ADOBE DREAMWEAVER CS4 TUTORIAL

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This tutorial focuses on the basic steps involved in creating an attractive, functional website. In using this tutorial you will learn to design a site layout, insert images and text, create links, and how to upload your site to the Internet. This tutorial offers information for Mac and PC users.

ACTIVATING YOUR WEB SPACE

Before you get started, it is important that you have a space to upload your Web site When it is completed. BGSU offers 15 MB of free personal Web space for each student, so you can use this space to upload your project.

To activate your personal Web space, follow these steps:

1. Log onto your MyBGSU Account.
2. Scroll to the bottom of the page to find the **My Computer Accounts** box (*Fig. 1*).
3. Click the **Add Server Account** button.
4. In **BGSU Server Account Registration** window, check the box next to Personal (*Fig. 2*).
5. Click the **Submit** button. Now your Web space is activated.

NOTE: An email will be sent when your account is activated
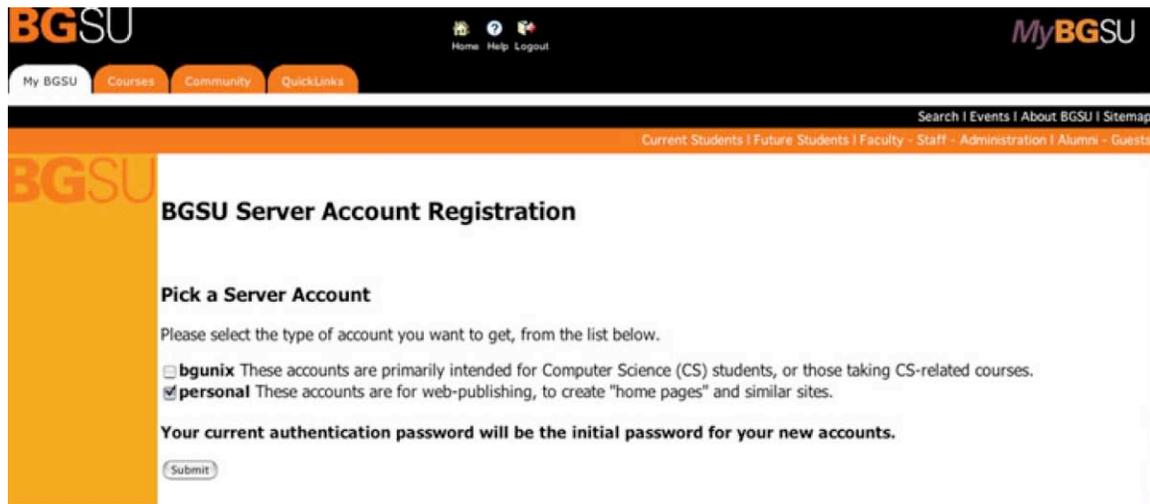

Fig. 1. My Computer Accounts window

Fig. 2. BGSU Server Account Registration

GETTING STARTED

CREATING YOUR LOCAL ROOT FOLDER

First, you need to decide what you want to put on your website: images, buttons, videos, PDF documents, PowerPoint presentations, etc. To create and maintain an organized website, you need to establish a hierarchy of folders that contain all of the components that make up your site. This folder is called your **Local root folder**. This folder is important because this is where Dreamweaver looks for all your files.

To create a root folder, follow these steps:

1. Create a new folder on your desktop. On a Mac, click **File > New Folder**. On a PC, right-click and choose **New Folder**.
2. Give the folder a brief, but descriptive name. Do not use capital letters, spaces, or special characters when naming folders and files for your website. All of your pages will be saved within this folder.
3. Open the folder, and create another new folder inside. Name this folder **images**. Put all of your images, buttons, movie files, etc. inside the images folder.

NOTE: Make sure that all your pages and images are saved in your **root folder**, or they will not appear the next time your website is opened.

MANAGING YOUR SITES

Now you are ready to launch Dreamweaver CS4. On a Mac, click the Dreamweaver CS3 icon from the Dock. On a PC, click Start > Programs > Macromedia Dreamweaver CS4.

The most important step you need to take every time you launch Dreamweaver CS4 is to define your Local Info. The **local root folder** is the name for the folder where you are storing all of your website's contents.

To define a site, follow these steps:

1. Click Site > Manage Sites.

NOTE: If you are using Dreamweaver CS4, go to **Site > New Site**.

1. Click **New > Site**.
2. Select the **Advanced** tab.
3. Enter a name for the site in the **Site Name** text field (*Fig. 3*). (This name will be for your use only – it will not be published with your site.)
4. Click the small folder icon next to the **Local Root Folder** text field.
5. Navigate through the folders on the computer and/or disk and locate the folder that you have designated for your website project (local root folder).
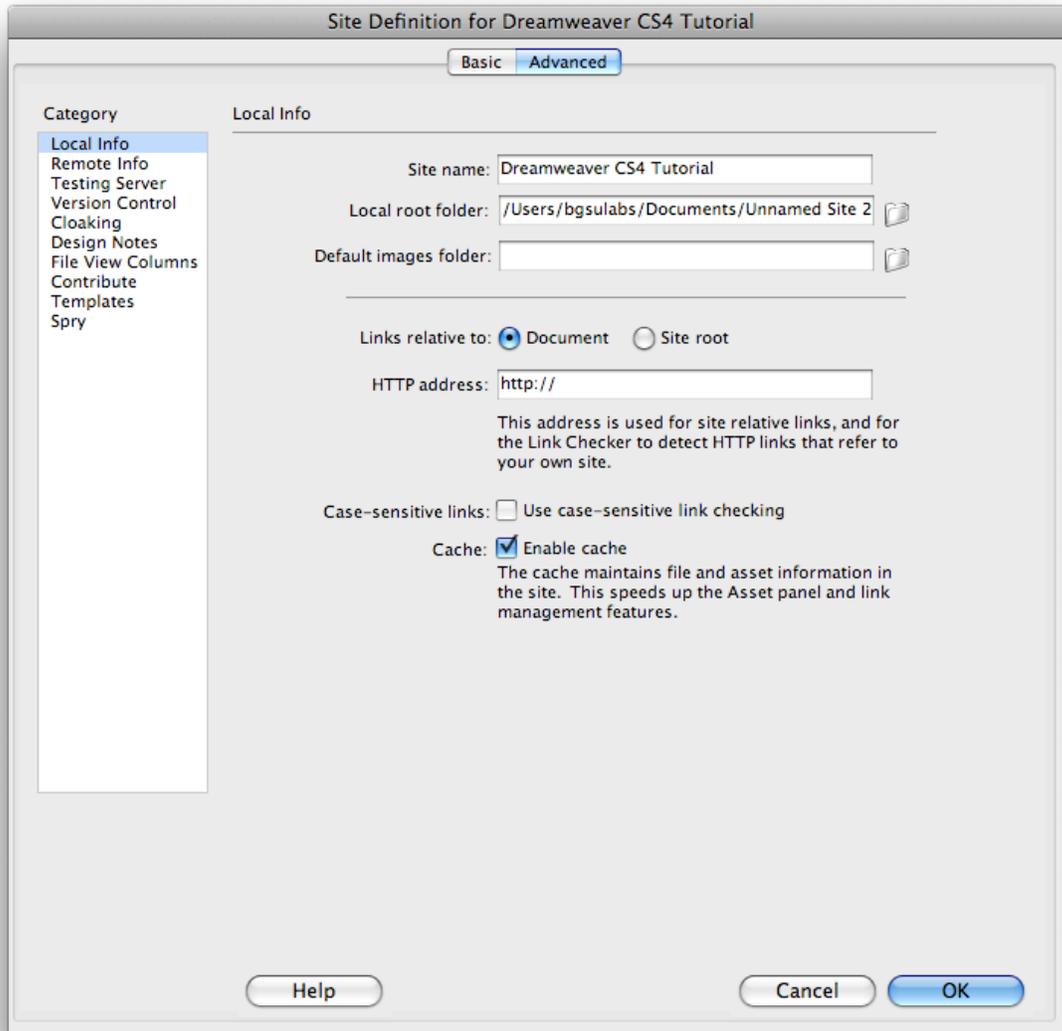6. Select the designated folder and click the **Choose** button.

