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# Dreamweaver MX 2004



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## Technical Support Services

Office of Information Technology, West Virginia University

OIT Help Desk - 293.4444 ext.1

<http://oit.wvu.edu/support/training/classmat/>

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## Course Description

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“Dreamweaver MX 2004 is the professional choice for building web sites and applications. It provides a powerful combination of visual layout tools, application development features, and code editing support. With robust features for CSS-based design and integration, Dreamweaver enables web designers and developers to easily create and manage any website.” - **Dreamweaver MX 2004 At a Glance**, (<http://www.macromedia.com/software/dreamweaver/productinfo/overview/>)

In this session, we will cover specific Dreamweaver applications that can be utilized in web development here at West Virginia University. Basic topics such as site setup, template explanation, application familiarity (where tools are located and their specific functions), and inserting hyperlinks, images and tables will be covered in today’s session.

As with all software applications that are featured in OIT workshops, support can be obtained through the OIT Help Center by calling 293.4444 ext.1 or by sending an email to [OITHelp@mail.wvu.edu](mailto:OITHelp@mail.wvu.edu) .

The OIT Consulting Team thanks you for attending today’s workshop. If there is anything we can do to make your learning experience more productive, please speak to the instructor.

# Templates

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## What are templates?

TemplateMonster.com (<http://www.templatemonster.com/>) defines templates as “ready-made web designs created for you to use as a basis for fast and high-quality web development. Just add your text and pictures to our web template and you will have a functional and individual website ready for upload!” Basically a template (consisting of images and other style attributes) forms the shell of your website, leaving an editable core where you will place your content (text, images, links, etc.). Templates provide a consistent look to your site and allow for easy updating.

## Where can I get templates?

- For assistance in the creation of WVU-approved templates, contact Web Services @ [Web\\_Services@mail.wvu.edu](mailto:Web_Services@mail.wvu.edu)
- You can find templates, both free and for purchase, on the web
- Make your own. Any web page can be saved as a template.

## About the OIT templates used in class

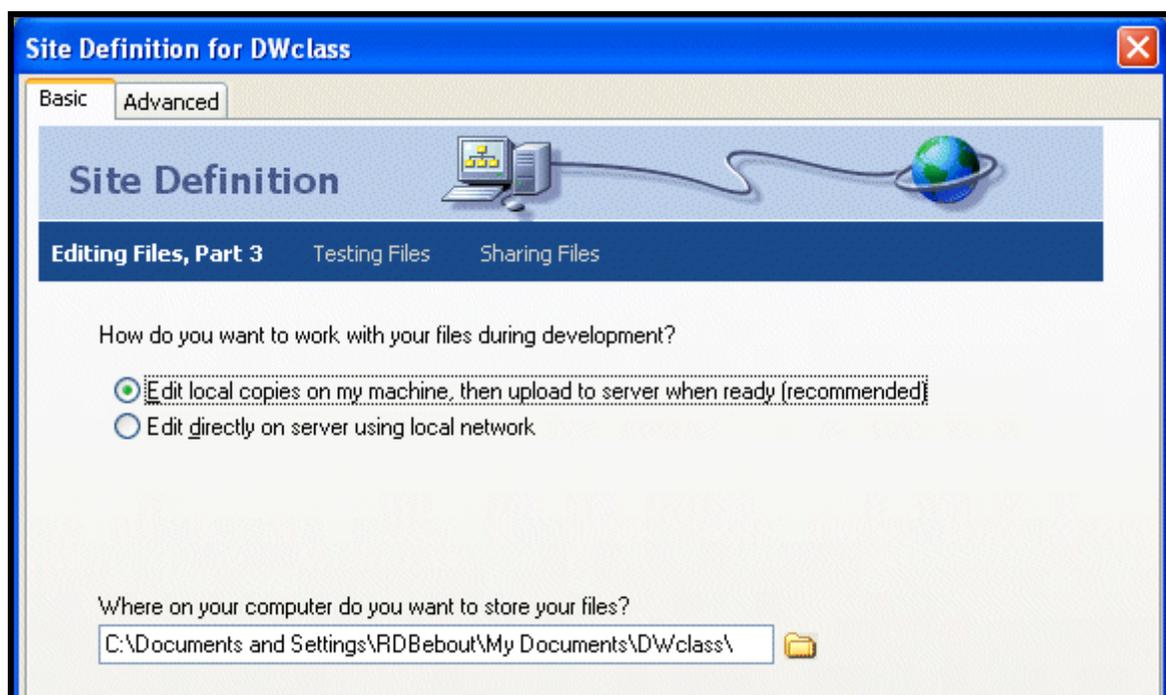
The templates you will be using today were created in-house by OIT employees during a department-wide overhaul of OIT’s web presence in the summer of 2003. The templates and associated files have been approved by WVU Web Services. They are strictly for the use within the class and are not to be copied, distributed, and utilized on non-OIT web pages.

