



DreamWeaver 8: Configuration and Site Definition

October 19, 2005



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DreamWeaver 8 – Basic Configuration

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Configure DreamWeaver Site

After DreamWeaver is installed, there are some basic configuration changes that all users must make before working on any Web pages.

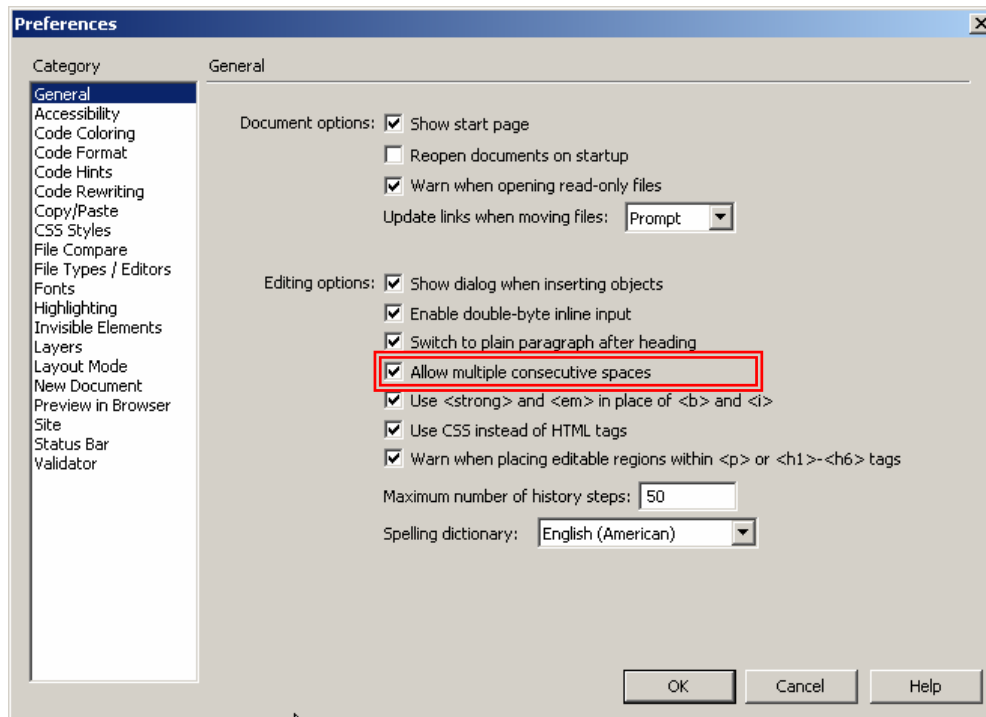
To make configuration changes:

1. From DreamWeaver's menu, select: **Edit → Preferences.**
2. Choose the appropriate category.
3. Make the desired changes and click OK.
 - a. Suggested changes are given below. For each screenshot, the options you may need to change are enclosed within a red, double-outlined box. Change your configuration settings so that they match those in this box.

Basic Configuration Changes

Change your configuration settings so that they match those in the screenshots.

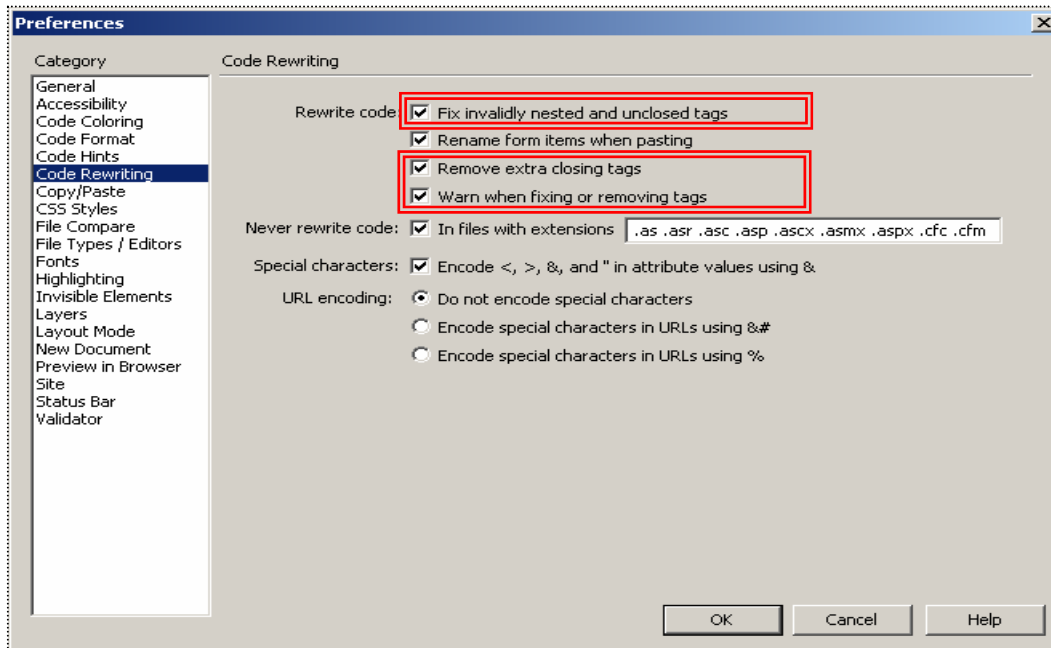
General Category - “Allow multiple consecutive spaces” permits you to type more than one space after a period (at the end of a sentence), image, or other content.



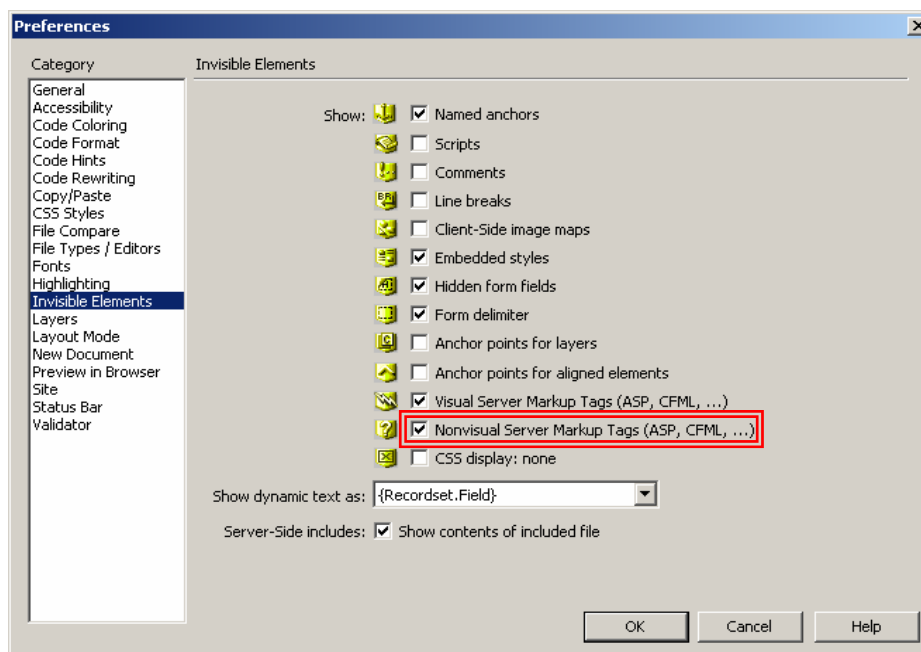
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Code Rewriting Category - “Fix invalidly nested and unclosed tags”, “Remove extra closing tags”, and “Warn when fixing or removing tags” help to ensure correct HTML syntax.