Fig. 3: Local Info tab.

Follow the same steps above to choose your **Default Images Folder**, which is located in your Local Root Folder.

Next, every time you launch Dreamweaver, you have to define your **Remote Info**. The **Remote Info** tab is used to tell Dreamweaver where to put your files when you are ready to upload them to the web. If you are using the BGSU personal server space, use the diagram below (*Fig. 3*) to fill out the information. (If you are using any other server you will need to know the host name.)

To define the remote info, do the following:

1. Click on the **Remote Info** (*Fig. 4*) tab located on the left side of the toolbar.
2. Select **FTP** in the **Access** field.
3. Type in personal.bgsu.edu for **FTP host**.
4. Type in public_html for **Host directory**.
5. Type in your webmail username for **Login**.

6. Type in your webmail password for **Password**.
7. Make sure the **Use passive FTP** box is checked.
8. Click **Test** to make sure it connects to the server correctly.
9. Click **OK**.
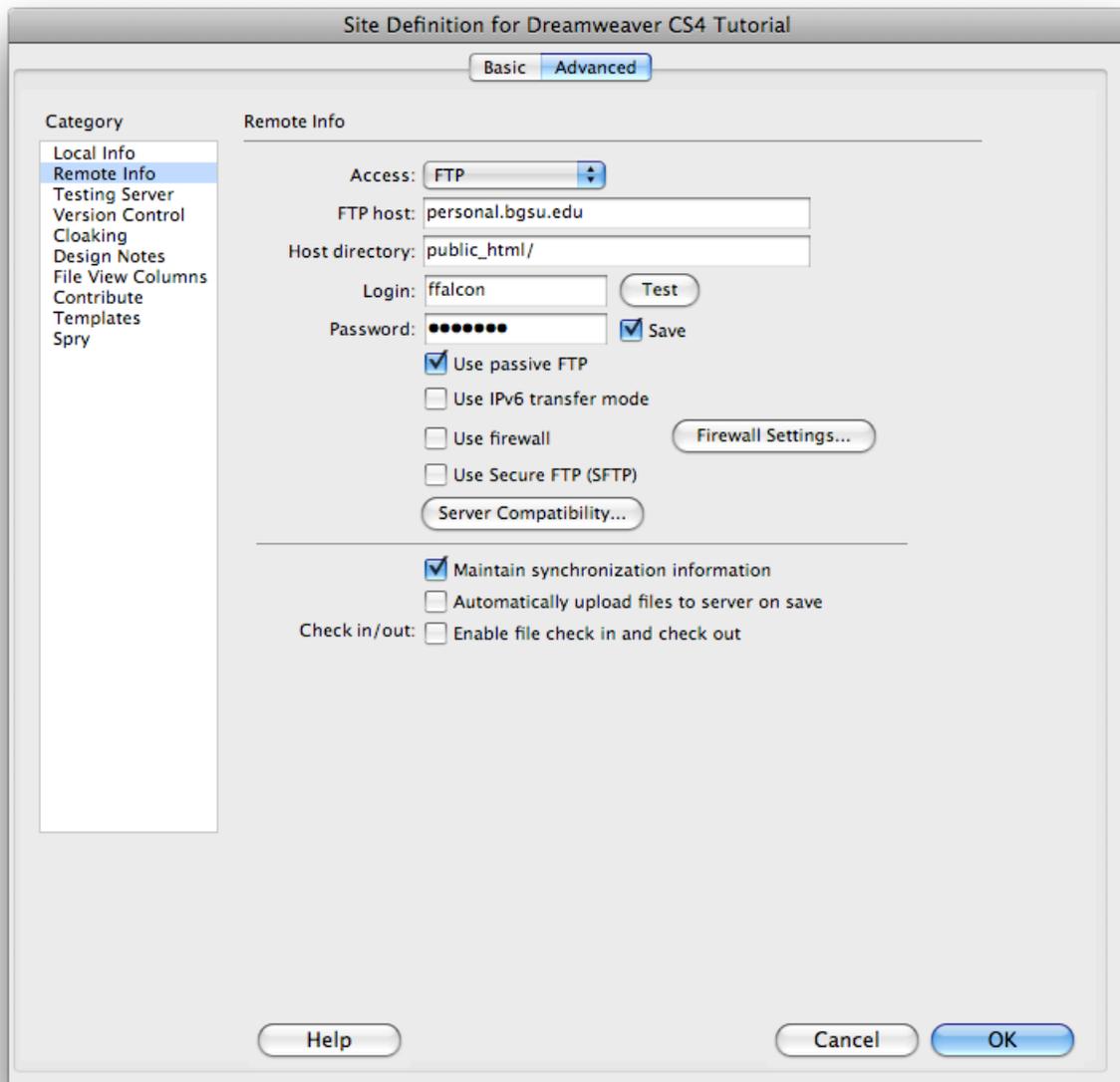10. Select your site name and click **Done**.

