation link used to get to the page.

- **Character formats**
  Bold and italics formatting can be applied to selected text for minor headings and highlighting within a paragraph. These are character based formatting options and can be used for characters, words or paragraphs.

- **List items**
  The standard list type of unordered list (bulleted list) and ordered lists (numbered lists) should be used. These present the information in an easily readable form and meet accessibility guidelines.

- **Use Enter to end paragraphs**
  When content is cut and pasted from Microsoft Word, a paragraph return (enter key) is often replaced by two line breaks (shift-enter shift-enter). This gives a similar appearance in a browser, but as it does not mark the correct end of paragraphs can cause problems as html mark-up is often applied to paragraphs. That is, heading styles and lists may appear to run on down the page if line breaks are used instead of returns. For this reason, it is recommended that Dreamweaver preferences be set to show all hidden characters and that when editing, these double line breaks should be replaced by a single return.

- **Avoid font formatting**
  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 ignored when the page is displayed and so the page will not have its intended appearance. In addition, they may cause problems with the display of heading styles, so that headings may appear as normal text.

- **Avoid Blockquote**
  Avoid using blockquote (indent) to emphasise text as this should be reserved for quoting blocks of text.

Creating and Editing Links

To create a link, select the text that is 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.

External Links

For links to sites or pages outside your site, type the full URL into the link field. The simplest way to do this is to go to the link in your browser and use cut and paste to copy the link into the link field. This ensures that you are entering the URL for the correct page and that the link doesn't contain any typographical errors.

Internal Links

If the link is within your site, you should use a relative link to describe the link. That is, the link is defined within the structure of your site in relation to the current page. 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 create a link to another page in your site you can type the link or you can either browse or point to enter the link.

To browse, click on the "folder" icon to the right of the link field and use windows browse to select the link you require.
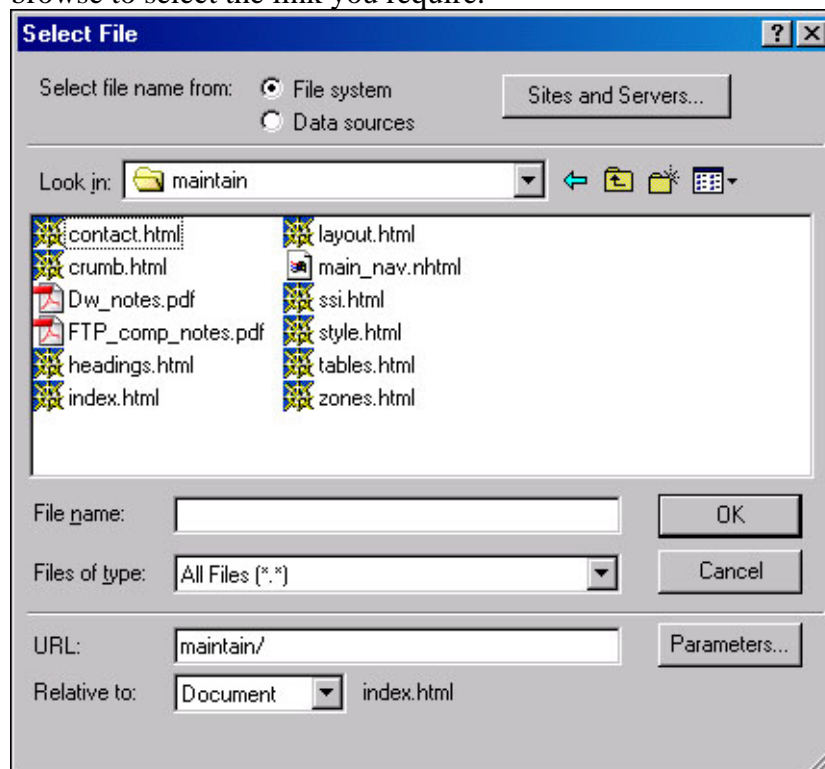
Alternately, click and hold the circle "pointer" icon to the right of the link field and drag across to the file you want to link to in the Site Files window and let go of the pointer.
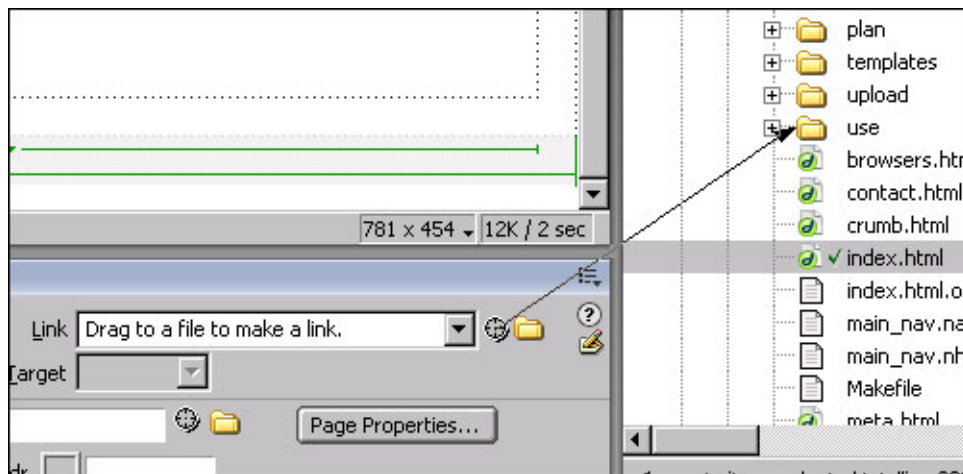
In order to be able to use either browse or point to create a relative link you will need to have the file you want to link to on your local site so that Dreamweaver can determine its position within the site structure.