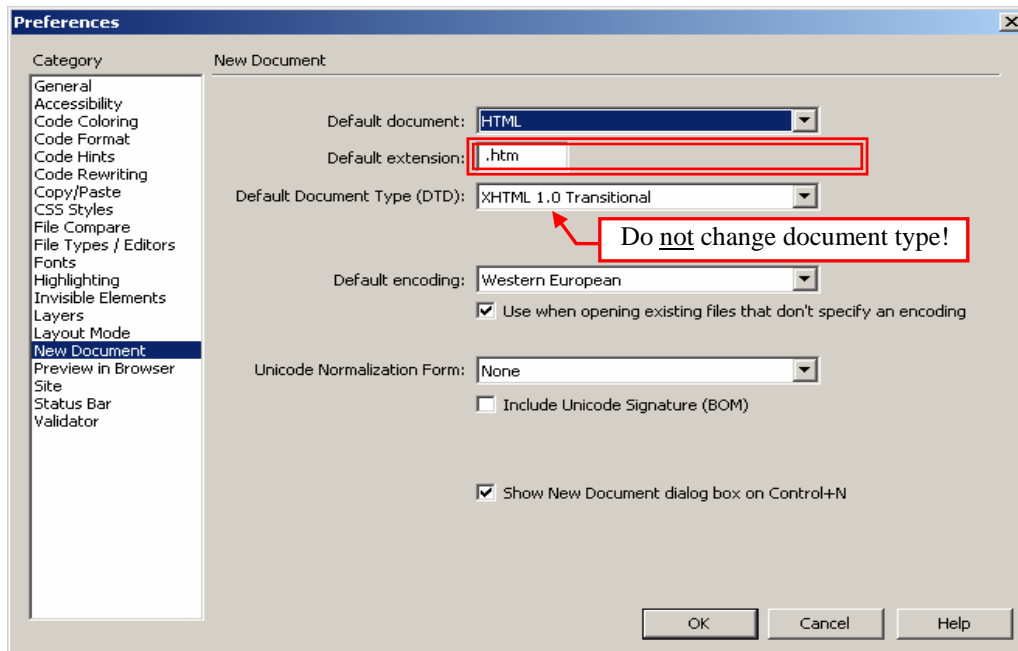
Invisible Elements Category - When you select to show any of the invisible elements, DreamWeaver places an icon within the page to show you the location of the hidden elements.



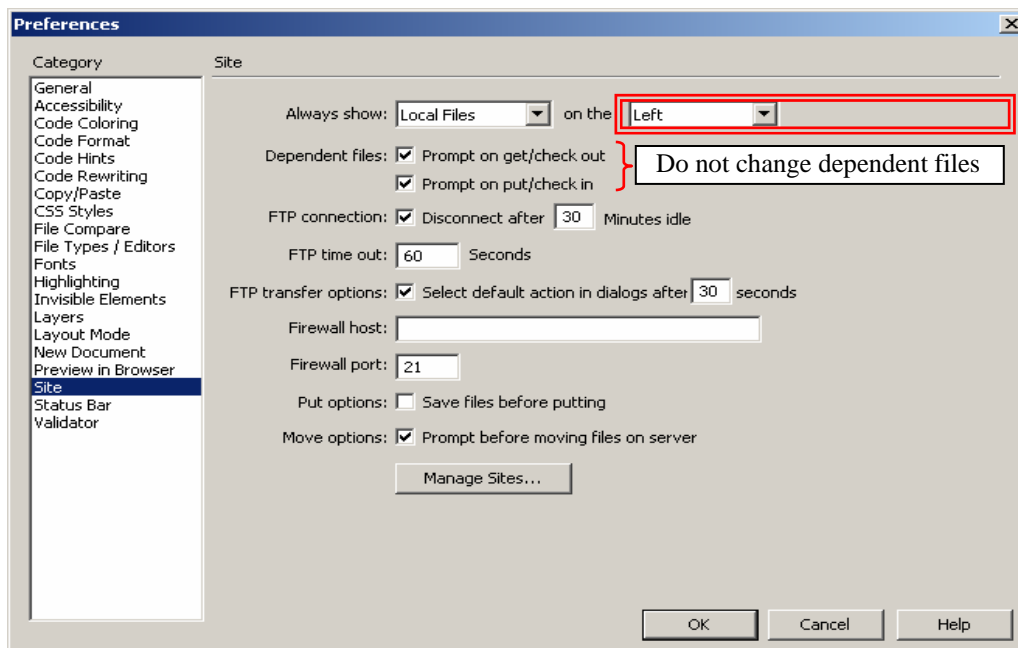
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New Document Category – The college Web site uses an extension of .htm. For current Web sites, the Default Document Type should be set to XHTML 1.0 Transitional.



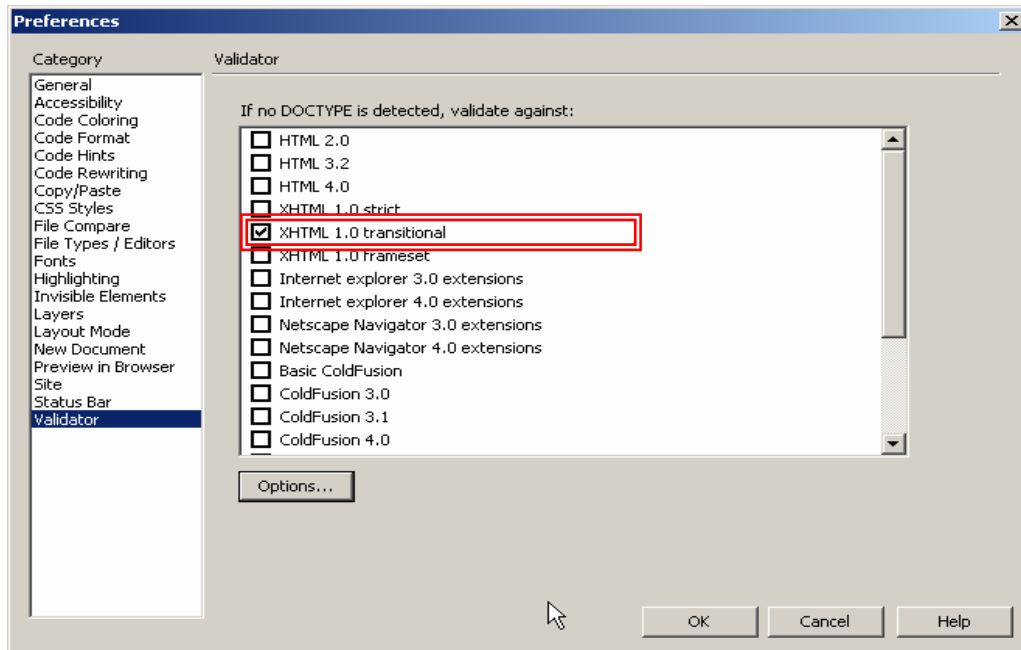
Site Category - “Always show” permits you to configure the screen when you choose to expand the view for local and remote sites. (By default, DreamWeaver shows the remote site in the left column and the local site in the right column. But it seems to make more sense to show the local site in the left and the remote site in the right column.)



