Dreamweaver Overview

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:

Site Files

Dreamweaver allows you to manage the files in your site from the Site files window. If *Site Files* window was the last window closed when quitting Dreamweaver, it will also open. If the *Site Files* window doesn't appear, you can it by either clicking on **Site** in the top menu bar, then select **Site Files**, or by pressing the shortcut for this, **F8**.

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:
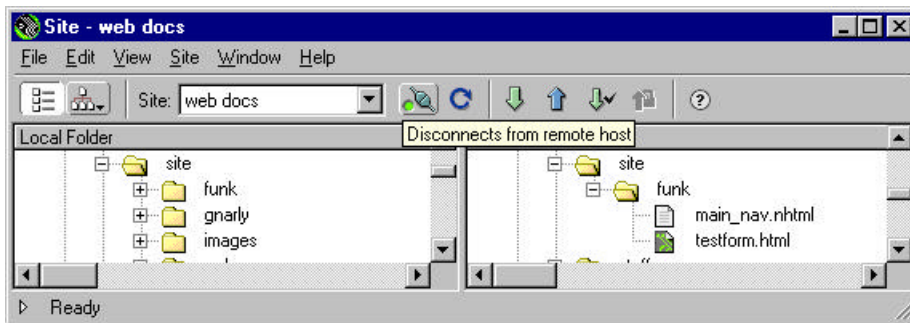
Objects Toolbar

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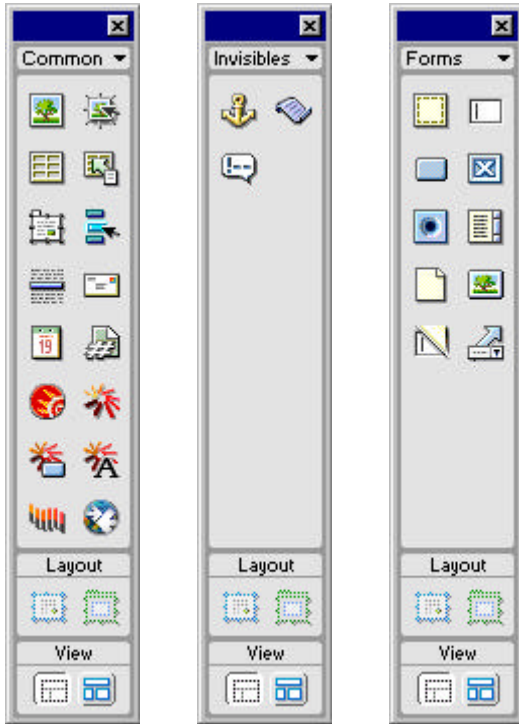
Which, if any, of these objects boxes you choose will depend on what you are creating in your webpage at any one time.

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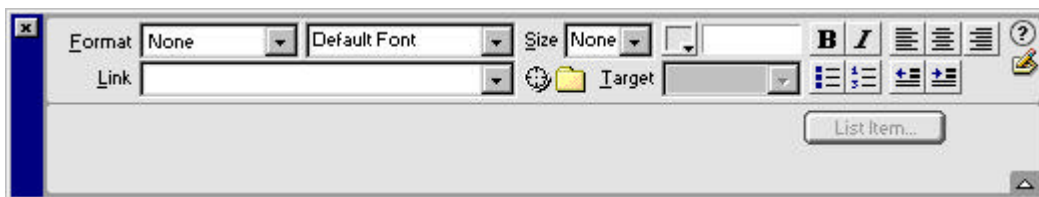
Each of the fields in the toolbar have the following purpose:

> **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.
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, showing the link relative to the current page in 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.

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.
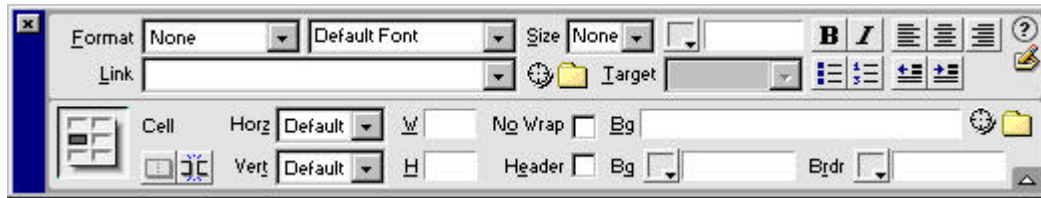
Tables

