

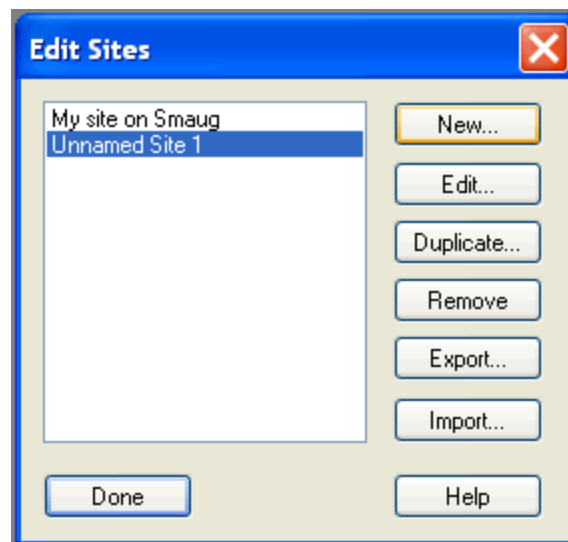
Getting Started with Dreamweaver

1. Create two new folders on the desktop or your disk (on a Mac click File --> New Folder, on a PC right click and choose New Folder). Name one of the folders whatever you want to name your web site and name the other folder "images" (never use capital letters when naming items for a web site).
2. Put the "images" folder inside the folder with your web site name.
3. Start Dreamweaver: Click **Start** --> **Macromedia Dreamweaver MX**.

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Defining your Site

Defining your site is very important to keeping your site organized and accessible. Make sure you define your site every time you begin working on it. When Dreamweaver opens, you should be asked to define the site and you should click edit sites. If this option does not show up, click **Site** --> **Edit Site**.



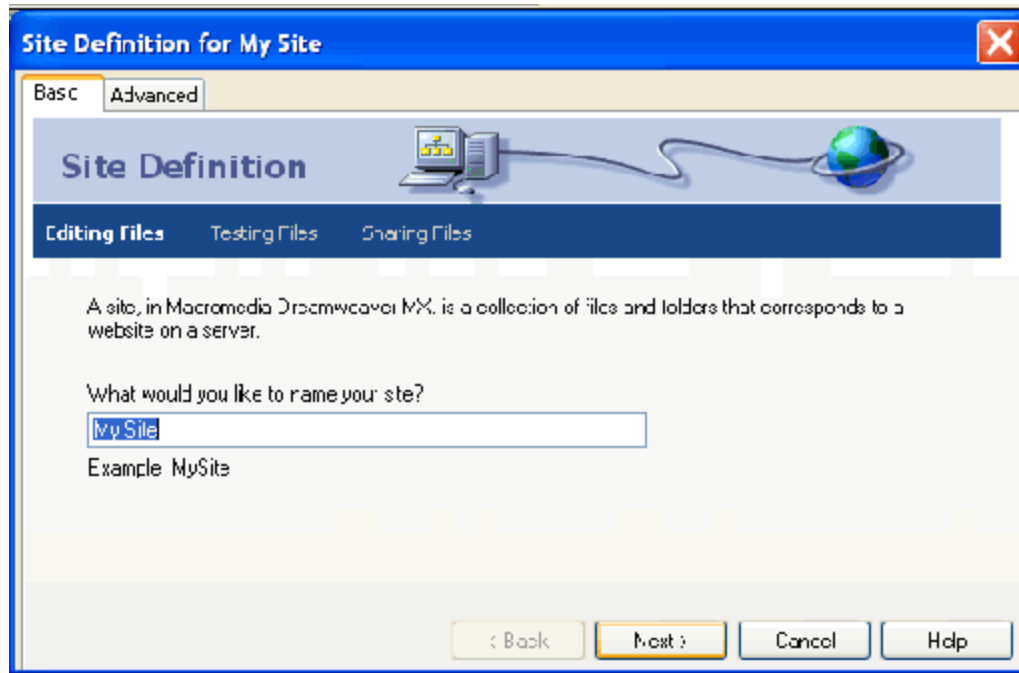
At this point you will choose **New** if you are working on a site for the first time on that computer or **Edit** if your site has been saved on that computer before.