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Validator Category - “XHTML 1.0 transitional” allows web pages to conform to the newer version of HTML and Web standards.



DreamWeaver 8 – Define Site for Single Web Author

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Define a Site for a Single Web Author Using WebDAV

Important: You must first define a site in DreamWeaver before using it to create or edit any Web pages.

Follow these instructions if you meet all of these conditions:

- You are the only web author for your department's Web site. (If your department has more than one web author, see the section *Define Site for Multiple Web Authors*.)
- You edit Web pages on the local site (usually on your E: or P: drive).
- You transfer Web pages from your local drive to the production server (i.e. live server).

Objectives:

- Define a local and remote site. The local site is usually located on your E: or P: drive. The remote site is the production server (also referred to as the live server).
- Define the site using WebDAV as a method for transferring Web pages from the local site to the remote site.
- Test your site.

To define a site for a single Web Author using WebDAV:

1. From DreamWeaver's menu, select:
Site → New Site.
 - a. You should be at the Editing Files screen. If not, click the Basic tab (located at the top of the window).

At the Editing Files screen:

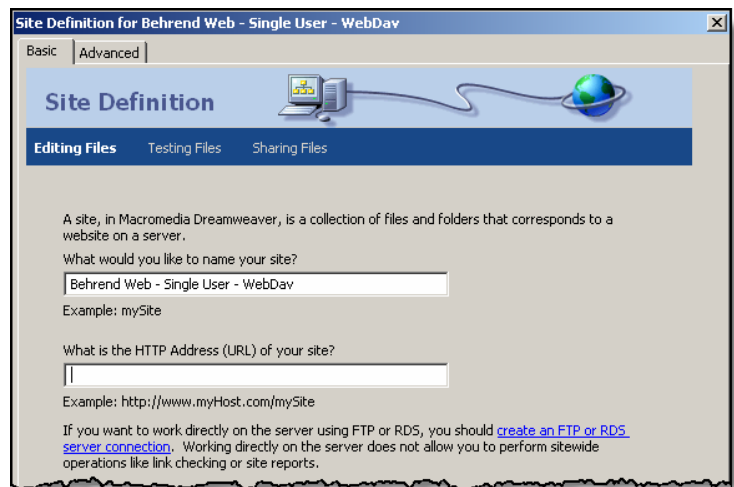
2. Type the name of the site.

Example:

Behrend Web

Note: This document uses a different site name due to the multiple configurations that are needed for training.

3. Click the Next button.

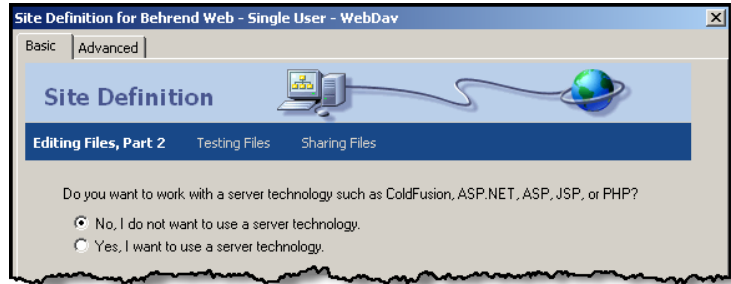


DreamWeaver 8 – Define Site for Single Web Author


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At the Editing Files, Part 2 screen:

4. Click No for server technology.
5. Click the Next button.



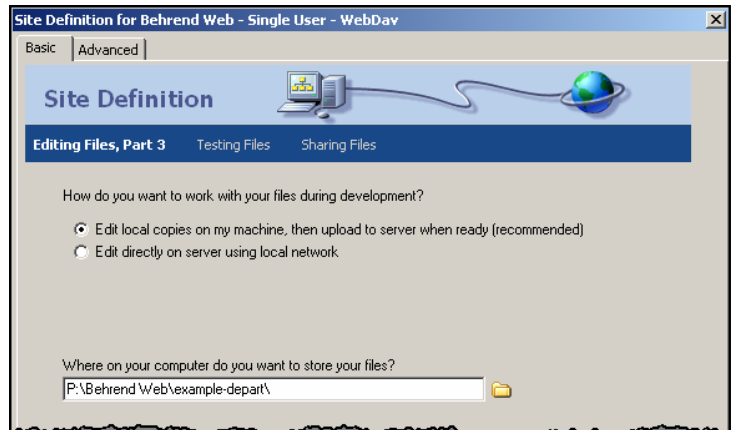
At the Editing Files, Part 3 screen:

6. Accept the default to edit local copies.
7. To specify the storage location, click the **Browse** button () and select the local folder that contains the pages for your site.
 - Hint: Be sure to select a folder within the Behrend Web folder.

Examples:

Behrend Web\compcntr
Behrend Web\academic\hss
Behrend Web\academic\hss\degrees\educ

8. Click the Select button.
9. Click the Next button.

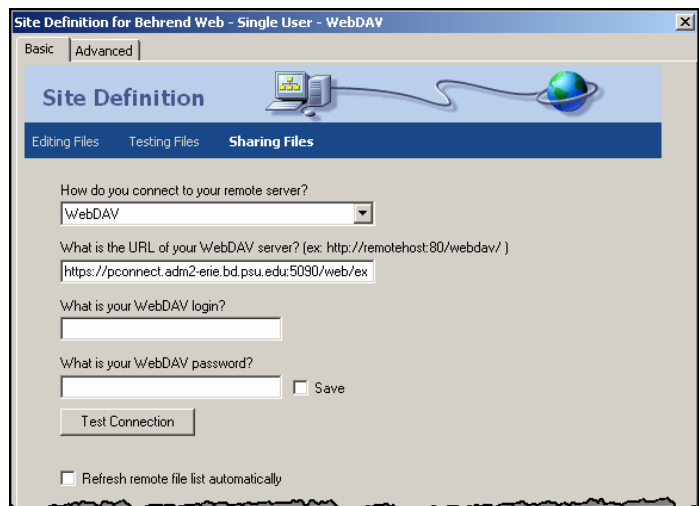


At the Sharing Files screen:

10. Select WebDAV as the connection method to the remote server.
11. Type (or paste) the URL of the WebDAV server.
 - Refer to the section, [Obtain the WebDAV URL for Your Site](#), in the appendix to obtain the WebDAV URL for your site.
 - Note: There is an “s” in the https:// portion of the URL.

Examples:

https://pconnect.adm2-erie.bd.psu.edu:
5090/web/example-depart/



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Examples (cont'd):

https://pconnect.adm2-erie.bd.psu.edu:
5090/web/compcntr/

https://pconnect.adm2-erie.bd.psu.edu:
5090/web/academic/hss/

12. Type your WebDAV login user ID.

Example:

adm2-erie\abc123

13. Type your WebDAV password.

14. Click the Test Connection button.

15. If you are able to connect successfully, go to the next step. If not, please see the note below.

- If you receive an error, you may need to see if you have a typo in the URL. If the URL is correct and you still receive an error, it may mean that you are not in the Web Author database or that the Web Author database does not have the correct Web folders listed for you. Please contact the Computer Center for assistance before continuing the remaining steps.