To drag to the link using the point option you will need to be viewing local site in the site files window. If the pointer is not dragging to the links, make sure that the local site is displayed in the file management window. If links are not working, click in the link and then click the browse folder icon and ensure that the last option, relative to, is set to Document and not Site Root.

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.

Linking to Files

In addition to linking to webpages, it is also possible to link to other types of files, such as word documents, pdf files and excel files. The process of linking to another type of file is exactly the same as for a webpage. If you are linking to a file within your site, you must also make sure that the file exists in your site and is uploaded with the webpage that links to it.

To link to a file, first use windows explorer to put the file into the relevant folder in your local site. This is usually either a docs folder or the current folder depending on your site set-up. Once you have copied the file into your local site using windows explorer, it will immediately become visible in your local site within Dreamweaver. You will need to Check-In the file using Dreamweaver to upload it to the development site. You can then type in the URL, browse or drag a link to the file in the usual manner.

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 that should receive the email when this link is clicked.

Alternatively, Dreamweaver allows several other methods of entering email links. Either you can select Insert from the toolbar and then choose Email Link from the drop down menu. In the pop-up window you can then insert the text for the link and the email address to go to, or highlight the text to be the email link and click on the email icon in the insert toolbar and type the email address that the link is to go to.

Creating and linking to Anchors

Anchors are specified points within a webpage that can be linked to. For example, a page may have a mini-menu at the top of the page which links to the main headings throughout the page. Clicking on the links in the menu will take the user to the relevant point within the page.

To link to an anchor you must first create the anchor and then you can create the link to go to that anchor.

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 **Named Anchor**. Enter a name for the anchor. Pressing **Control**, **Alt** and **A** together will also bring up the anchor definition window.

A link can then be created to the anchor from within the page containing the anchor by typing **#anchor_name** within the link field when creating a link as described above. Alternately, you can hold down the pointer and drag it 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.

Images

Images may be used to add or supplement information in webpages, however it is important to consider the purpose of an image within a page before using it. Images should be used sparingly and to value add, not simply as decoration. The use of images in the page header or built into the site design can provide interest more effectively than ad hoc images scattered throughout a site.

All images should use Alt tags to give a text alternative to the text. This text should provide information about the image that would be relevant for users who are using a screen reader or browser that does not use images. Alt tags can be entered in the Alt field in the image properties box.

Also, avoid using image as bullet points for lists as these not meet accessibility guidelines. Instead use standard unordered lists as these meet accessibility guidelines.

Images used in webpages should be either in .jpg, .gif or .png format. Images are displayed at a resolution of 72dpi and should be kept to a reasonable display size for showing on a page so that users with even a 640 pixel width screen should be able to

see the complete image without scrolling. In general, this means that an image should not be wider than 300 or 400 pixels wide.

The image should be created to the size it is being displayed rather than being resized from within Dreamweaver. This is because resizing the image within the webpage may cause the image to appear pixelated and if the image is resized to display smaller than the actual image size, the image will still be downloaded as the full image with the associated download time. Please contact the web team for more information on images.

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, in the images/ folder created specifically for storing images. Do this using windows explorer to add the image to your local site and then Check-In the image to upload it to the development server.

To insert the image into your page, click on the **Insert Image** icon in the insert toolbar or go to the **Insert** menu and select **Image**, or click **Control-I**. A pop-up window will be displayed allowing you to select the image file, or type its name.

By default, images are displayed with a single line of text alongside which is generally not the format wanted. To wrap text around the image go to the Align field in the properties box and select **Left** or **Right** from the dropdown list, depending on which side of the text you want the image to appear.

Changing Images

Once an image has been inserted in a page it is possible to change it for another image by clicking on the image, clicking and holding down the pointer icon to the right of the image source file information and dragging to another image in the local site. Alternatively, clicking on the image and then clicking on the browse icon to the right of the image source file information. You can use the windows browse to select another image to appear in this position in the page.

Linking from Images

Once an image is inserted into a webpage, it can be used as a link in the same way as text by entering the URL in the link field that appears in the properties box. Just as for text, it is possible to link to another page, another file such as a word document or pdf file, an anchor or an email link.

Tables

Tables are designed to provide a means of displaying tabular data effectively. In the past tables have also been the means of laying out pages, however advances in web technology mean that this has now been replaced by other means with current browsers and where possible this should be avoided.