The Local Site

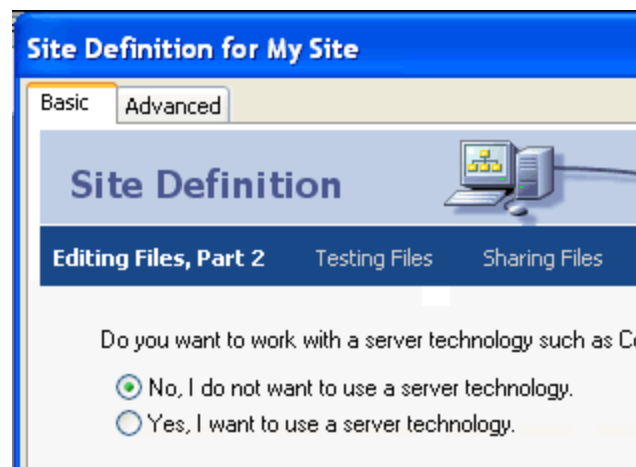
Your local site is the one that is on your computer or disk. These are the files you will update as you work on your site. To define your local site:

1. From the "**Edit Sites**" window, select "**New...**"

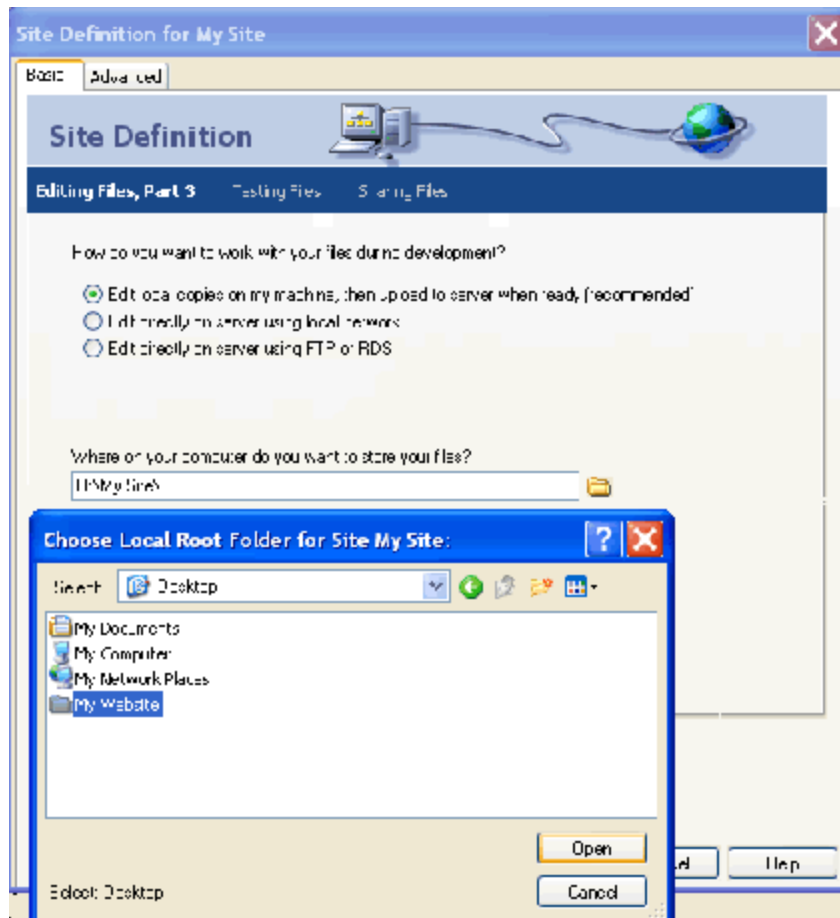
2. Type in a Name for your site and click "**Next>**."



3. Unless you know what you're doing, select "**No**" for whether or not you wish to use a server technology. Click "**Next>**."



4. You will be asked how you want to work with your file, and where you'd like them stored. Be sure the recommended setting is selected.