Site Definition for Behrend Web - Single User - WebDav

Basic | Advanced

Site Definition

Editing Files | Testing Files | Sharing Files

How do you connect to your remote server?
WebDAV

What is the URL of your WebDAV server? [ex: http://remotehost:80/webdav/]
https://pconnect.adm2-erie.bd.psu.edu:5090/web/ex

What is your WebDAV login?
adm2-erie\ddz

What is your WebDAV password?
•••••••• Save

Test Connection

Refresh remote file list automatically

16. **REMOVE** the checkmark from the Save box so that your WebDAV password is NOT saved.

- **Warning:** Do NOT save your password! If you do, someone could scan your PC and find it.

17. Click the box to enable the automatic refresh of the remote file list.

18. Click the Next button.

Site Definition for Behrend Web - Single User - WebDav

Basic | Advanced

Site Definition

Editing Files | Testing Files | Sharing Files

How do you connect to your remote server?
WebDAV

What is the URL of your WebDAV server? [ex: http://remotehost:80/webdav/]
https://pconnect.adm2-erie.bd.psu.edu:5090/web/ex

What is your WebDAV login?
adm2-erie\ddz

What is your WebDAV password?
•••••••• Save

Test Connection

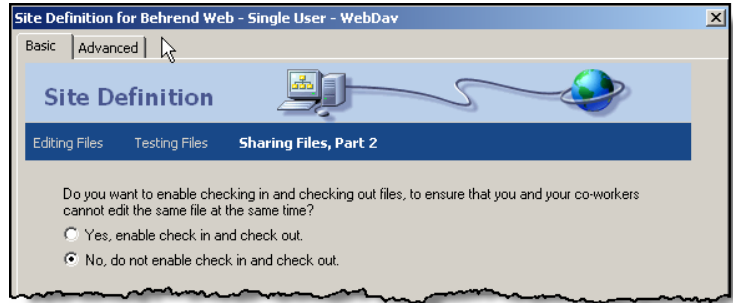
Refresh remote file list automatically

DreamWeaver 8 – Define Site for Single Web Author

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At the Sharing Files, Part 2 screen:

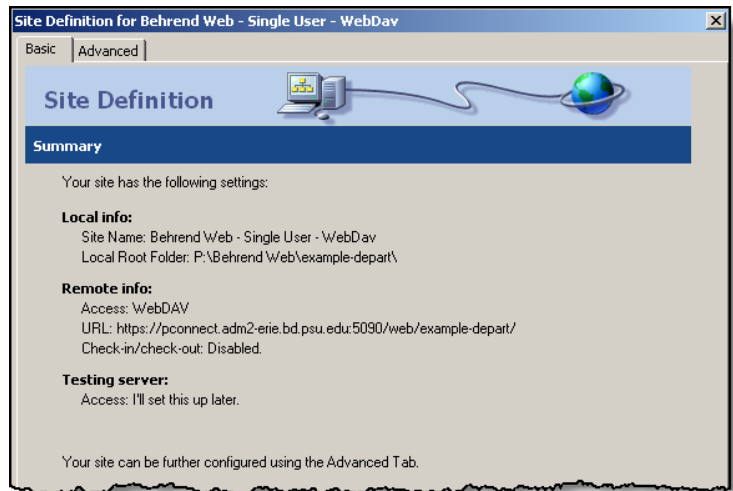
19. Accept the default of not enabling the check in and check out feature.
20. Click the Next button.



At the Summary screen:

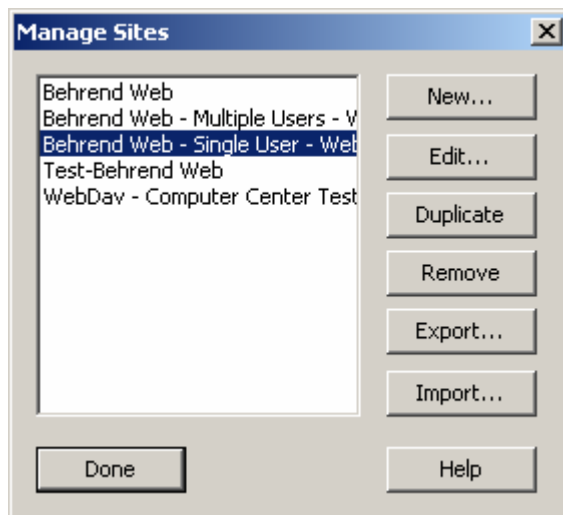
21. Click the Done button.

Congratulations! Your site is now defined.



Now, let's make one more change to the site configuration...

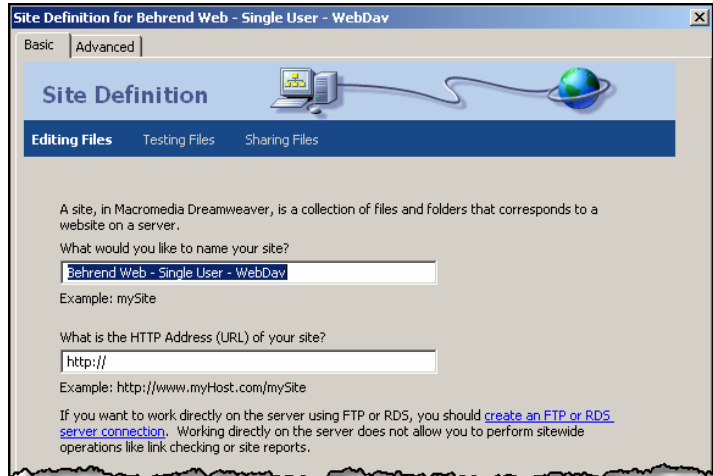
22. From the menu, select: **Site → Manage Sites**.
23. Click on the name of your defined Web site.
24. Click the Edit button.



DreamWeaver 8 – Define Site for Single Web Author

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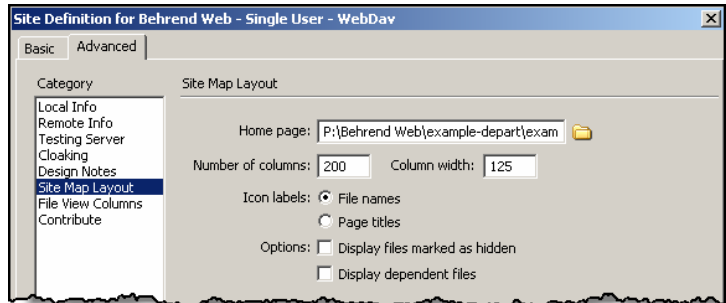
25. Click the Advanced tab (located at the top of the Site Definition window) to make an additional change to the configuration.



26. Click on the category, Site Map Layout.

27. To select the home page of your local Web site, click the **Browse** button, navigate to the location of your home page, and double-click on the file name of the home page.

