

Dreamweaver 8 at a Glance

Important Notes

- A local site must be defined before creating or editing pages.
- The directory structure must be the same for the local and remote sites.
- Create and edit pages on your local site. Local pages are then transferred to the remote server.

Define Local and Remote Sites



The site definition instructions are for students. Faculty and staff, see hand-out: *Dreamweaver 8: Configuration and Site Definition*.

1. Connect to your P drive; create a folder to store your web pages. This is the local site.
2. Connect to your PASS storage space (the W drive). This is the remote site.
3. From Dreamweaver's menu, select: **Site → New Site**.
 - For MX2004: From the menu, select: **Site → Manage Sites**. Click the **New** button and then select Site.
4. At the Editing Files screen:
 - a. Type the name of the local site.
 - b. Click the **Next** button.
5. At the Editing Files, Part 2 screen:
 - a. Click No for server technology.
 - b. Click the **Next** button.
6. At the Editing Files, Part 3 screen:
 - a. Accept the default to edit local copies.
 - b. To specify a storage location, click the **Browse** button to navigate to the local folder that contains the pages for your site.
 - c. Click the **Select** button to select the folder.
 - d. Click the **Next** button.
7. At the Sharing Files screen:

If using PASS Gateway to transfer files to the web server:

 - a. Select None as the method to connect to the remote server.
 - b. Click the **Next** button.
 - c. Go to step # 9 (i.e. the Summary Screen).

OR

If using Dreamweaver to transfer files to the web server:

- a. Select Local/Network as the method to connect to the remote server.
- b. Click the **Browse** button to navigate to the folder on the remote server where you will save your files (usually the www folder or a subfolder within the www folder).

- c. Click the **Select** button to select the folder.
 - d. Click the box to enable the automatic refresh of the remote file list.
 - e. Click the **Next** button.
8. At the Sharing Files, Part 2 screen:
 - a. Accept the default for not using the check-in/check-out feature.
 - b. Click the **Next** button.
 9. At the Summary screen:
 - a. Click the **Done** button.
 - b. For MX2004: Click the **Done** button again.

Create New Page

1. Upon initial opening of Dreamweaver, click on **HTML** (under the **Create New** column).

OR

From the menu, select: **File → New**, accept the defaults (Basic Page for Category and HTML for Basic Page type) and click the **Create** button.

Save Page

1. From the menu, select **File → Save**.
2. Navigate to the local folder where you want to save the file.
3. Type the desired file name; click the **Save** button.

Close Page

1. Click the **Close** button for that page.

Open Page

1. From the Files panel, select the local site.
2. Double-click on the file name you wish to open.

Choose View

1. Click the tab for the view you wish to work in: Code, Split, or Design (default).

Add Web Page Title

- This title is displayed in the browser's title bar (and is stored by a browser when someone saves a site as a Favorite or as a Bookmark).

1. In the Title box (at the top of the document window), type the title for the page.

Enter Text

1. In the main document window, type the desired text.

Spell Check

1. From the menu, select: **Text → Check Spelling**.

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Preview Page in Browser

1. From the menu, select: **File → Preview in Browser** and select a browser from the list.

Set Default Color for Page or Text

1. From the menu, select: **Modify → Page Properties**.
2. In the Category section, click on Appearance.
3. Click on the color box for Background Color (to change page color) or for Text.
4. Select the desired color.
5. Click OK.

Set Default Link Colors

1. From the menu, select: **Modify → Page Properties**.
2. In the Category section, click on Links. (MX 2004: Click on Appearance.)
3. Click on the color box for the type of link you wish to change.
4. Select the desired color.
5. Click OK.

Insert Repeating Background Image

1. From the menu, select: **Modify → Page Properties**.
2. In the Category section, click on Appearance.
3. Click in the box for Background Image.
4. Click the **Browse** button to navigate to the folder that contains the image.
5. Double-click on the image to select it.
6. Click OK.