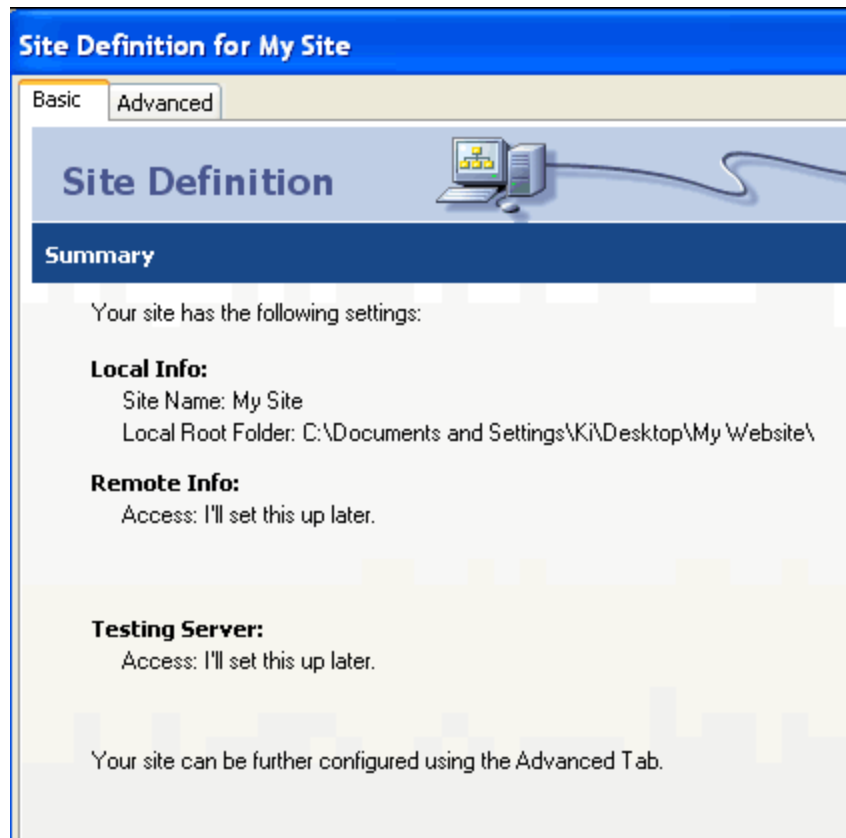


Then specify the location you'd like to store your files. You can do so easily by clicking a small folder icon. Be sure to select the folder you created earlier.

The Remote Site

In the next steps, you need to specify how Dreamweaver will connect to the remote site. Your remote site is the one that is saved on a computer, called a server, that posts it to the Internet. If you do not have it already, you will need to request permission for web server space from CIT or purchase it through a commercial web host. If you don't have this info, it's not a problem. You can still work on the site offline without a remote host, but you'll have to upload your files later. This tutorial will assume you are creating an offline project. If not, you may ask someone at the TecLab for help.

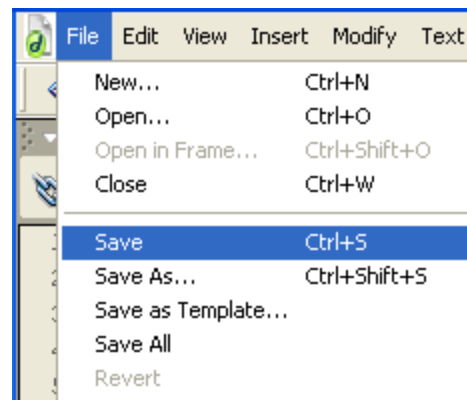
5. When asked "How do you connect to your remote server?" select "**None**."
6. Dreamweaver will show a summary of your sites information. Click "**Done**" to close the window.



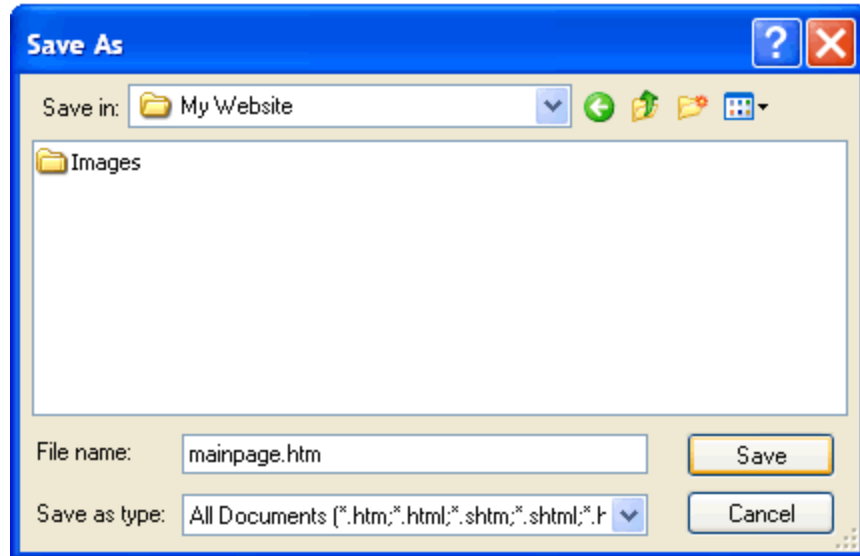
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Saving the site.