Fig.4: Remote Info tab

CREATING A HOMEPAGE

To create a Web page, follow these guidelines:

1. To add a new page go to **File > New** and choose a basic HTML page. Save this page by clicking **File > Save As**. Name the first page index.html. This will be the first page that users encounter when they visit your site. Save this file to your local root folder as index.html. Naming the homepage index.html tells the Web browser that this is the first page it should open when someone visits your site.

2. After your **homepage** index.html is created, you can use this page as a template layout for all the other pages in your site. Simply hit **Save As** and name the file whatever you wish, but be sure to keep the name is simple, for example history.html, resume.html, etc. Remember not to use capital letters or spaces when naming files, this will make it easier for web browsers to find your files.

3. 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, i.e. in your **local root folder**.

NOTE: 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 have finished working on it.

DESIGN AND LAYOUT

Even if you are creating only a simple Website, you should begin by sketching out the layout of your site. Decide where you want titles, images, navigation buttons, and text to appear on the screen.

Most web sites have the same design characteristics on every page. For example, Website titles are usually in the top left or top center, while navigation buttons usually appear vertically on the left or horizontally below the title. In addition to sketching out a layout for each page, you should determine how many pages you will need for the Website. Thorough planning is essential to good web design.

In order to get your text, navigation buttons, and images to appear where you want them on the Web page; you need to use tables to format content of each page. Everything on each page of your Website should fit within one large table.

Using your layout sketches, you can determine what your table needs to look like. *Fig. 5* shows a simple layout sketch. *Fig. 6* shows the same layout, with table borders drawn in. *Fig. 7* and *Fig. 8* show how the table can be implemented in Dreamweaver.

Now, simply create a table in Dreamweaver that has the same characteristics as the borders drawn on the page. The next chapter will teach you how to insert your table.
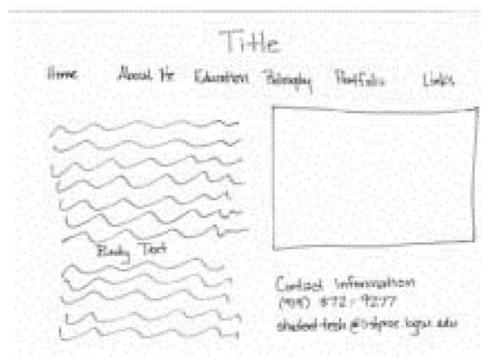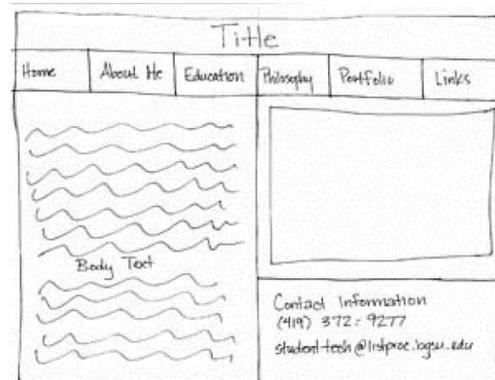
Fig. 5: Simple layout sketch   *Fig.6*: Simple layout sketch with borders
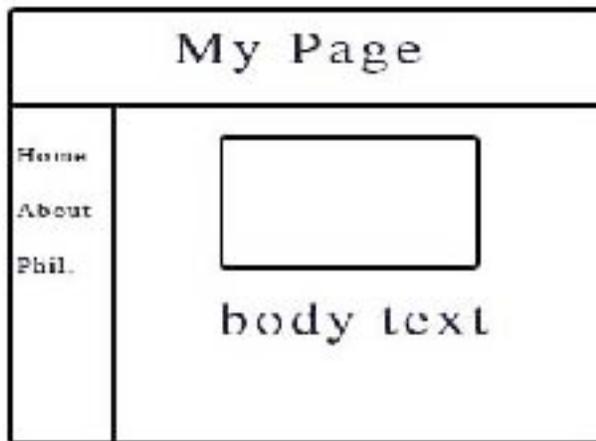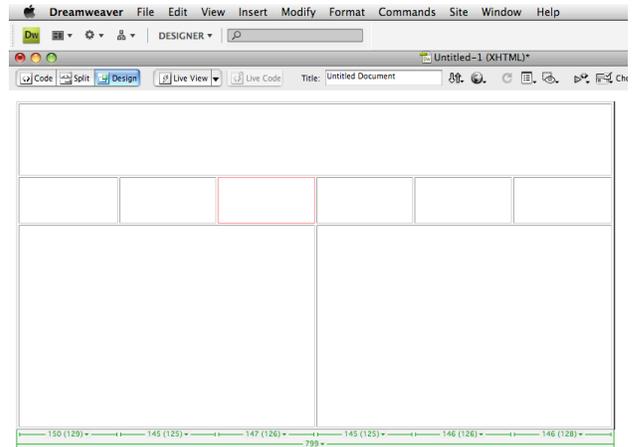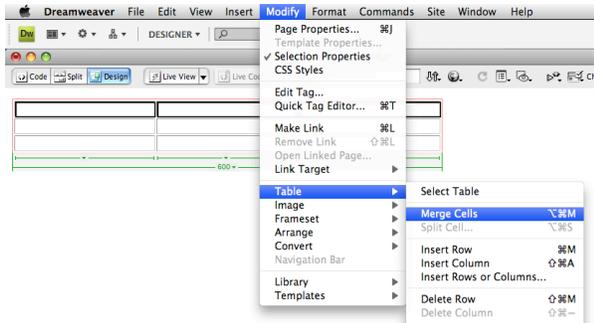
Fig.7: Common Layout with Columns

Fig.8: Common Layout without Columns

INSERTING AND USING TABLES

WHY USE TABLES

Tables help you divide the space on your page. They are similar to tables 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 in different Web browsers.