28. Click OK.



29. At the Manage Sites window, click the Done button.

30. Test your defined site and connection method. See the chapter, [Test the Site](#).

DreamWeaver 8 – Define Site for Multiple Web Authors

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Define a Site for Multiple Web Authors

Important: You must first define a site in DreamWeaver before using it to create or edit any Web pages.

Follow these instructions if you meet all of these conditions:

- There is more than one Web author responsible for maintaining your department's Web site.

Objectives:

- Define a local and remote site. For departments with multiple Web authors, the local site is located on the staging server and the remote site is located on the production server (also referred to as the live server).
- Define the site using WebDAV as a method for transferring Web pages from the staging server to the production server.
- Define the site to allow check in and check out. (This feature allows you to see if someone else is currently editing the page. Therefore, you can avoid the situation in which you might overwrite the content of that page while it is in the process of being edited by someone else.)
- Test your site.

Set Up:

- The style sheet path for your Web pages should use this format: ../../styles_content.css (where the number of ../ will vary depending upon the location of your pages). Do not use the path of: /styles_content.css. (Although the latter is also correct, DreamWeaver will not be able to display the styles in design view when the site is defined for multiple Web authors.)

To define a site for multiple Web Authors using WebDAV:

1. From DreamWeaver's menu, select:
Site → New Site.
 - a. You should be at the Editing Files screen. If not, click the Basic tab (located at the top of the window).

At the Editing Files screen:

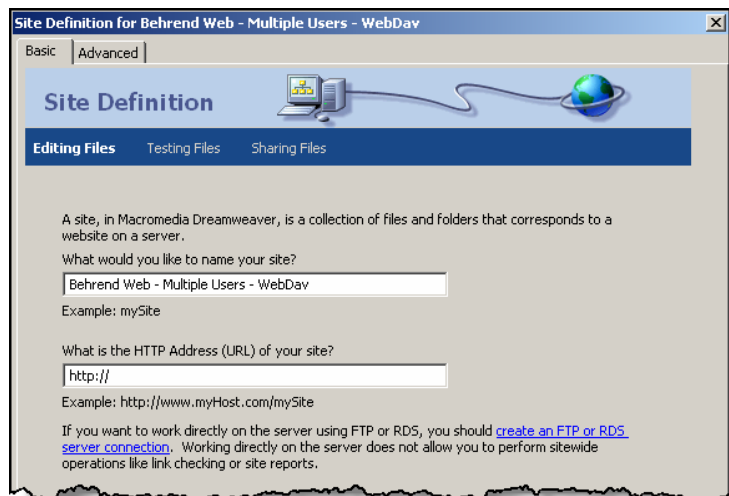
2. Type the name of the site.

Example:

Behrend Web

Note: This document uses a different site name due to the multiple configurations that are needed for training.

3. Click the Next button.

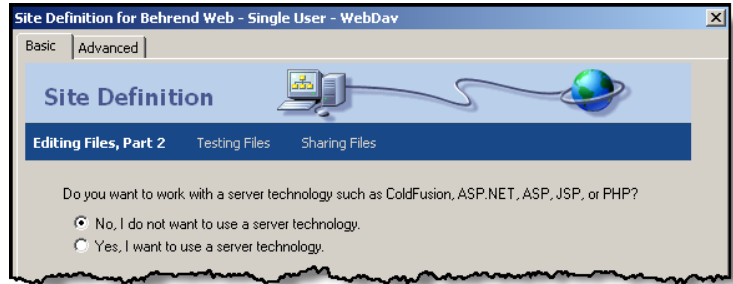


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At the Editing Files, Part 2 screen:

4. Click No for server technology.
5. Click the Next button.



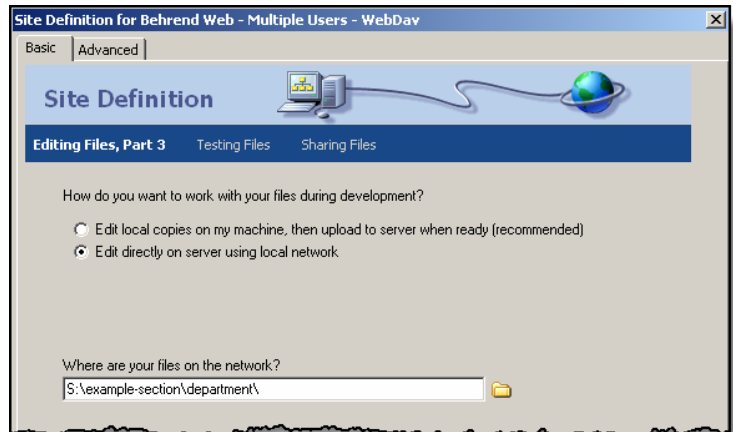
At the Editing Files, Part 3 screen:

6. Click the option to edit directly on the server.
 - Departments with multiple Web authors will retrieve pages from and save to the staging server. Then the revised pages on the staging server are transferred to the production server.
7. Click the Browse button (), navigate to the mapped drive of the staging server (testdev on 'webcl'), and select the folder that contains the pages for your site.

Examples:

compntr
academic\hss
academic\hss\degrees\educ

8. Click the Select button.
9. Click the Next button.

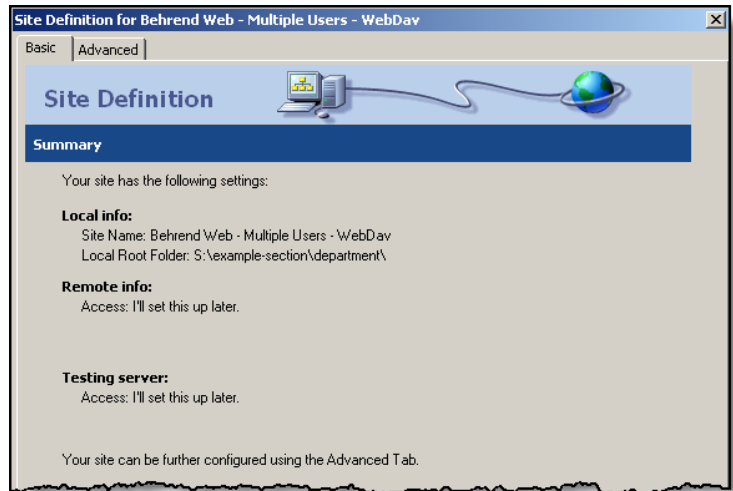


DreamWeaver 8 – Define Site for Multiple Web Authors

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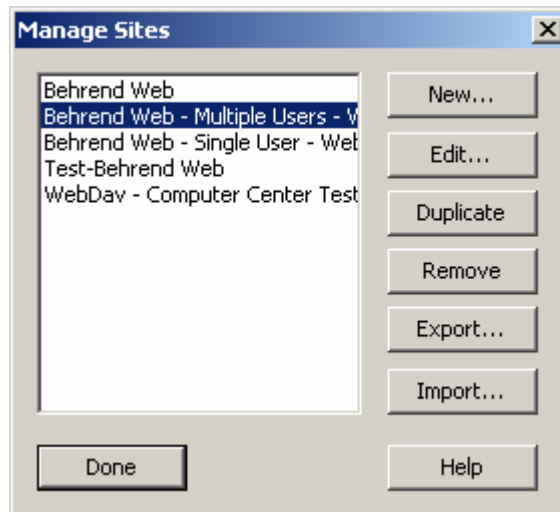
At the Summary screen:

10. Click the Done button.



Now, let's make a few more changes to the site configuration...