To save the pages of your site, simply click **File --> Save** for each page, make sure your homepage is named index.html, and save all of your files in the folder you chose when you defined your site



Also remember not to use capital letters or spaces when naming files, this will make it easier for web browsers to find your files.

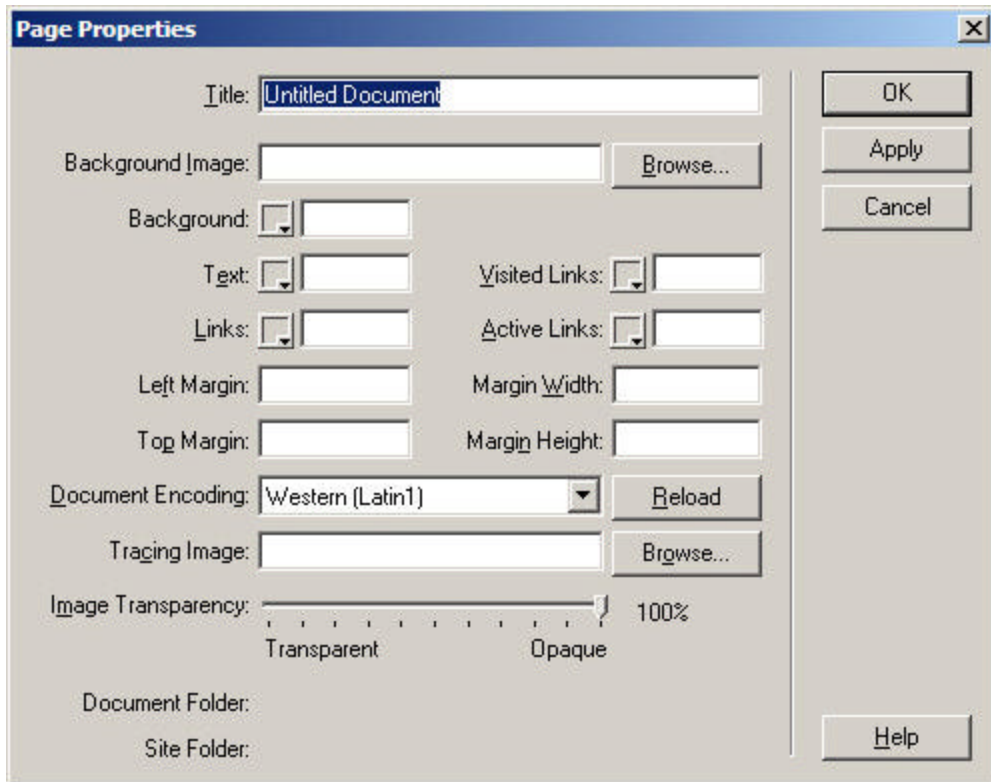


This process will save your files to your local site, you can transfer each file separately to the remote site or transfer the entire site once you are done working on it.

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Adding a background

You have the option of using a color or an image as the background of each page. To change/add a background, click **Modify --> Page Properties**. The window shown below will show up and you can adjust many aspects of your page. Either choose Browse to insert an image or click on the box next to Background to choose a color for the background.



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Inserting and using tables

Why Should You Use Tables?

Tables help you divide the space on your page. They are similar to tables you might be familiar with in Word or Excel, but can be used in much more flexible ways. Tables give you the option of making your page a fixed size or making it fit to the user's window the best it can. Tables also guarantee that the location of your text and images does not change when seen on screen with different resolutions or different web browsers.

How to insert a table

Click **Insert --> Table**.

Choose the settings for the table that you want (you can change them later if you want); the ones shown below are recommended and will be used later to explain layout.

Properties of Tables

Properties of The Table Itself

Each table you insert on your page has properties specific to it that can be found in the properties window if you click on one of the table borders.