HOW TO INSERT A TABLE

To insert a table, follow these steps:

1. In the main menu, click **Insert > Table**.
2. Insert the amount of **Table Rows** and **Columns** (Fig. 9).
3. Set **Table width** to between 600 and 800 pixels.
4. Set **Border thickness**. To have a visible border type in 1 or higher, to have no border type in 0.
5. **Cell padding** adds room inside of a cell. Enter 0 for no space or a number to Increase the space.
6. **Cell spacing** adds space between cells. Enter 0 for no space or a number to Increase the space.
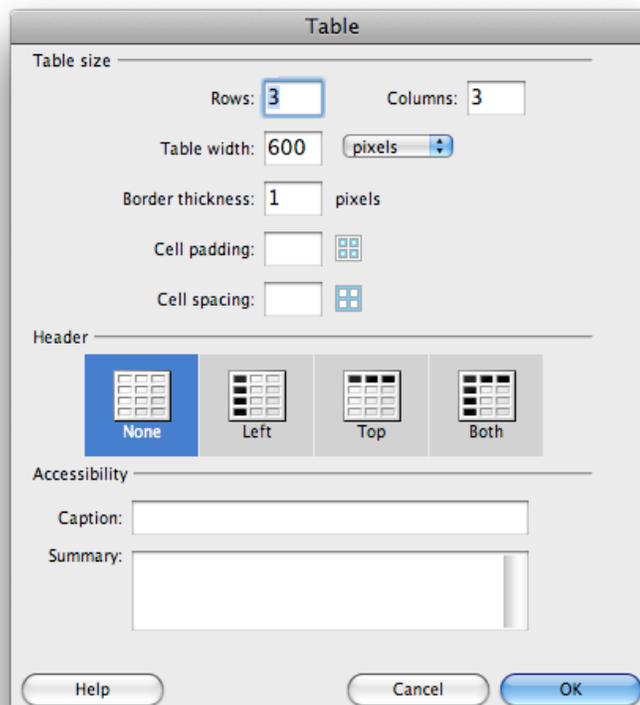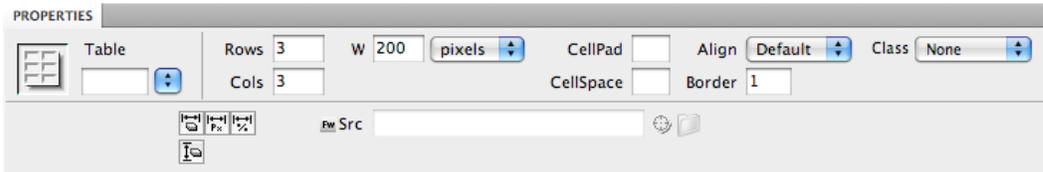7. Click **OK**.

Fig.9: Table window

PROPERTIES OF TABLES

If you click on one of the table borders, you can view your table properties in the **Properties** window.

(*Fig.10:* Table Properties Window)

In the top section of this window (*Fig.10*) 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 the user changes the size of the 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 **Cell Pad**: this is the number of pixels that come between the border of cells and the content of cells.
- change the **Cell Space**: this is the number of pixels that come between the borders of each cell.
- change the alignment: this is the position of the table on the left or right edge, or in the center of the page.
- change the border: this is the number of pixels that make up the thickness of cell borders.

In the bottom section of this window (*Fig.10*) 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 Cells Inside 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 (*Fig.11*).

In the top section of this window you can format 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 the height of the cell (numbers alone represent pixels, add a percent sign to make the cell a certain percentage of the whole table).

- Use Wrap.
- Insert Header;
- Insert a background image for the single cell.
- Change the background color for the single cell.
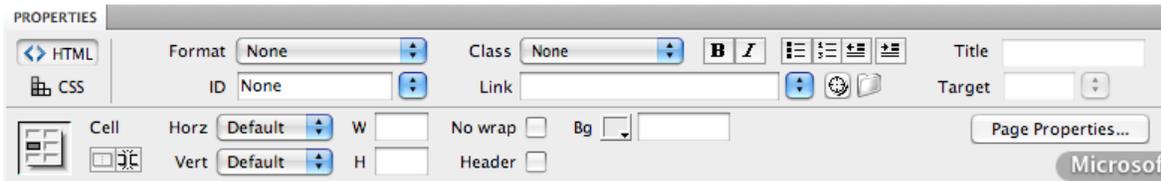- Change the border color for the single cell.

Fig.11: Table Format window

Here is an example of a page with a background color selected for the page, for each table, and for some specific cells in each table (*Fig.13*).
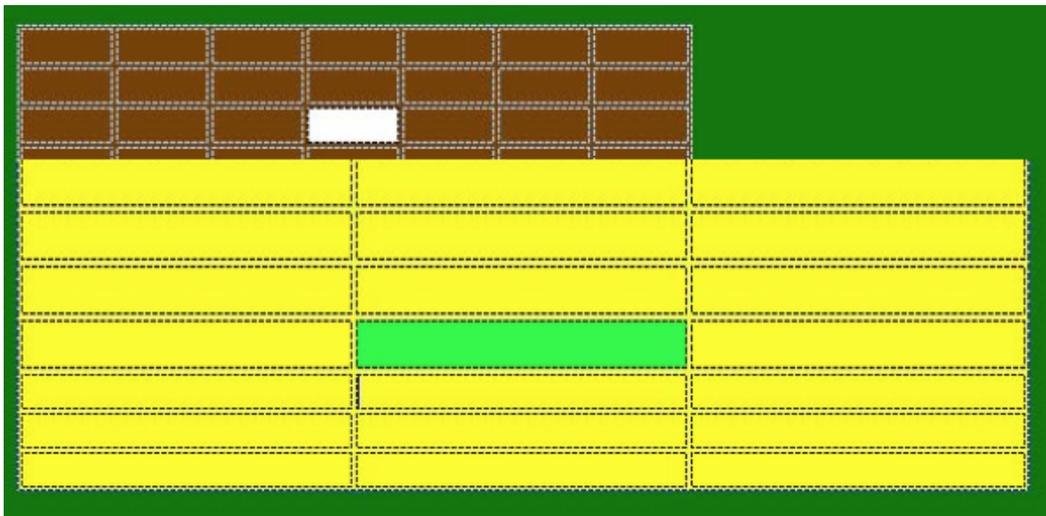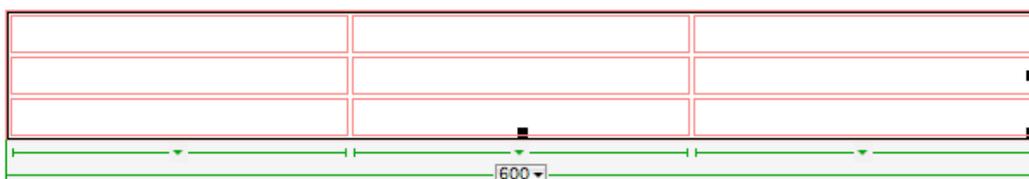