## Establishing a New Site

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The first thing you need to do when creating a new site is set it up within Dreamweaver. Dreamweaver uses a “wizard” that will walk you through the setup process.

1. Go to **Site>Manage Sites>New>Site**
2. On the first screen that appears, enter in a name for your site and click **Next**.
3. Select **No** on the second screen and click **Next**.
4. The next screen asks how you would like to edit your site and where you wish to store your files. Select “**Edit local copies on my machine...**” and then select a folder on your computer that will serve as your site’s root folder. Click **Next**.



5. Select **None** from the drop-down menu under “How do you connect to your remote server?” Click **Next**.
6. The last screen provides a summary of all the information you provided about your new site. Click **Done** to complete the site setup.
7. Finally, copy your template and image folder(s) to your root folder (the folder designated in step #4).

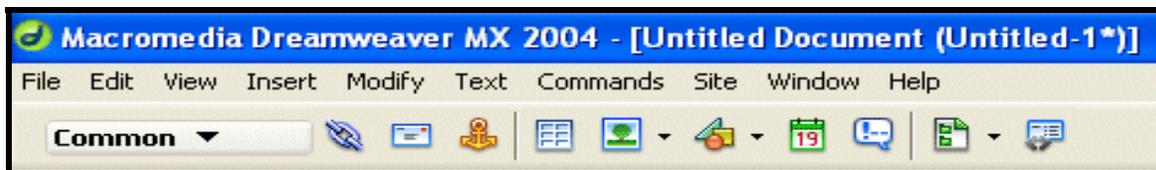
## Dreamweaver Tools and Toolbars

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Dreamweaver provides several different toolbars, each containing unique tools that allow you to apply different effects to your HTML documents. You can toggle between toolbars by selecting them from the drop-down menu next to the current toolbar at the top of your screen. (In today's class, we will only be using the Common and Text toolbars).

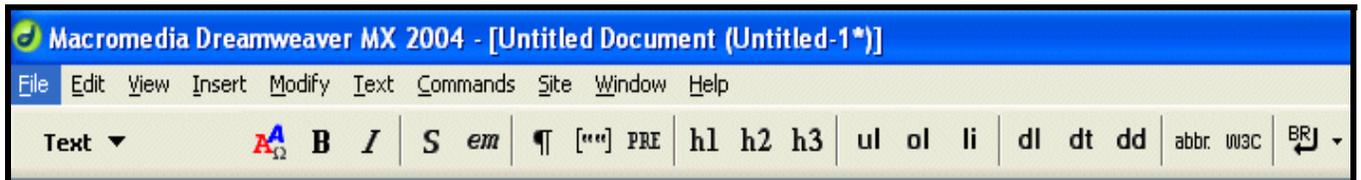
### Common Toolbar

The common toolbar is the default toolbar to load when beginning a new HTML document. Links, tables and images are some of the items you can apply or insert from this toolbar.



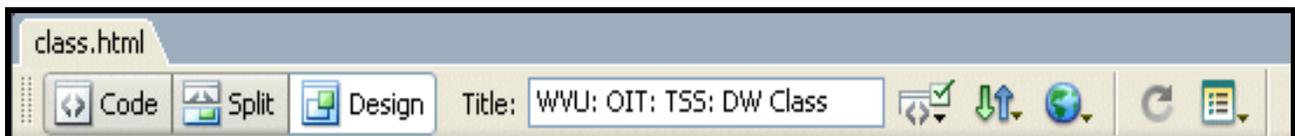
### Text Toolbar

Text can be made bold or italicized, heading styles can be set and unordered and ordered list can be applied or inserted from this toolbar.



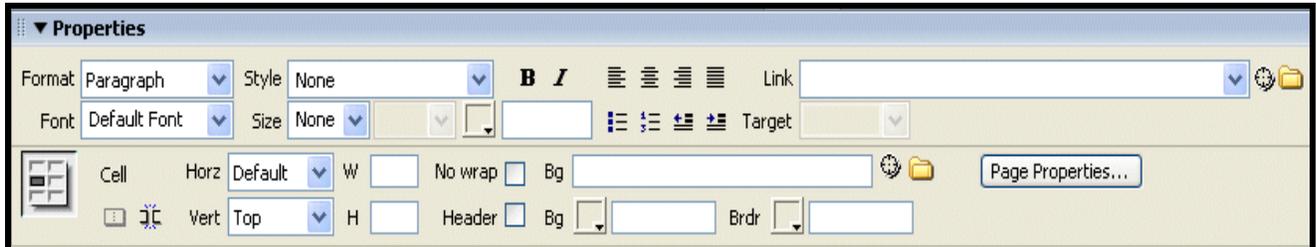
### Document Toolbar

The document toolbar will appear at the top of the HTML document. It will create tabs for each HTML document you have open (allowing for easy navigation), allow you to toggle between code, split and design views, insert a title for your document and preview your HTML file in a web browser.