Inserting Tables

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 that is displayed:
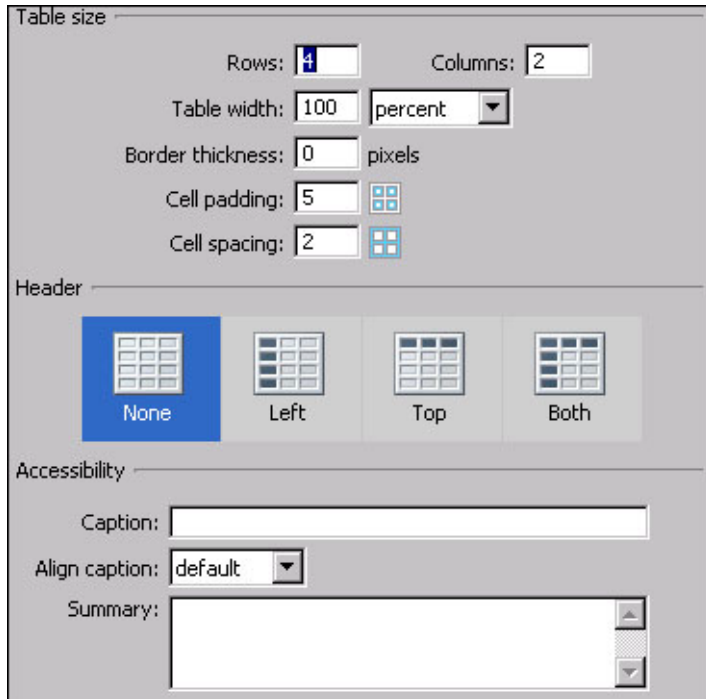
Enter the number of rows and columns and percentage width you require for the table. Cell Padding is the space between the border of the cell and the text or images and the Cell Spacing is the space between table cells. Either of the following settings work well for tables: **Border** = 1 with **Cell Padding** = 5 and **Cell Spacing** = 0, or **Border** = 0 with **Cell Padding** = 3 and **Cell Spacing** = 2.

Changing 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:
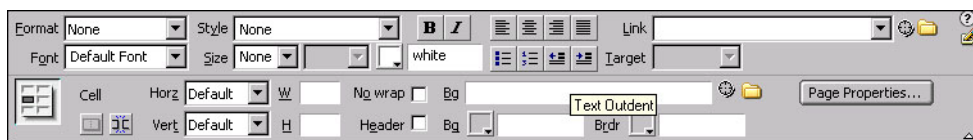
The table cell options allow you to set or change the following:

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. This is a simple and effective way of differentiating a row, column or individual cells from the remainder of the table. In university web pages, cells denoted as header cells are displayed with a grey background and the text shown in bold.

Bg: Background image. Avoid using as this does not work with all browsers and has different results with different browsers.

Bg: Background colour for the table cell. Avoid using hard-coded background colours as setting colours using styles is preferable. Contact the web team for more information on doing this.

Brdr: Border colour. Avoid using as this does not work with all browsers.

If a whole table is selected, the following options are available in the properties box:
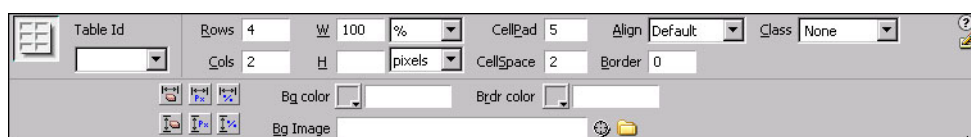
The table options allow you to set or change the following:

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 or 3] recommended).

CellSpace: Spacing in border. ([0 or 2] recommended).

Align: Horizontal alignment of table, affecting text wrapping around table.

Border: Border width. ([1 or 0] recommended)

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.

Modifying Tables

In addition to the changes that can be made to a table using the table and table cell properties boxes, there are a number of other table features that can be changed from the Modify tables menu. To access this menu, click on **Modify** in the toolbar and select **Table** from the drop down menu.

Options include merging, and splitting, cells allowing for header cells that span more than one row or column and various options for inserting and deleting rows and columns as required within the table.

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 the last modified date shown in the page footer of each page in the University site detects the date that the file was last changed to display this information, therefore when you save a file the update information 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. Rarely used.

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. Rarely used.

To create a new page from the templates, open the templates folder in your remote site and you will see the three available templates. Click on the appropriate template to select it. This will most likely be tmpl_2.html. Copy the template by pressing **Control-C** or **right-clicking** the mouse and selecting **Edit -> 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 **Edit -> Paste**. Rename the template to the required webpage name by **right-clicking** the mouse and selecting **Edit -> Rename** and typing the name you want for the page.

This new page can then be checked out and edited 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

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
- **Dreamweaver Preference Settings Information**
  http://www.adelaide.edu.au/webstandards/develop/dw_prefs.html
- **Dreamweaver Site Set-Up Instructions**
  http://www.adelaide.edu.au/webstandards/develop/dw_sites.html
- **List of header styles:**
  http://www.adelaide.edu.au/webstandards/develop/headings.html
- **Upload information:** http://www.adelaide.edu.au/webstandards/upload/
- **Basic HTML information:** http://w3schools.org