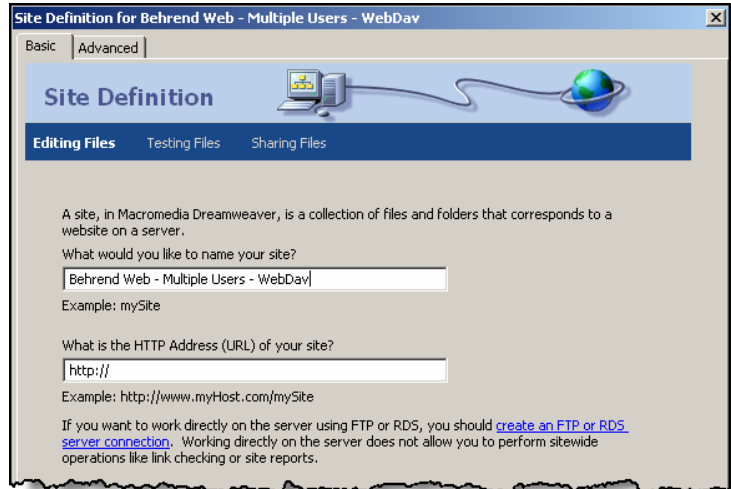
11. From the menu, select: **Site → Manage Sites**.
12. Click on the name of your defined Web site.
13. Click the Edit button.



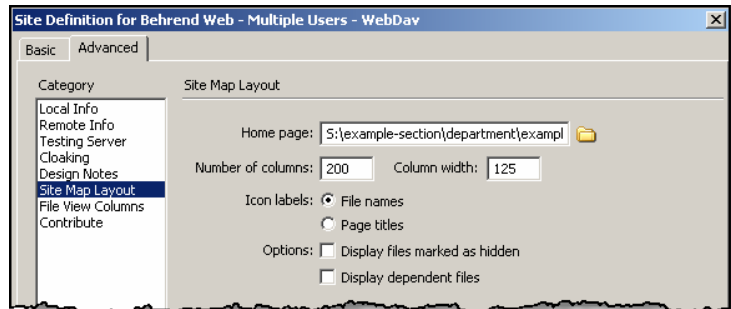
DreamWeaver 8 – Define Site for Multiple Web Authors

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- Click the Advanced tab (at the top of the Site Definition window) to make additional changes to the configuration.

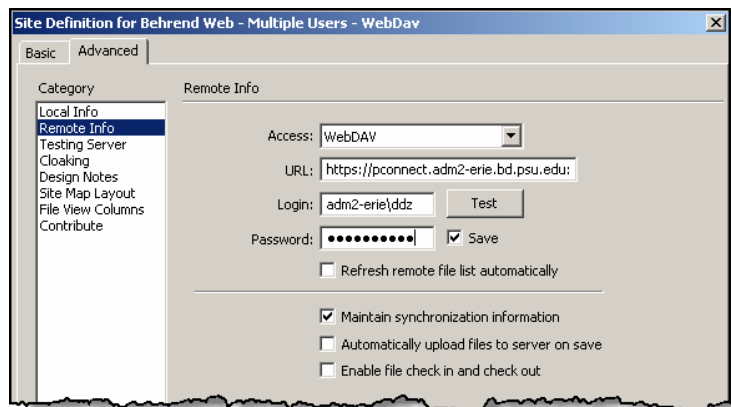


- Click on the category, Site Map Layout.
- To select the home page of your local Web site (the one accessed via a mapped drive), click the Browse button, navigate to the location of your home page, and double-click on the file name of the home page.



- Do not click the OK button yet.

- Click on the category, Remote Info.
- For Access, choose: WebDAV.
- Type (or paste) the URL of the WebDAV server.



- Refer to the section, [Obtain the WebDAV URL for Your Site](#), in the appendix to obtain the WebDAV URL for your site.
- Note: There is an “s” in the https:// portion of the URL.

Examples:

https://pconnect.adm2-erie.bd.psu.edu:
5090/web/example-section/department/

https://pconnect.adm2-erie.bd.psu.edu:
5090/web/academic/hss/

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21. Type your WebDAV login user ID.

Example:
adm2-erie\abc123
22. Type your WebDAV password.
23. Click the Test button.
24. If you are able to connect successfully, go to the next step. If not, please see the note below.
 - If you receive an error, you may need to see if you have a typo in the URL. If the URL is correct and you still receive an error, it may mean that you are not in the Web Author database or that the Web Author database does not have the correct Web folders listed for you. Please contact the Computer Center for assistance before continuing the remaining steps.

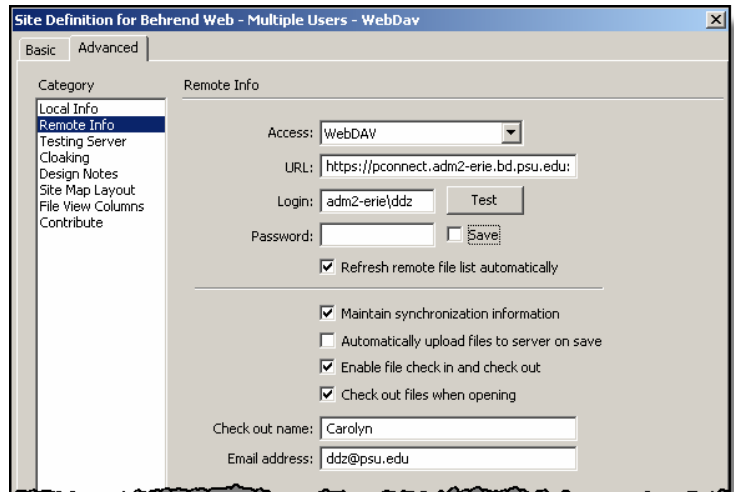
25. **REMOVE** the checkmark from the Save box so that your WebDAV password is NOT saved.

- **Warning:** Do NOT save your password! If you do, someone could scan your PC and find it.

26. Click the box to enable the automatic refresh of the remote file list.
27. Click the box to enable the file check in and check out feature.

- By default, the box for Check Out Files When Opening will also be checked.
- Why enable check in/check out? This feature allows you to see if someone else is currently editing a Web page. Therefore, you can avoid the situation in which you might overwrite the content of that page while it is in the process of being edited by someone else.

28. For Check Out Name, type your name.



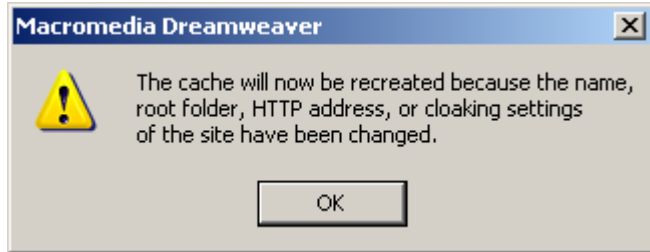
DreamWeaver 8 – Define Site for Multiple Web Authors

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29. For Email Address, type your complete email address.