Apply Formatting to Selected Text

1. Select the text for which you want to change the formatting.
2. In the Properties panel, choose the desired formatting.
 - There are buttons for standard formatting (Headings 1 to 6), boldface, italic, text alignment, font, font size, and text color, as well buttons for creating bullets and more.

Insert Image

1. From the menu, select: **Insert → Image**.
2. Navigate to the folder that contains the image.
3. Double-click on the image to select it.
4. In the Alternate Text box, type a short description of the image. (MX 2004: Skip this step.)
5. Click OK. (MX 2004: Skip this step.)

Create Email Link

1. Select the text or resource (image, etc.) for which you want to create an email link.
2. From the menu, select: **Insert → Email Link**.
3. In the E-mail box, type the complete email address for the person.
4. Click **OK**.

Create Links within Your Site

1. Select the text or resource (image, etc.) for which you want to create a link.
2. In the Properties panel, click in the Link box.
3. Use the **Point to File** button or **Browse** button to select the page you want to link to.

Create Links Outside Your Site

1. Use your browser to go to the desired site.
2. Copy the complete Web site address.
3. In Dreamweaver, select the text or resource (image, etc.) for which you want to create a link.
4. In the Properties panel, click in the Link box.
5. Paste the Web site address.

Create and Link to an Anchor

- An anchor is a link that goes to a specific location within the same page.
 1. Select the text or resource (image, etc.) where you want the link to go to.
 2. From the menu, select: **Insert → Named Anchor**.
 3. Type a name for the anchor. (Don't use spaces or other special characters.)
 4. Click OK. (An anchor icon now appears.)

Create the link to the anchor...

5. Select the text or resource (image, etc.) for which you want to create a link.
6. In the Properties panel, click in the Link box.
7. Use the **Point to File** button and point to the anchor icon.

Create Table

1. From the menu, select: **Insert → Table**.
2. Enter the desired number of rows and columns.
3. Choose a table width.
4. Enter a number for the desired border size. (A zero removes the border.)
5. If desired, enter a number for the cell padding (the margins within the cell) and cell spacing (the space between cells).
6. Click OK.

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Modify Table

1. Select the table, row, column, or cell.
2. In the Properties panel, choose the desired formatting.
 - Depending upon what you selected, you can change cell padding, cell spacing, alignment, border size and color, background color, and background image, as well as splitting or merging cells.


Insert Horizontal Rule

1. From the menu, select: **Insert → HTML → Horizontal Rule.**

Transfer Web Pages to Server Using PASS Gateway

- If you defined your site and chose None as the method to connect to the remote server, see the hand-out, *Using the PASS Gateway*, for instructions on how to transfer your files from your local site (the P: drive) to the remote site (i.e. your PASS storage space which is the W: drive).
- PSU personal Web pages are stored within the www folder in your PASS space.
- **Warning:** If your directory structure is not the same for the local and remote sites or if you transfer your pages to the wrong location within your PASS space, your links to pages or to other resources (such as images) will be incorrect.

Transfer Web Pages to Server Using DreamWeaver

- If you defined your site and chose Local/Network as the method to connect to the remote server, see the instructions below on how to transfer your files to the Web server.
 - **Warning:** If your directory structure is not the same for the local and remote sites or if you defined your site incorrectly, your links to pages or to other resources (such as images) will be incorrect.
1. In the Local Files pane, click on the file that you wish to transfer to the Web server.
 2. Click the Put Files () button.
 3. In response to the prompt, *Put dependent files?*, click the Yes button. (This will transfer any other resources, such as images, that are a part of your page.)
 4. Open a browser and test your uploaded page.