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:
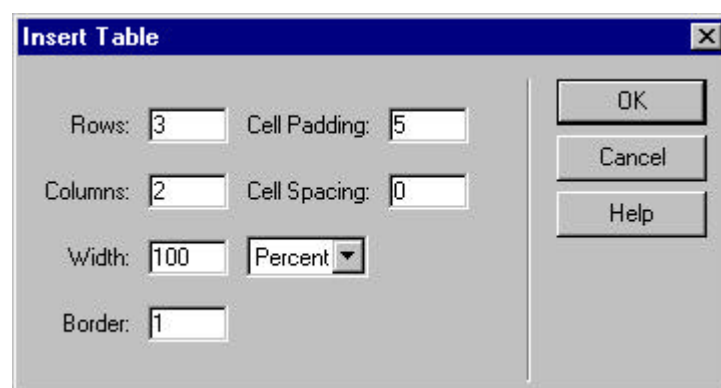
Enter the number of rows and columns you require for the table. In general, a table *Border* of 1 with a *Cell Padding* of 5 and a *Cell Spacing* of 0 will give an attractive, simple table.

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
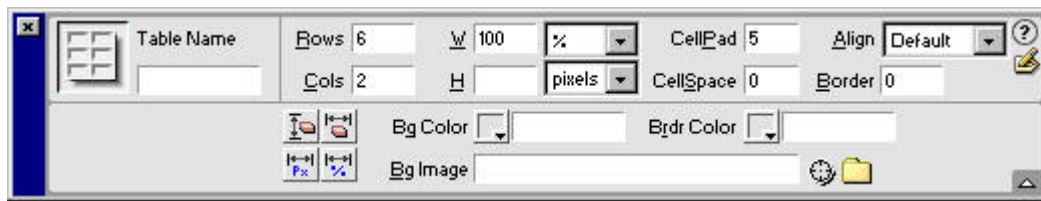
Header: Defines this cell as a header with emphasised formatting. This can be applied to any cell(s) in the table

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.

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
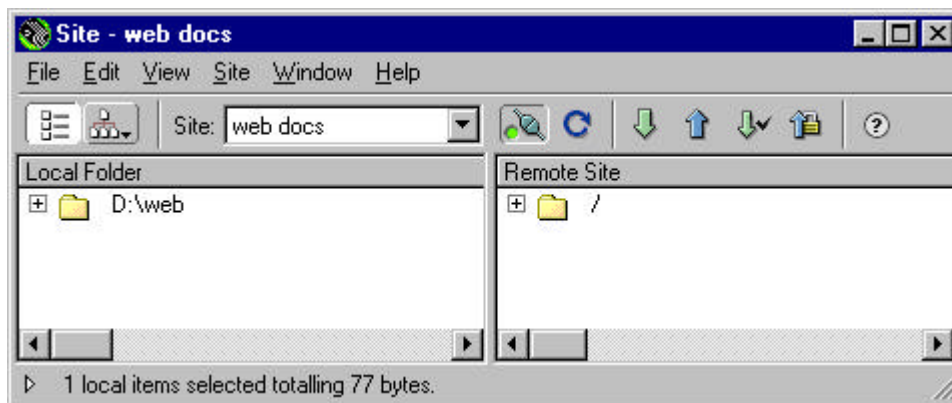
The icons have the following purpose:

> **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 view it, use the green arrow. 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. You may use this download method if no one else accesses your site.

Put Files

To copy a file from your local drive to the server without unlocking it on the server to allow others to change it, use the plain blue arrow. You would use this upload method if you are continuing to work on the file or if you are the only person who accesses your site.

Check In and Check Out Files

If you are making changes to a file always use the ticked green arrow, and to upload files always use the locked blue arrow. These are the check out and check in buttons which provide necessary security for your system.

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.

The check in and check out facility ensures that several people are not making changes to a file at any one time, preventing problems with people overwriting other people'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 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.
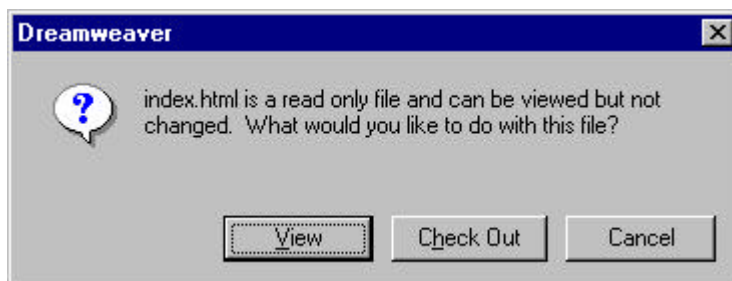
If you do not want to make changes to the file you can click on **View** to open the file for reading only. A third option is to right click on a file, you can select **Check Out** from the menu which appears.

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

Further Information

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 Guide:** http://www.adelaide.edu.au/webguide
- **List of header styles:** http://www.adelaide.edu.au/webguide/howto/style.html