In the top section of this window you can:

- Name your table,
- Change the number of rows and columns in the table,
- Change the width and height of the table,
 - Using percent: this will make the table expand and contract as a user changes the size of their window.
 - Using pixels: this will make the table a set number of pixels no matter what size the user's window is (there are 72 pixels/inch).
- change the CellPad: this is the number of pixels that come between the border of the cells and the content of the cells,
- change the CellSpace: this is the number of pixels that come between the borders of each cell,
- change the alignment: if the table is on the left or right edge of the page or in the center,
- change the border: this is the number of pixels that make up the thickness of the cell borders.

In the bottom section of this window you can:

- Clear and convert table widths and heights,
- Change the background color of the whole table,
- Insert a background image for the whole table, Change the border color.

Properties of The Cells Inside the Table

Once the properties of the table have been set, you can also adjust the properties of individual cells within the table by clicking inside the cell.

The top section of this window formats the text inside the table cell.

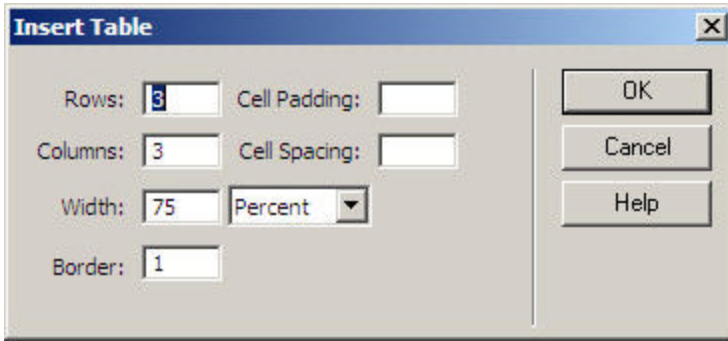
In the bottom section of this window you can:

- Merge and split cells (this will be explained in the layout section),
- Change the alignment of the content horizontally and vertically,
- Change the width and height of the cell (numbers alone represent pixels, add a percent sign to make the cell a certain percentage of the whole table),
- Wrap,
- Header,
- Insert a background image for the single cell,
- Change the background color for the single cell,
- Change the border color for the single cell.

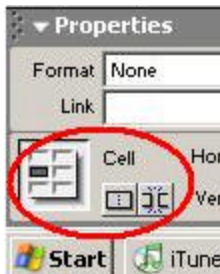
Creating Your Desired Layout

To create the traditional layout you can follow the directions below:

Insert a table with 3 rows and 3 columns that takes up 100% of the page.



Highlight the first row of cells by placing your cursor in either the far left or far right cell and clicking and dragging to the other side.



Use the bottom section of the properties window to merge the cells you have selected (use the button right under the word "Cell"). This section will be used for the title of your page.



Highlight and merge the bottom row. This section will be used for information such as your contact information and when the site was last updated.



Highlight and merge the middle and right cells in the middle row. This section will be used for your main content and the cell left over will be used for links.

Now you can adjust the table by clicking and dragging on the handles to make the table look more like a familiar web page (if you have problems dragging the handles you can use the properties window to manually insert the number of pixels or percent of the table for the width and height of the cell).

From here you can insert additional tables into any of the cells you want. This will let you place your text and images where you want to within each section