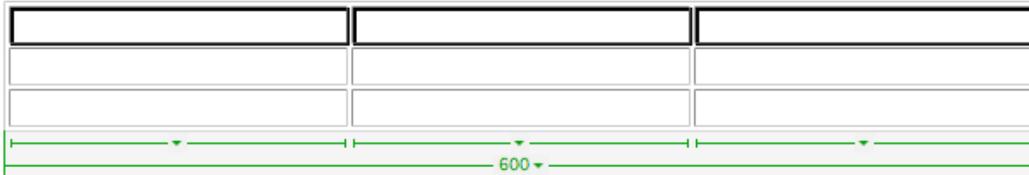*Fig.13*: Background color, table color, cell color

CREATING YOUR DESIRED LAYOUT

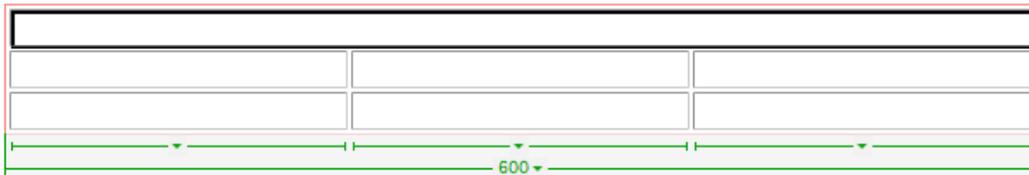To create the traditional layout, follow the directions below:

1. Insert a table with 3 rows and 3 columns that takes up 100% of the page.
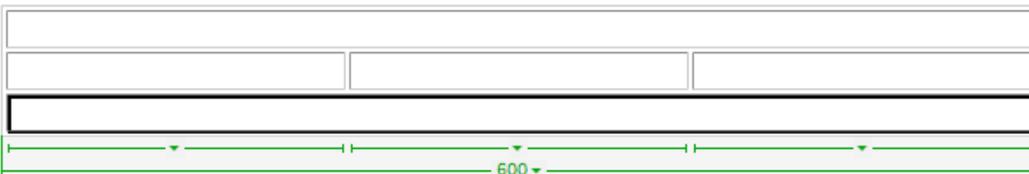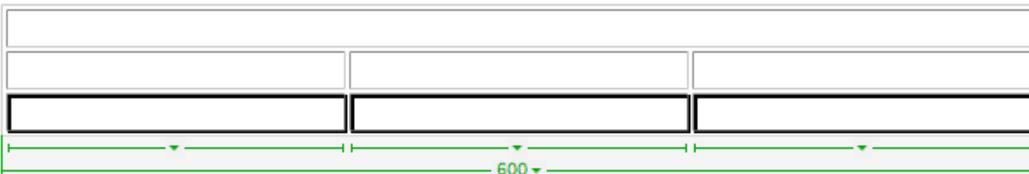
2. Highlight the first row of cells by placing your cursor in either far left or far right cell and dragging to the other side.

3. 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.

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

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

6. Now you can adjust the table by clicking and dragging on the handles to make the table look more like a familiar webpage (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 exactly where you want them within each section.

ADDING DESIGN ELEMENTS

ADDING TEXT

To insert text simply click inside a cell and type in your content. When you click **ENTER**, Dreamweaver automatically adds paragraph spacing. To add a line space, click **SHIFT +** ENTER.

INSERTING IMAGES

To insert an image, follow these steps:

1. Click in the cell where you want the image to appear.
2. Click **Insert > Image**.
3. Locate the image you want to insert.

NOTE: All of your images should be saved in the "images" folder that you established when you started.

4. Click **Choose** to insert the image.

Click on the image to view its properties in the **Image Properties Inspector** window (*Fig.14*).
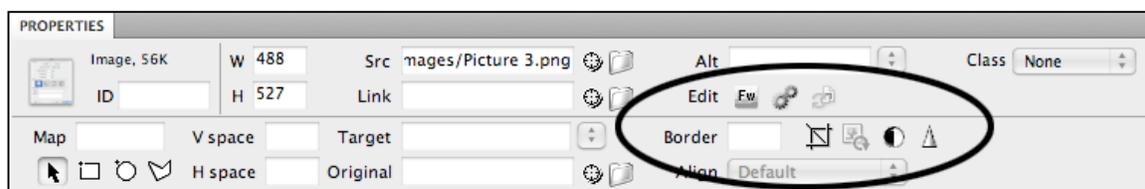

Fig.14: Image Properties Inspector window
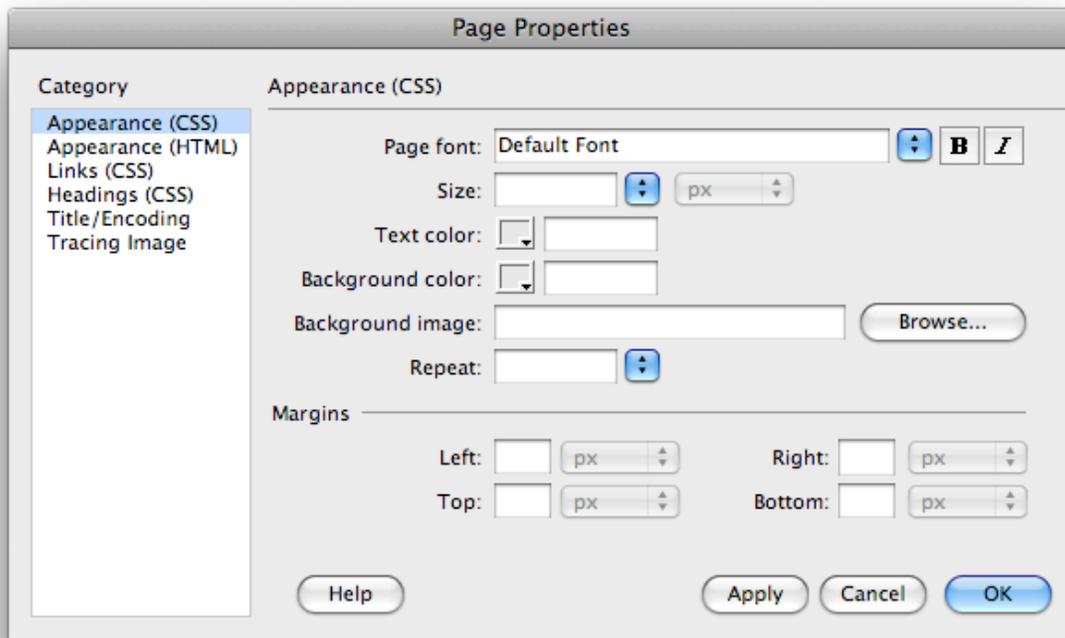
IMAGE PROPERTIES INSPECTOR

The top half of the **Image Properties Inspector** allows you to:

- Name the image (far left).
- Change the size of the image (**W&H**).
- See where the image file is located (**Src**).
- Link the image to a file or a site (**Link**).
- Edit the image (**Edit**).