## Properties Toolbar

Common font attributes such as size, face and alignment can be applied with this toolbar. Other effects include applying styles, creating links, applying a background image or color, and changing the default page properties.



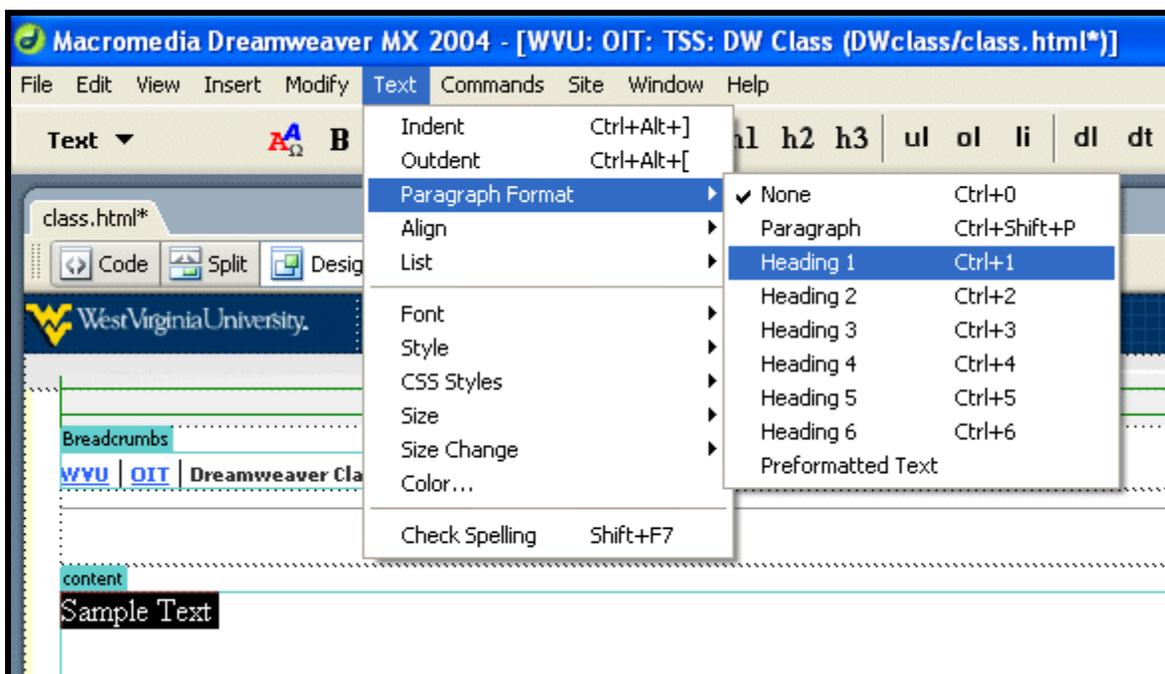
## Creating HTML Documents

### Headings

There are six heading styles in HTML, H1 through H6. H1 is the largest, and H6 is the smallest. Heading styles provide a uniform look to different levels of your pages, especially multiple levels or text such as outlines, table of contents or a syllabus.

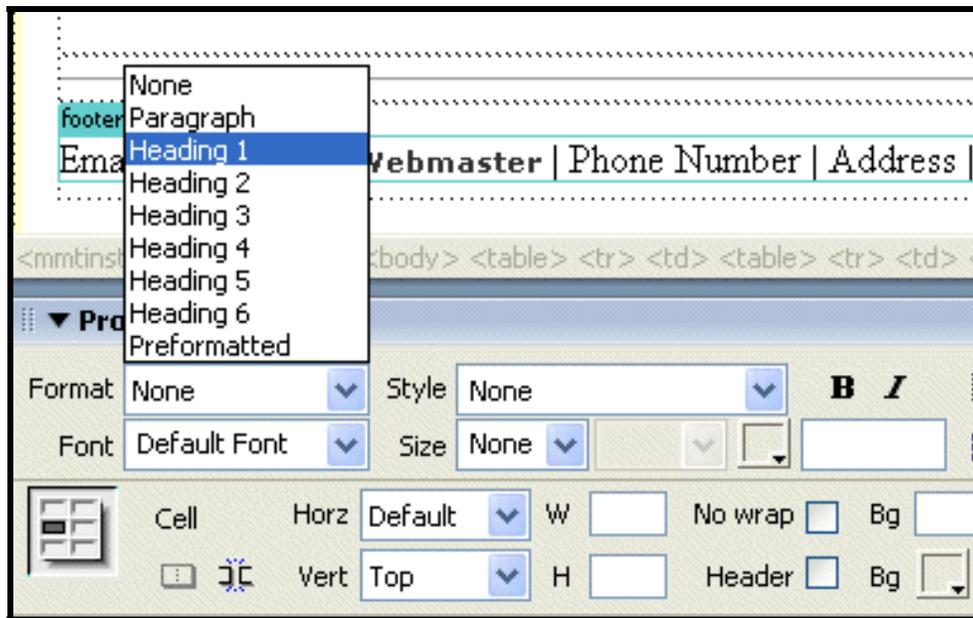
To set or change a heading style:

1. Highlight the text you wish to apply the heading formatting to.
2. Go to the **Text** menu >**Paragraph Format**, and select a heading size from the list.



or

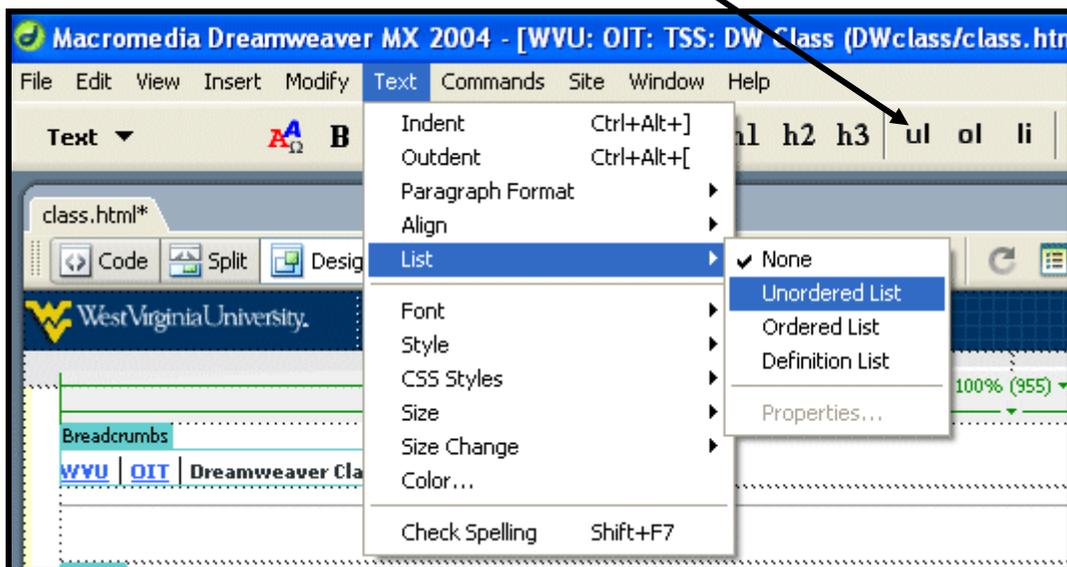
3. Click on the down arrow to the right of **Format** on the **Properties** bar and select a heading size from the list that expands upward.



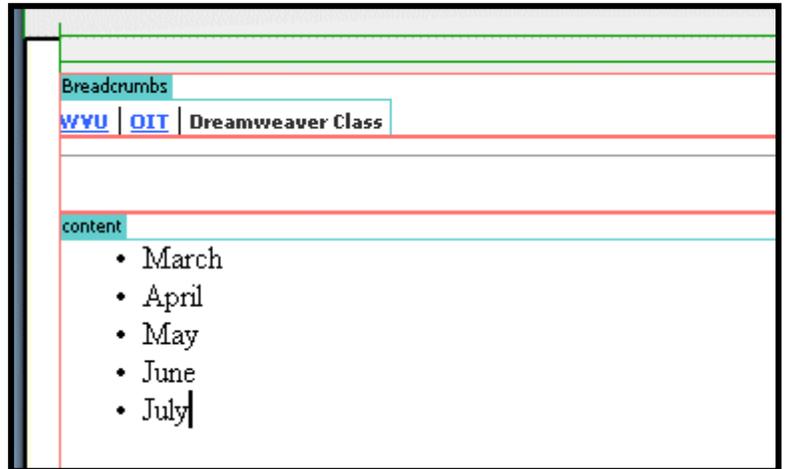
## Unordered and Ordered Lists

To create an unordered list:

1. Go to the **Text** menu >**Lists** >**Unordered List**. Or
2. Click on the **ul** button on the **Text** toolbar.



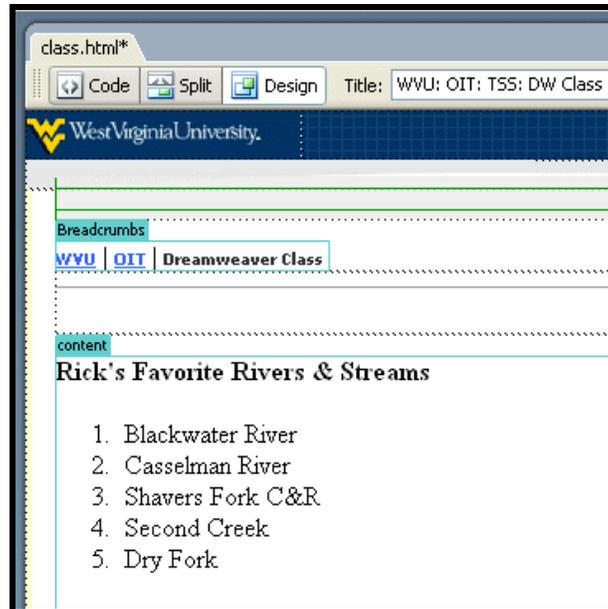
A bullet will be inserted on the page. After the end of each bullet item, click enter to insert a new bullet. This type of bulleted list is almost identical to the same format used in word processing.



## Ordered Lists

Just as you started an unordered list, you can start an ordered list:

1. Go to the **Text** menu >**Lists** >**Unordered List**. Or
2. Click on the **ol** button on the **Text** toolbar.



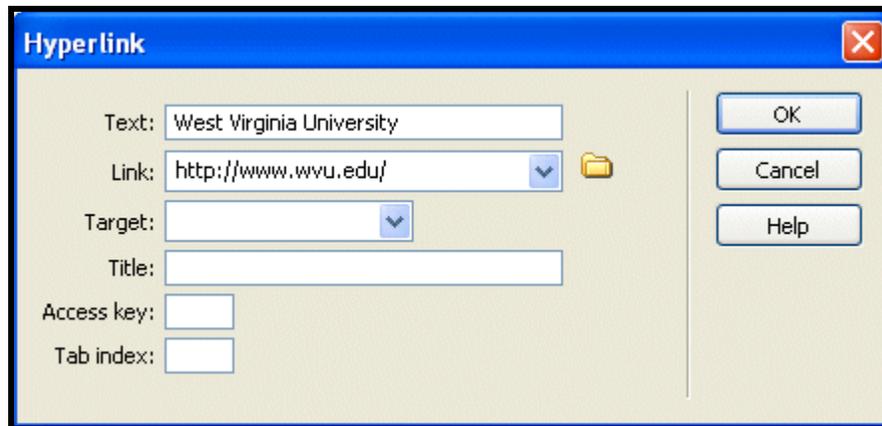
### NOTE:

The easiest way to edit the bullet styles for an unordered list or the numbering styles for an ordered list is to go into **Code View** and make modification to the **<ul>** or **<ol>** list tags.

## Hyperlinks

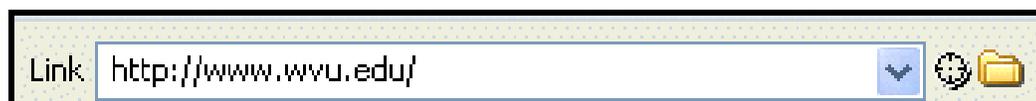
### ***Creating links to another website***

1. Enter in the text you wish to serve as the link.
2. Highlight the text and click on the Hyperlink icon on the **Common** toolbar.
3. A Hyperlink property box will pop up. You can edit or enter new text that will serve as the link and the web address that will linked to. Click **OK**.



or

4. You can highlight the text you wish to make a link, and then type in the web address you wish to link to in the Link field on the **Properties** Toolbar at the bottom of the screen.

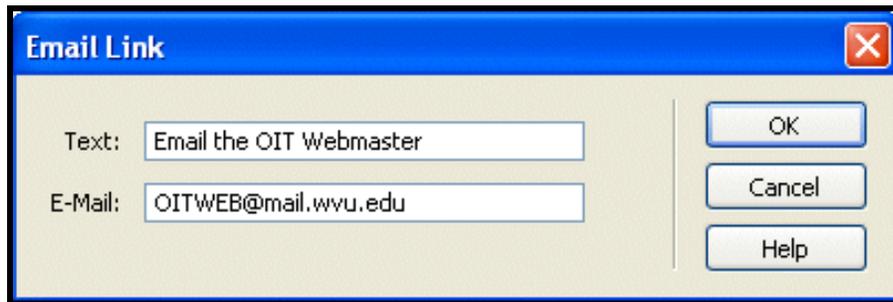


### ***Creating email (mailto) links***

1. Highlight the text you wish to serve as an email link. (Make the text of the link clear that this is an email link. For example, "Email the Webmaster" or "Submit Suggestions" etc.)
2. Click on the Email Link icon on the **Common** toolbar.