30. Click OK.

31. Click OK to recreate the cache for the site.



32. Click the **Done** button to exit the Manage Sites dialog box.

Congratulations! Your site is now defined.

33. Test your defined site and connection method. See the chapter, [Test the Site](#).

DreamWeaver 8 – Test the Site

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Test the Defined Site and Connection Method

Before creating or revising any Web pages, you should make sure that your site is defined correctly and that your connection method for transferring Web pages to the server is working properly.

Objectives:

- View your local and remote sites.
- Edit a web page; use DreamWeaver and WebDAV to transfer a Web page to the Web server.

To test your site:

1. View your site using the Files panel.

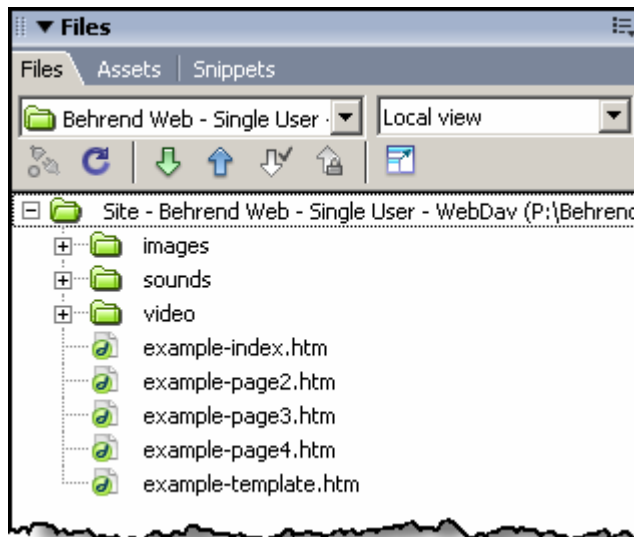
If you don't see this panel, you may need to turn it on. To do so:

- a. From DreamWeaver's menu, select:
Window → Files.
- b. From the Files panel, select your site (Behrend Web) from the drop-down menu.

2. Be sure that the local view of your site is currently selected.

To select a site view:

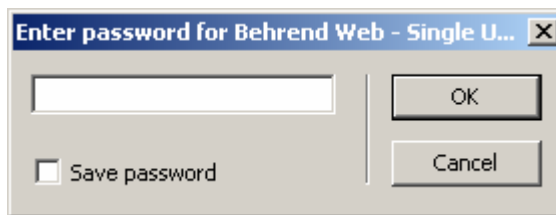
- a. From the Files panel, click the View drop-down arrow.
- b. Select the desired view. In this example, Local View.



Important: Always edit pages on the local site!

3. If at any time you are prompted for your WebDAV password, type your password and click OK.

- **Warning:** Do NOT save your password! If you save the password, someone could scan your PC and find it.



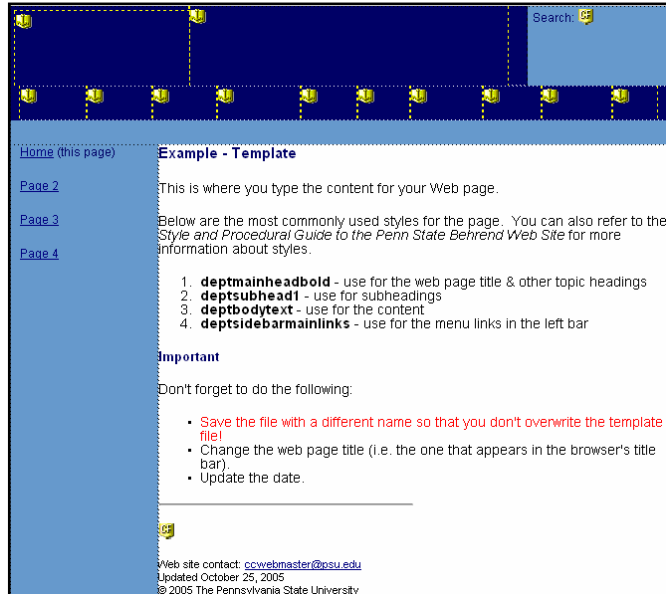
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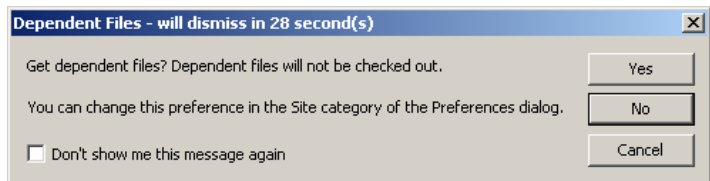
4. Open the template file for your department.

To open a file:

- a. Go to the Files panel and double-click on the file name.
- Your template may look slightly different. (Sites defined for multiple Web authors will display the images that are located at the top of the Web page.)



5. If you get the prompt, *Get dependent files?*, click the Yes button.
- You will receive this prompt only if your local site points to a location other than to a folder on your PC's hard drive.
 - Dependent files are other items, such as images, that may need to be transferred between the local and remote sites.
 - When check in/check out is enabled and you open a file, the page is automatically checked out (as indicated by the checkmark next to the file name).



6. Change the date.
7. Save the file with a different file name (so the original is not overwritten).
8. If your site has been defined with check in/check out, check the file back in.

To check in a file:



- a. In the Files panel, click on the name of the checked out file. Click the Check In button (🏠).
- b. If you get the prompt, *Check in dependent files?*, click the Yes button.

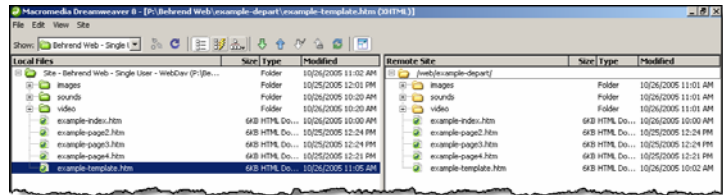
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9. Transfer the new template file to the Web server by using WebDAV.

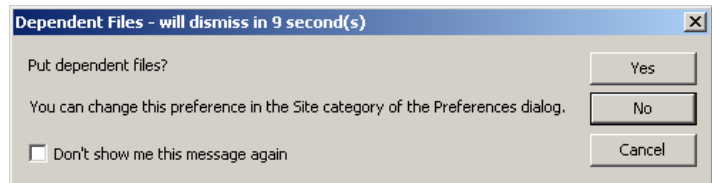
To transfer the file to the server:


- Go to the Files panel and click on the Expand to Show the Local and Remote Sites button. (The button looks like this: .)
- In the Local Files pane, click on the file that you want to transfer to the Web server.
- Click the Put File(s) button ().



[Click to view larger screen shot](#) or refer to the section, *View Local and Remote Sites*, in the Appendix.


- In response to the prompt, *Put dependent files?*, click the Yes button.



- Click the Refresh button () to see the current files on the remote site.
- Check the Modified column of the Remote Site. The time listed in this column for the transferred file will be the time it was uploaded to the server (and not necessarily the time listed for the local file).