Fw	Edit	Launches Fireworks to edit individual images.
	Optimize in Fireworks	Compresses jpeg and gif files.
	Crop	Crops images.
	Brightness/Contrast	Adjusts brightness and contrast of images.
	Sharpen	Increases sharpness of images.
	Edit Images Settings	Edit settings of image selected.

The bottom half of the **Image Properties Inspector** allows you to:

- Add a hotspot over the image (**Rectangular, Oval, and Polygon Hotspot**
- Select target if you made your image a link (**Target**);
- Add a border to your image (**Border**).
- Change alignment (**Align**).

(*Fig.15: Page Properties Window*)

FORMATTING PAGE PROPERTIES

To change the background color of your pages or other overall properties of your website, go to **Modify > Page Properties**. Here, in the **Page Properties** window, you can set the default font, text size, text color, and background for all of your pages (*Fig.15*).

Fig.15: Page Properties Appearance window To modify the properties of links, click on the **Links** tab under **Category**. Here you can Dreamweaver CS4 18 set link font, size, link color, color of active, rollover, and visited links, as well as link style (*Fig.16*).
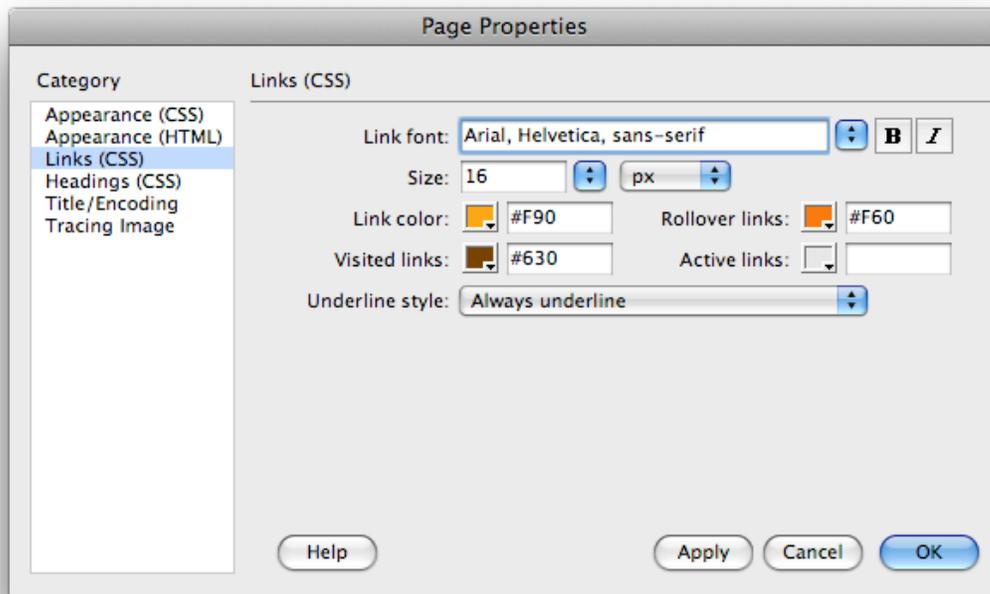

Fig.16: Page Properties Links window

PREVIEWING IN BROWSER

TO PREVIEW IN A BROWSER

You can preview your Web pages in a browser in many ways:

1. Choose **File > Preview** in Browser.
2. Hit **F12**.
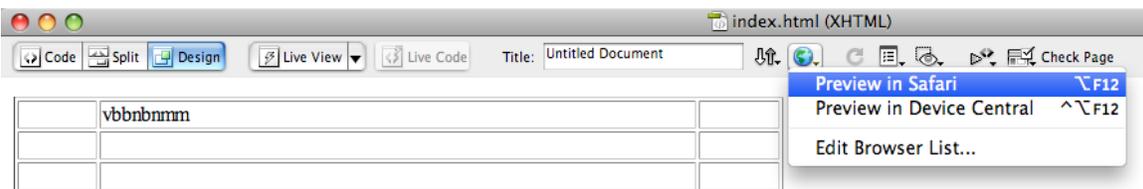3. Click on the world icon located on the toolbar at the top of your page (*Fig.17*).

Fig.17: Preview in a browser.

TO ADD A NEW BROWSER

 If you want to add a browser to the list, follow these steps:

1. Click the plus button to add a browser to your list.
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.
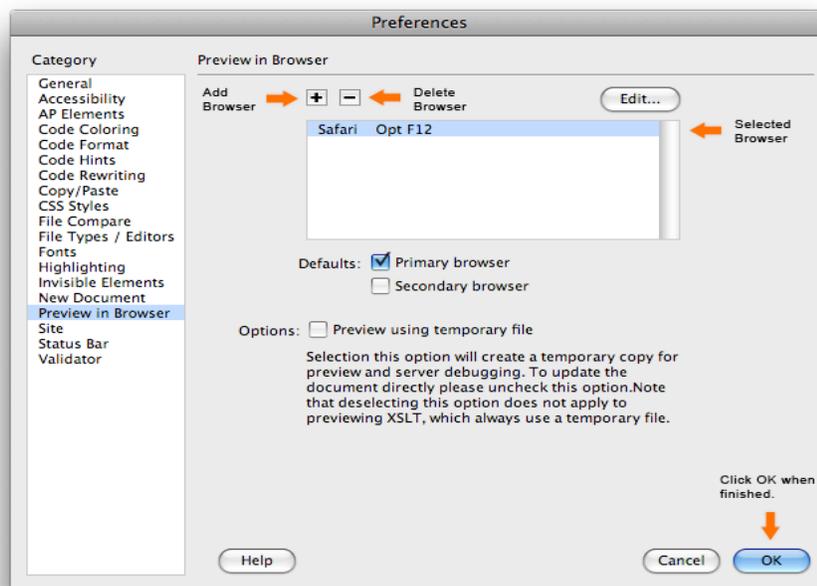3. Click **OK** (*Fig.18*).

Fig.18: Add browser in Preferences window

CREATING HYPERLINKS

A hyperlink or link, is an object or text that, when clicked, takes the users to another webpage or opens a file. The various types of hyperlinks are explained below.

INTERNAL LINKS

Internal links are used to connect users to other pages within the same website. Before linking to other pages, you must make sure that the other pages are saved in your **local root folder** and contain the file extension .htm or .html.