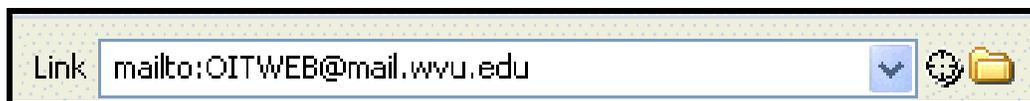


3. In the dialog box that pops up, you can edit the link text and enter the email address you would like to link to.



or

4. As with a link to a website, you can highlight the link text and enter the email address you wish to link to in the Link field on the properties bar. However, you must add **mailto:** to the beginning of the email address.

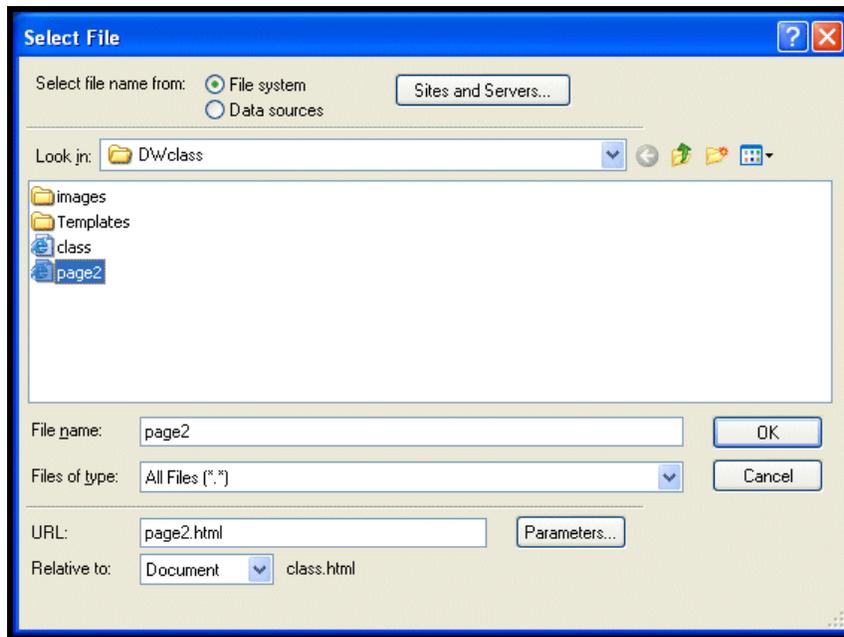


### ***Links to another HTML document***

1. Highlight the text you wish to serve as the link.
2. Click on the **Hyperlink** icon on the **Common** toolbar.
3. In the link properties dialog box, click on the browse folder icon to the right of the link field. This will allow you to select the HTML document you would like to link to.



4. Browse and locate the root folder you selected earlier, choose the document you would like to link to, and click OK to complete the link.



**Note:**

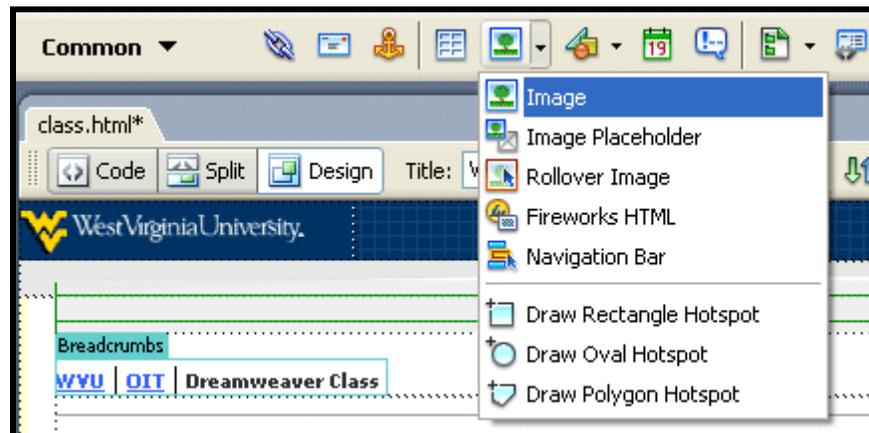
Clicking on the browse folder icon located to the right of the link field on the Properties toolbar will open the same “Select File” box as shown above.