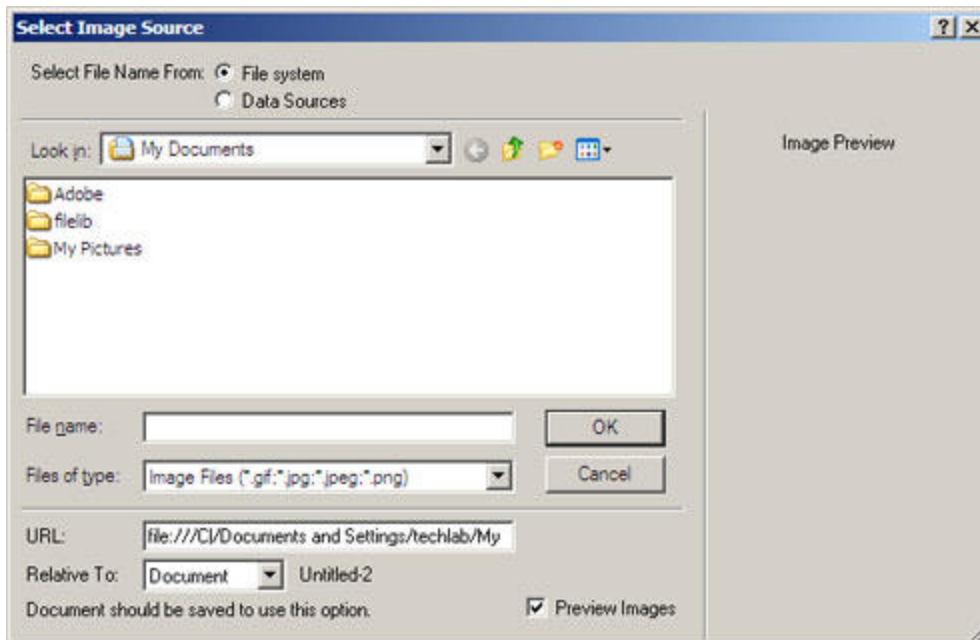
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Working with images

First of all, you must remember that Dreamweaver is NOT an image editor. If you wish to edit or resize an image, it is preferable to do so in an external editor, such as Fireworks or PhotoShop. This will be explained later. First, let's get an image on the page.

Inserting an image

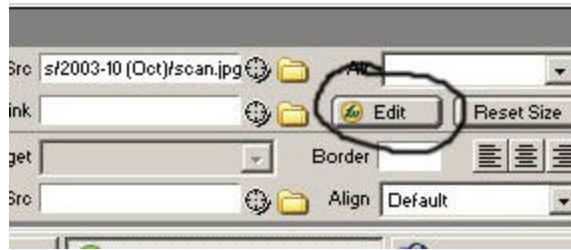
1. Save any images you wish to use in the "images" folder.
2. Place the cursor at the spot where you want the image to go.
3. Click **Insert --> Image**.
4. Navigate to your "images" folder and choose the image you want to insert.



The easiest way to make a quick edit to your image is to use the "Edit" button in the properties panel. By default, Dreamweaver integrates with Fireworks on PC's in the TechLab.

Editing and image in Fireworks.

1. Select the image you wish to edit.
2. In the properties panel at the bottom of the screen, click **Edit**.



3. The image should now load into Fireworks. Make your desired changes to the image in this application.
Note: This tutorial does not cover how to use Fireworks. If you don't know how to use it, you can ask a TechLab assistant for help. An online Fireworks tutorial is in the works. Check the TechLab page often for updates.
4. Click "**Done**" to send the image back to Dreamweaver.

Adding Text

To add text to your page simply type in the table cell located where you want your text. You can also copy/paste from Word or another program. Dreamweaver will not automatically check your text for spelling, but you can check it by clicking **Text --> Check Spelling**. You can use the Properties window to format your text like you would in Word.

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Creating e-mail links

E-mail links are links that will automatically open a user's default email program with a blank e-mail addressed to you or whoever the link is formatted for.

Click Insert --> Email Link

Type in the text of the link and the email address to link to.



Example: If you type in "E-mail the TechLab" as text, and "techlab@hope.edu" as the e-mail link, the result will be this: [E-mail the TechLab](mailto:techlab@hope.edu)

Creating Hyperlinks

Internal Links

Internal links are links that connect the pages of your website together, they do not leave your site.

1. Highlight the word, phrase, or graphic in your document where you would like to add a hyperlink..
2. Click the folder icon to the right of the Link Text Field in the Property Inspector Window.
3. Select the file that contains the page with which you would like to create a link.
4. Click Select.

External Links

External links are links that connect your page to pages from other websites. These links should open in a new window so your users don't stray too far from your page.

1. Highlight the word, phrase, or graphic in your document where you would like to add a link to another web page.
2. Type the exact and complete URL of the page you would like to link to in the Link Text Field. (e.g. <http://www.bgsu.edu>).
3. Click the drop-down menu of the Target Field.
4. Select Blank.

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Previewing the site in a browser

You can look at what your site will look like in a browser by following these steps:

1. Choose **File -> Preview in Browser**.
2. Select the browser in which you would like to view the document. (*If there is not another browser listed, choose **Edit Browser List** under the Preview in Browser option and add browsers*).
3. Click **OK**.