To create an internal link, follow these steps:

1. Select the text or image you would like to make a hyperlink.
2. Click on the small folder next to the **Link** field in the **Properties Inspector** (*Fig.19 and 20*).
3. Browse through the files, and select the page you would like to link.
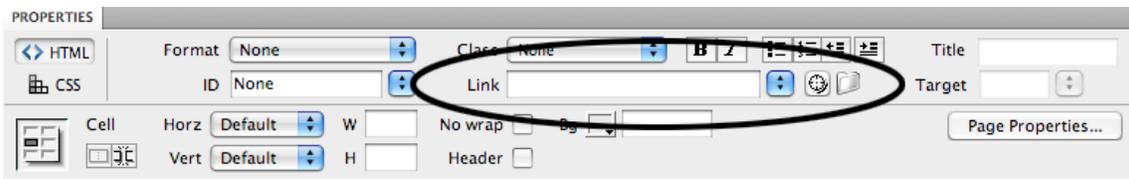4. Click **Choose**.

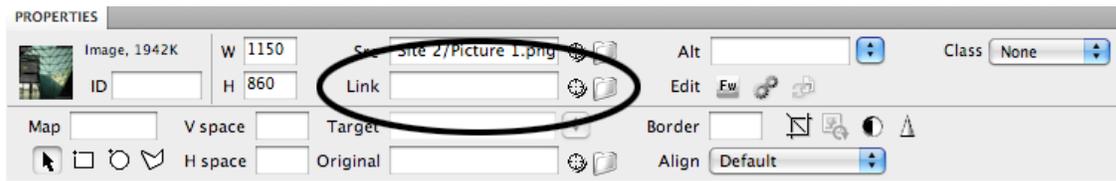*Fig.19:* Text Properties Inspector

Fig.20: Image Properties Inspector

EXTERNAL LINKS

External links are used to connect the users to pages from other websites.

To create an external link, do the following:

1. Select a text or an image you want to make a hyperlink.
2. Click the cursor inside of the link text field in the **Properties Inspector**.
3. Type the complete URL (web address) of the website you want to link
   (e.g. http://www.bgsu.edu).
4. Select the **Target** type as **-blank**.

NOTE: If you select the **Target** type as **-blank**, it will open the link in a new window while keeping your website open in another window. Doing this is good practice because it will prevent the user from being frustrated and leaving your site.

LINKS TO FILES

Sometimes you may need to link a file such as a PDF, a Word document, or a PowerPoint presentation. When the user clicks the hyperlink, the files will either automatically open up in its original program, or the browser will prompt the user to save the file on their hard drive.

To create a link to a file, follow these steps:

1. Make sure that the file you want to link is saved in your root folder.
2. Select a text or an image you would like to make a hyperlink.
3. Click on the small folder next to the **Link** field in the **Properties Inspector** (Figure 22).
4. Browse through the files, and select the file you would like to link.
5. Click **Choose**.
6. Select the **Target** type as **-blank**.

NOTE: To embed a PowerPoint presentation, go to the **Inserting Special Media** page for instructions.

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BASIC EMAIL LINK

E-mail links are links that will automatically open the user's default email program with a blank e-mail addressed to the specified e-mail link.

There are two ways to create an email link. You can:

1. Click on the **Insert** menu at the top of the screen and select **Email Link**.
2. Type in text for the hyperlink name or label, for example: My Email or Click here to email me (*Fig.21*).
3. Type in your email address, i.e. where the email is to be sent.
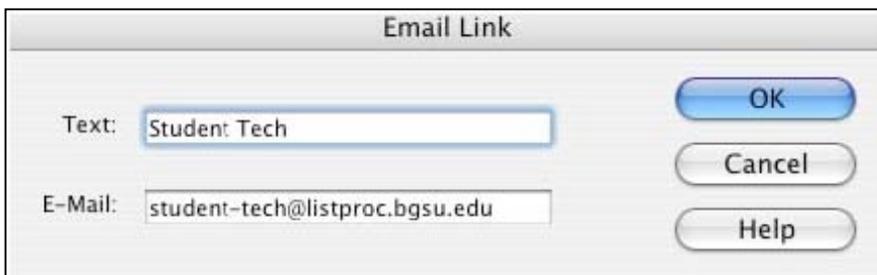4. Click **OK**.

Fig.21: E-mail Link window

OR, you can:

1. Select the text you want to be your email link.
2. In the **Properties** window in the **Links** field, type in mail to: yourusername@bgnet.bgsu.edu, or any other email address you want to use as your contact (*Fig.22*).

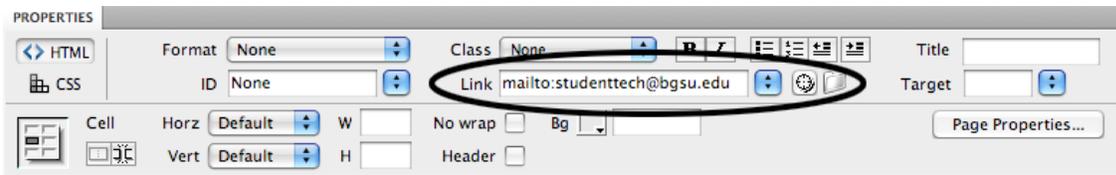3. Select **Target** type as **-blank**. **NOTE:** You can type in only one email address.

Fig. 22: E-mail Link in Properties window
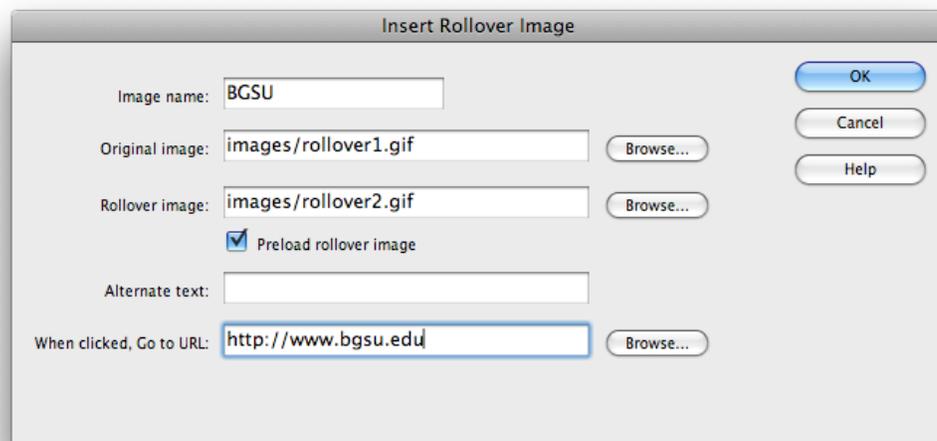
INSERTING SPECIAL MEDIA

Fig.23: Rollover Image window

ROLLOVER IMAGES

Rollover images allow you to have a graphic change to a different graphic when the mouse rolls over it. To insert a rollover image, do the following:

1. Click on Insert > Image Objects > Rollover Images.
2. In the **Insert Rollover Image** dialog box under **Original Image**, browse for the image that is to be seen before the mouse rolls over it (*Fig.23*).
3. Under **Rollover Image** browse for the image to be seen when the mouse rolls over it.
4. In the **When clicked. Go to URL** field, you can enter a link by typing in the web address or browsing to a file.
5. Click **OK**.