# Images

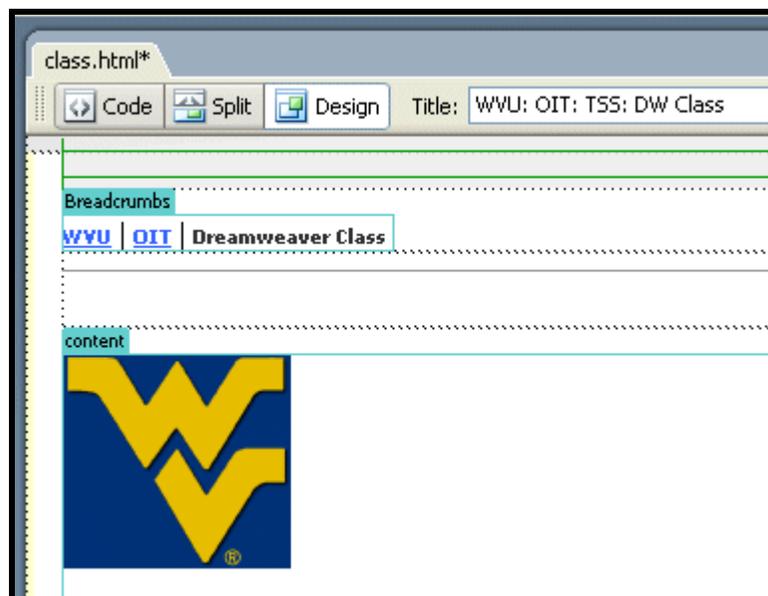
All images you are going to use with your site should be saved to a folder within your Dreamweaver root folder, preferably an images folder. This will help prevent link problems to images in the design and upload phases of your site.

## To insert an image into an HTML document:

1. Click on the **Images** icon on the **Common** toolbar, click on the drop-down arrow and select **Image**. (You can bring up the same screen by going to **Insert** menu and selecting **Image**).



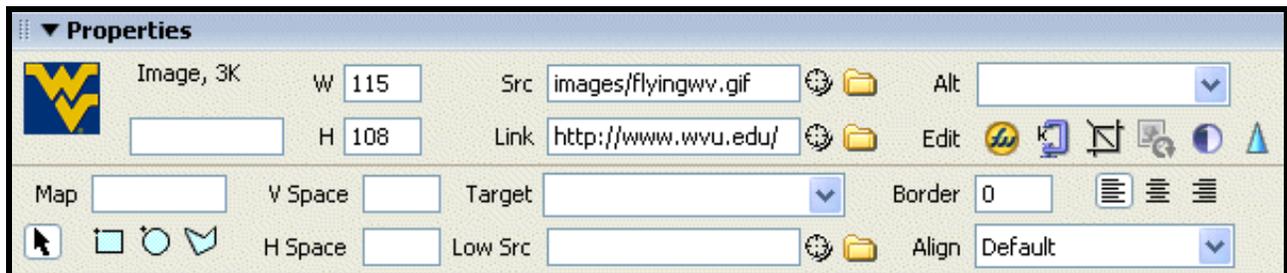
2. Browse and locate the image you would like to insert (it should be located in a folder within your root folder). Select the image and click on the OK button.



3. With the inserted image selected, you can use the Properties toolbar to change the position of the image, add a border, make the image a link, or add ALT tags.

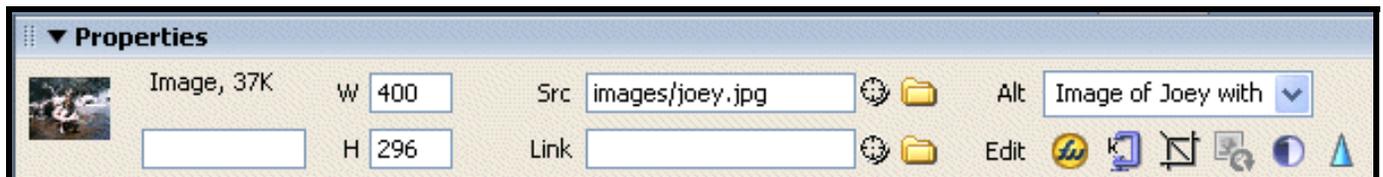
### ***Making an image a clickable link***

1. Select an image you have inserted. On the **Properties** bar, type in the URL for the website you would like to link to, or click the folder browse icon if you would like to link the image to another HTML document.