Miscellaneous Notes

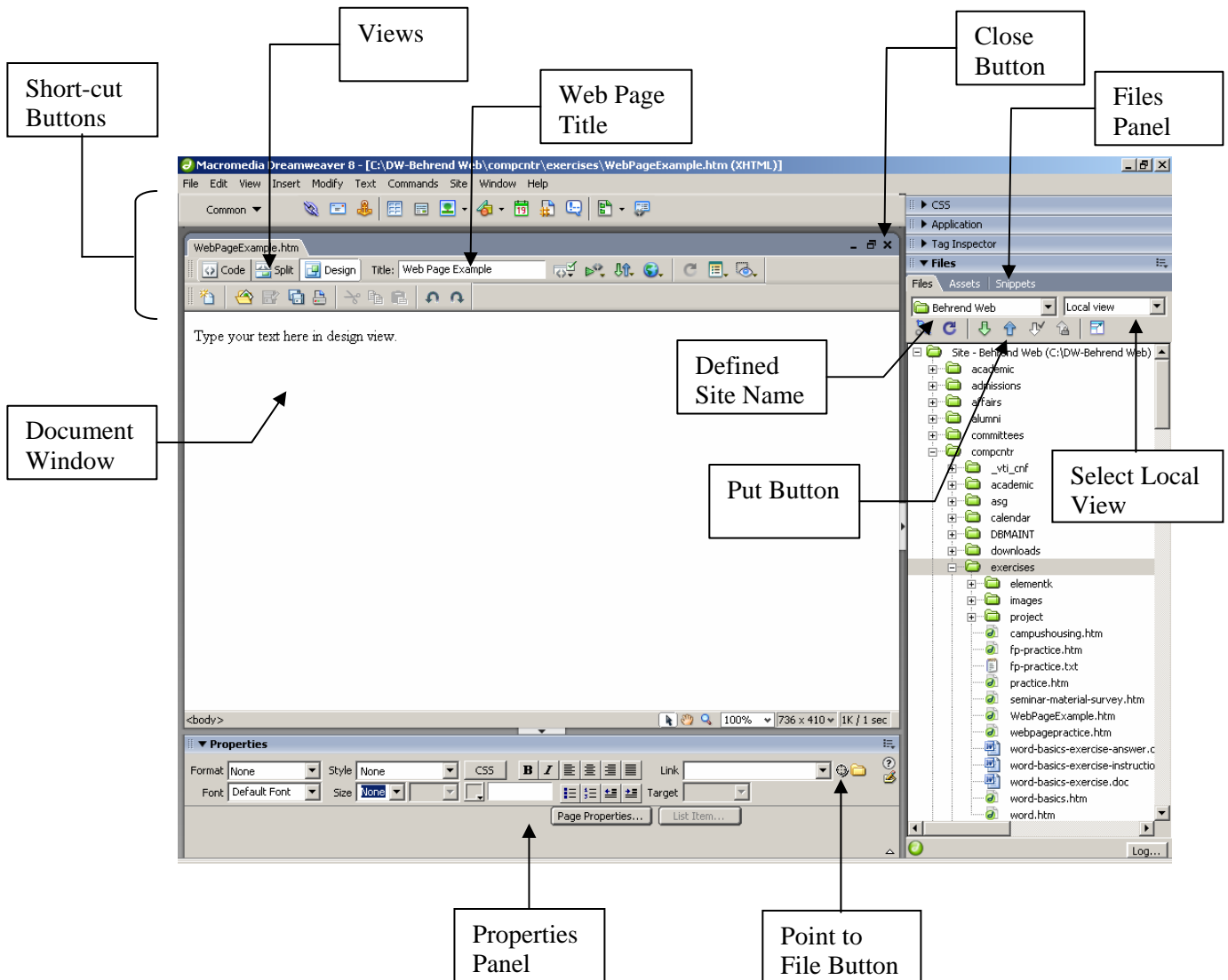
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Dreamweaver Screen

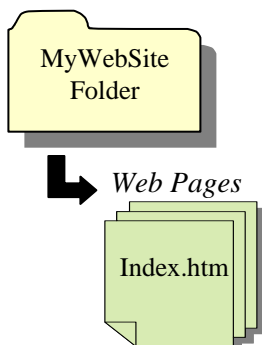


Directory Structure

- The directory structure must be the same for the local and remote sites. If not, links to pages or to other resources will be incorrect.

Local Site

P: Drive



Remote Site

W: Drive