10. Return to design view.

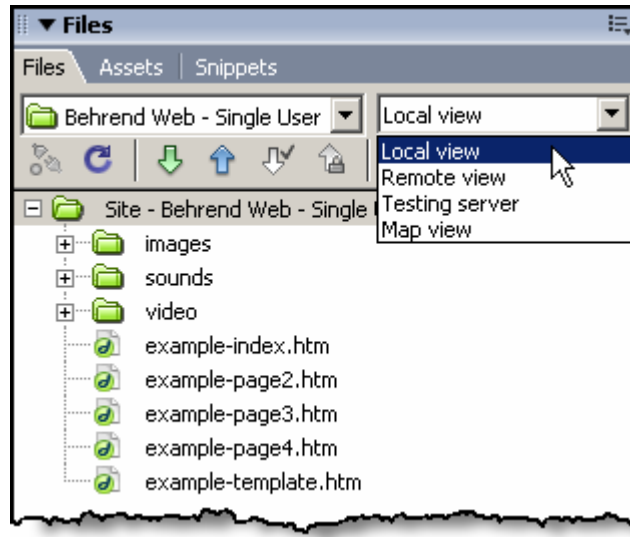
To return to design view:

- Click the Collapse to Show Only Local or Remote Site button ().

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11. Check the Files Panel and if the files of the remote site are shown, change it to the local view.



12. View the updated Web page in a browser.

To view the page on the local site:

- Click the **Preview/Debug in Browser** button (🌐) located at the top of the design window.

To view the page on production server:

- View the page of the local site.
- In the browser's address box, change the local address so it points to the production server.

Example:

pennstatebehrend.psu.edu/academic/
hss/hss-template.htm

To view the page on the staging server
(multiple Web authors):

- View the page of the local site.
- In the browser's address box, change the local address so it points to the staging server.

Example:

demo2.bd.psu.edu/academic/hss/
hss-template.htm

DreamWeaver 8 – Test the Site

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13. Make sure that the content is correct, the images display, and that the links work properly.

The screenshot shows a web page template for Penn State Erie, The Behrend College. The page has a blue header with the Penn State logo and the college name. Below the header is a navigation menu with links for About the College, News & Calendars, Academic Programs, Admissions & Financial Aid, Student Life, Alumni, Research & Outreach, Athletics, Technology Services, and About Erie. A search box is located in the top right corner. The main content area is titled "Example - Home" and contains the following text:

Home (this page)
Page 2
Page 3
Page 4

Example - Home

This is where you type the content for your Web page.

Below are the most commonly used styles for the page. You can also refer to the *Style and Procedural Guide to the Penn State Behrend Web Site* for more information about styles.

1. **deptmainheadbold** - use for the web page title & other topic headings
2. **deptsubhead1** - use for subheadings
3. **deptbodytext** - use for the content
4. **deptsidebarmainlinks** - use for the menu links in the left bar

If appropriate, you may also include a drop-down menu on your page.

Topic 1

Important

Don't forget to do the following:

- Save the file with a different name so that you don't overwrite the template file!
- Change the web page title (i.e. the one that appears in the browser's title bar).
- Update the date.

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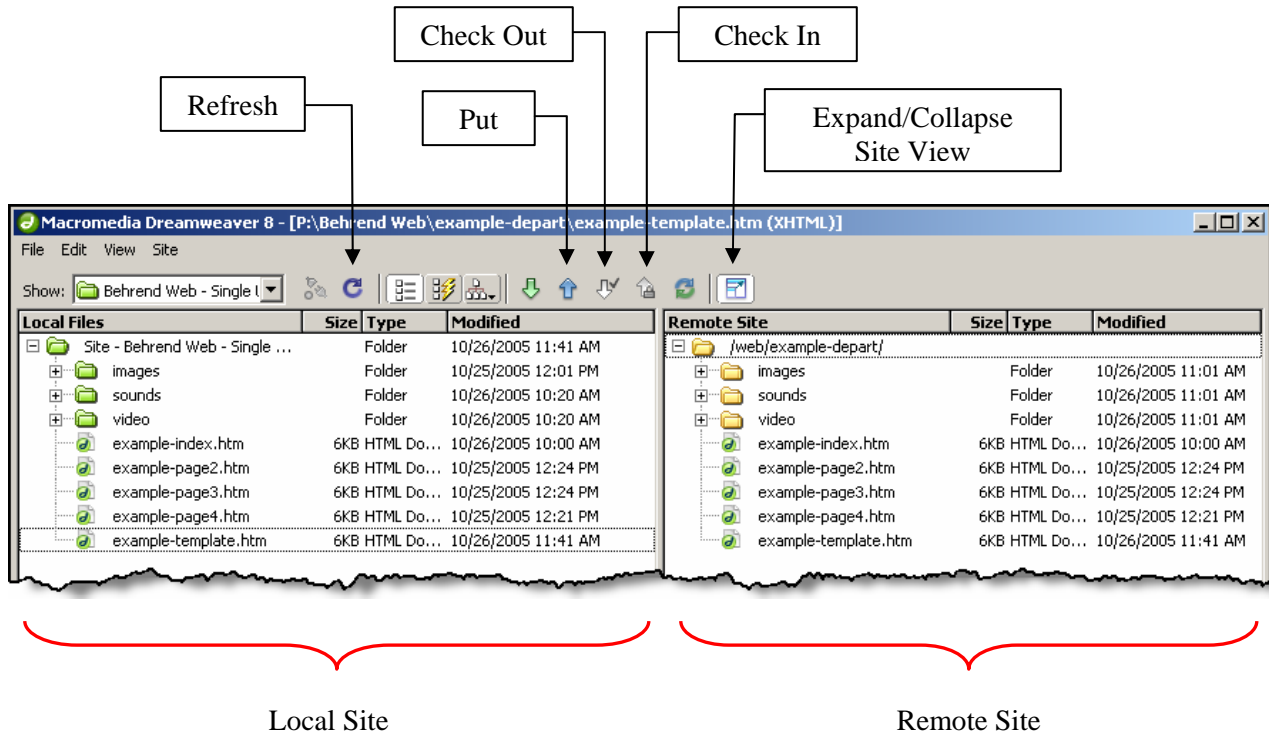
Web site contact: cwebmaster@psu.edu
Updated October 25, 2005
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October 19, 2005

View Local and Remote Sites

This view allows you to see both the local and remote sites.



Obtain the WebDAV URL for Your Site

To obtain the WebDAV URL for your Web site:

1. Go to: <http://pdrive.bd.psu.edu/>.
2. Click on the link for Administrative Users and Web Authors.
3. Type your email user ID in the box and click the **Submit** button.
4. Click on the directory name for the site you want to access.
5. When you receive the prompt regarding a security certificate, click **Yes** to accept the certificate.
6. When prompted for your PConnect user ID and password, type your administrative user ID and password (i.e. the ones you use to logon to your PC).
 - Example of the administrative user ID: adm2-erie\abc123
7. Click **OK**.
8. If needed, navigate to the folder that contains your site.
 - In the address box of the Web browser, you will see your site's folder name (at the end of the Web address). You will also see a list of the site's folders and files.
9. Copy the complete Web address of your site that appears in the browser's address box.
10. Close the browser window.
11. When you define a site using WebDAV as your connection method, paste this address in the box that is reserved for the WebDAV URL.