### ***Adding ALT tags***

1. Select the image you want add an ALT tag to. On the Properties bar, type in the ALT text in the ALT field.

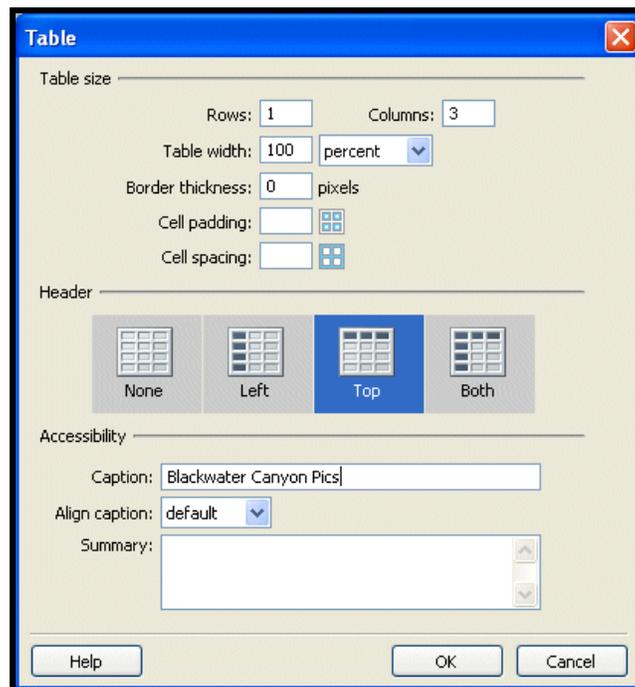


## Tables

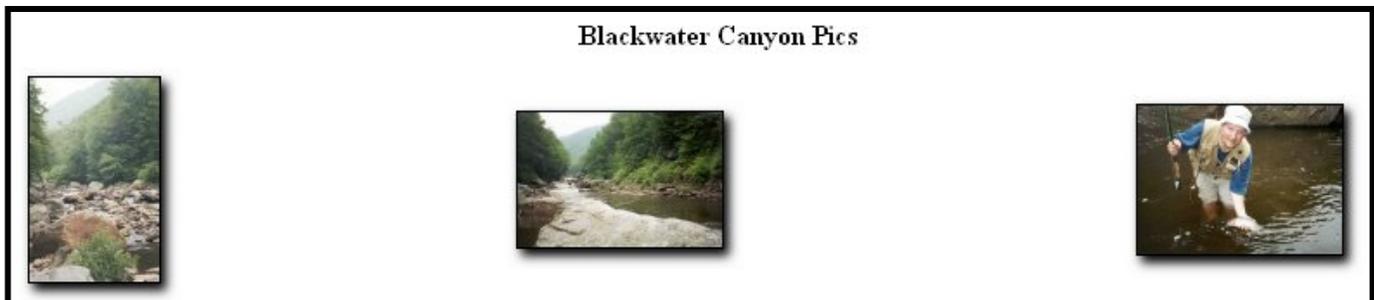
Tables can be useful for presenting text and images and controlling their placement within the HTML document.

To insert a table:

1. Click on the **Table** button on the **Common** toolbar.  
(You can also go to the **Insert** menu and select **Table**).
2. On the Table dialog box, you can specify the number of rows and columns for your table, table width (percentage of the page or in pixels, border and other common table properties).



Below is a screen shot from Internet Explorer of the table specified above. Note that this particular table was created without a border, however Dreamweaver will provide a temporary border while in Design view that will act as a guide so that you can see the cells while positioning text and images.



# Uploading Your Site

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## Web Space

WVU Faculty and Staff have the following options for uploading their web sites:

- **community.wvu.edu** For more information go to <http://www.systems.wvu.edu/web/community/>
- **Departmental web space:** Availability may vary, especially relating to personal pages
- **Private Internet Service Providers (ISPs):** Along with your internet access, your service may also include space on the ISP's web server. Contact your ISP for more information.

WVU Students' options:

- **community.wvu.edu** For more information go to <http://www.systems.wvu.edu/web/community/>
- **Private Internet Service Providers (ISPs):** Along with your internet access, your service may also include space on the ISP's web server. Contact your ISP for more information.

## Software

When checking with your department or ISP about web space, ask if they specify what software you will need to use to upload files to their server. This software may include WS\_FTP, SSH, and even Dreamweaver has a built-in file transfer system. For example, the community.wvu.edu web server requires users to use the SSH Secure File Transfer Client. It can be downloaded here: <https://software.systems.wvu.edu/> .

## Common Uploading/Web Problems

- File structure in your web folder does not match the folder structure on your computer where your site was created
- File names are misspelled, in the wrong case, or have spaces in the name of the file
- Files, especially images, are uploaded in the wrong format
- Simple HTML coding errors
- Size quotas. ISPs set limits to the amount of material you can upload to your web space