QUICKTIME MOVIE

To insert a movie, follow these simple steps:

1. Click on **Insert > Media > Plug-in**.
2. Navigate to the desired file.
3. Click **Choose**. **NOTE:** By default the QuickTime is viewed in a very small window; to make the window larger, click on it once and drag one of the corners to the desired size. Make sure the movie file is located in your local **root folder.**

EMBEDDING A POWERPOINT PRESENTATION

To insert a Power Point Presentation, do the following:

1. Open a project in PowerPoint.
2. Click Save as Web Page.
3. Put both the .html and the folder of files created in PowerPoint into your local root folder.

NOTE: The file .html is now your PowerPoint embedded into a Web page; you can double-click on it to open it in a browser.

4. Insert a link to your PowerPoint .html file. Now if the user clicks on the link, your presentation will open.

UPLOADING FILES TO WEB

To upload your site to the Web successfully, you must make sure that you defined your **Local Info** and **Remote Info** before you did anything else in Dreamweaver. If you are working on a different computer and forgot to define your site, follow the steps on **Getting Started** page. You will have to create a new site and enter all the information in the **Local Info** and **Remote Info** tabs. If you are sure that you defined your Remote Info, but uploading is not working, go back and check your **Remote Info**. **Go to Site > Manage Sites > Your Site Name**. If the name of the site is not there, follow the steps on **Getting Started** page.

UPLOADING YOUR FILES

To upload your files to the Web, complete this process:

1. Make sure your **Files** panel is open. If not, go to **Window > Files**.
2. Click the **Connect** button. This button connects Dreamweaver to your server space (see *Fig.24*).
3. Make sure your toolbar displays **Local View** and your files can be seen in the panel. The **Local View** shows everything in the **Files** panel that is on the computer in your local root folder.
4. Select your local root folder and click on the **Put** button (See *Fig.24*).

NOTE: If you make changes, be sure to upload your entire folder and replace the old version to keep all files linked properly.

1. In the toolbar, switch your view from **Local** to **Remote** View. You should now see your files under **Remote** as well. The **Remote View** shows you all of the files uploaded on your server space.
2. Check your site in a browser by typing in your Web site address. If you are using the BGSU personal web space your Web address is: **http://personal.bgsu.** edu/~(your username).

NOTE: We recommend that you save a backup of your local root folder on something semi permanent such as a CD, a zip disk, or a flash drive (Do not use a floppy disk!) in order to save you time and energy when you need to update the site.
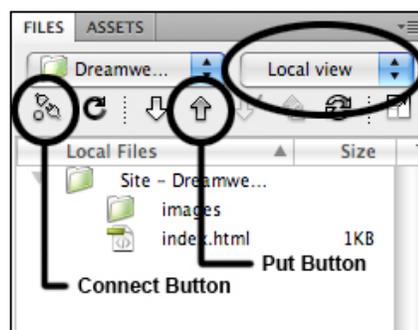

Fig.24: Local View

DOWNLOADING FILES FROM THE WEB

DEFINING REMOTE INFO

Dreamweaver allows you to connect to your main server space and retrieve stored folders located on your site. This feature will only be necessary if you need to update a currently uploaded website and you no longer have the local root folder for the site.

To download a file from the server, you will need to know the **Remote Info** (Figure 1). The **Remote Info** you entered when you uploaded your site tells Dreamweaver where to find your currently uploaded files.
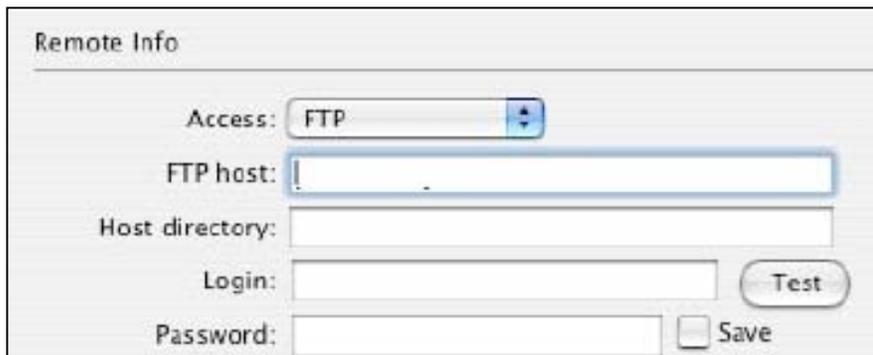

Fig.25: Remote Info window

NOTE: If you are using a personal BGSU web account, you can find the remote information on the **Getting Started** page of this tutorial.

DOWNLOADING YOUR FILES

To download files, complete the following process:

1. Click the **Connect** button (*Fig.26*).
2. Change the toolbar so it displays **Remote View** and the files associated with your site appear on the screen (*Fig.26*).
3. Select the folder where all of the files are located, and click on the **Get** button.
4. You will see a dialog box asking "Are you sure you want to get the entire site?" Click **OK**.
5. You should see the files being downloaded, and when it is completed your uploaded Web site should appear under **Local View** in the toolbar.
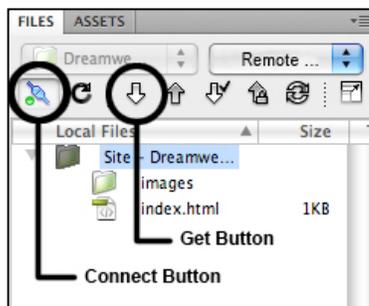6. Go to **File > Save** to save your project before you make changes to it.

Fig.26: Remote View

NOTE: If this process does not work, go back and check your **Remote Info** under **Sites > Manage Site** > your site name.