



Tutorial: Creating Course Web Pages with Dreamweaver

Introduction

This web resource was created by the Center for Instructional Technology for faculty in the Markets and Management program at Duke University in conjunction with class projects involving the use of Dreamweaver in the creation of course web pages.

This tutorial is applicable to the version 3 of Dreamweaver. Although screen shots are taken from the Windows release of the program, the screens shown should be identical to the Macintosh release of Dreamweaver 3.

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Tips for Web Authoring

What is Dreamweaver?

Macromedia's Dreamweaver is an application for creating and editing web pages. The program is available for the Windows and Macintosh operating systems and is quite similar on both platforms. Material in this tutorial series is applicable to both programs.

Although Dreamweaver is one of the leading tools used by professional Web designers, it is flexible enough to put together simple web spaces with ease. Dreamweaver offers several advantages over other web editing programs:

- allows you to create pages that are compatible with different types of browsers (Netscape, Internet Explorer, etc), versions of web browsing software, or types of web access devices (desktop computers, handheld devices, Internet Appliances)
- automatically generates JAVA scripts, forms, and other objects to add more functionality to pages
- allows you to work collaboratively on web spaces
- facilitates easy management of your web pages using templates and other features
- easy integration of multimedia elements such as Shockwave, Flash, or Quicktime

What is a web page?

Although the Internet was developed as a means for sharing information with computers in the 1970's, the web was not created until the mid-1990's. The World Wide Web allows you to view and share information on web pages with other computer users in different parts of the world. Since web pages may include graphics, photos, movies, sounds, and other multimedia elements, as well as programming scripts to create an interactive environment, the web has become the most predominant form of communication on the Internet.

Standards for the construction of web pages are developed by an oversight committee to ensure that web spaces may be viewed on a variety of computer platforms, on various types of computer devices, and using different "brands" of web browsers. These standards are constantly under development to add new

functionality and some companies may experimentally introduce new features to the web -- hence, there are differences in the ways that some web browsers interpret the displaying of particular pages. Dreamweaver is an authoring tool that adheres to web standards and the program recognizes differences in the ways that the two major web browsers interpret pages -- the program can warn you if you are including a feature that will only be visible on one type or version of browser and can "clean up" web files authored in programs that do not completely adhere to commonly accepted standards for the World Wide Web.

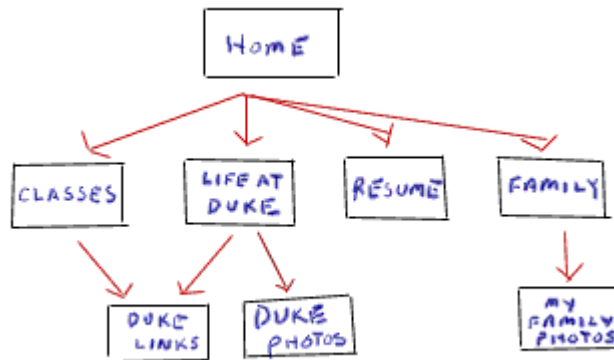
Dreamweaver also includes features that make it easy to author pages that are viewable on different types of computer devices. Some individuals browsing pages may be using older computers with small screens or with small handheld devices that have limited color capabilities. Dreamweaver can help you create web pages that can be read by anyone with a web browser, no matter what type of computer they may be using.

Web pages consist of text files that contain special codes, called Hypertext Markup Language (or "HTML"), that tell the browser how to display text, other pages in your homepage space or on the World Wide Web that the page connects to, as well as links to any multimedia elements (graphics, sound, video) that may be included on the page. Unlike a word processing file, which may contain graphics and other elements in a single file, web pages consist of elements stored in separate files.

What are the steps in making a web page?

1 - Draw a sketch of space

You may wish to start out authoring your web page by making a flowchart, consisting of blocks for each page that a user encounters when they browse through your web page.



2 - Draw sketches of individual pages

On paper, you can also make block outlines of how each page will look, showing where text or graphics will appear on the pages.



3 - Create text in a word processor

Since your pages will likely consist primarily of text, you should assemble all of the text for your pages in a word processor. Later, in this tutorial, we will demonstrate how to import text from MS Word into Dreamweaver.

4 - Gather pictures, sounds, and movies

Dreamweaver only allows you to author and edit web pages. You will use separate programs such as Corel Draw, Photoshop, Flash, Shockwave, or Premiere to create the graphics and multimedia elements of your pages.

5 - Combine elements in Dreamweaver

After you have all of the basic components of the web page, assemble the components in Dreamweaver.

6 - Publish to the web

You will create your web pages locally on your computer. In order to make the pages visible to users on the web, they will be copied to a web server. For this step, you may use any FTP ("file transfer protocol") program that allows you to copy files from a Mac or PC to a Unix-based web server. Dreamweaver includes a utility for transferring these files or you may use a separate application, such as Fetch (for the Macintosh) or WS FTP (for Windows).

What do I need to do in order to make my pages work on the server?

As we noted earlier, the web is a standard for interactive presentations and pages that may be viewed on different types of computers. Since each computer platform has different conventions for working with files, you should keep the following rules in mind when creating pages. Some of these tips can also assist you when organizing and working with the files in your web space.

--Use "xxx.html" not "xxx.htm" and name graphics "xxx.gif" or "xxx.jpg"

The last part of a filename after the "period" is known as the filename extension. This extension tells the computer what type of information is contained in that file, so that the computer knows what application to use to edit the file or how to serve the file to a web browser. Although you may use three-letter or four-

letter file name extensions for files, you may wish to consistently use ".html" for web pages and ".gif" or ".jpg" for graphics in your web page. Sometimes, if you use both, you may save a file under two different names (one with a three-letter extension and another with a four-letter extension) and get them confused when you edit the pages at a later time.

- Use all small letters in the file names.**
- Do not use a space in a file name.**
- Do not use special characters (?, *, @, #, \$, %, etc.)**
- Use hypens or underscores**

The above rules take into account the way that different computer platforms handle filenames. For example, special characters are often reserved and cannot be used in a filename on some computers, but may be allowed on others. Using these conventions will allow you to edit the files later on a different computer and eliminate problems you may have when the files are transferred to a Unix-based web server from your Macintosh or PC.

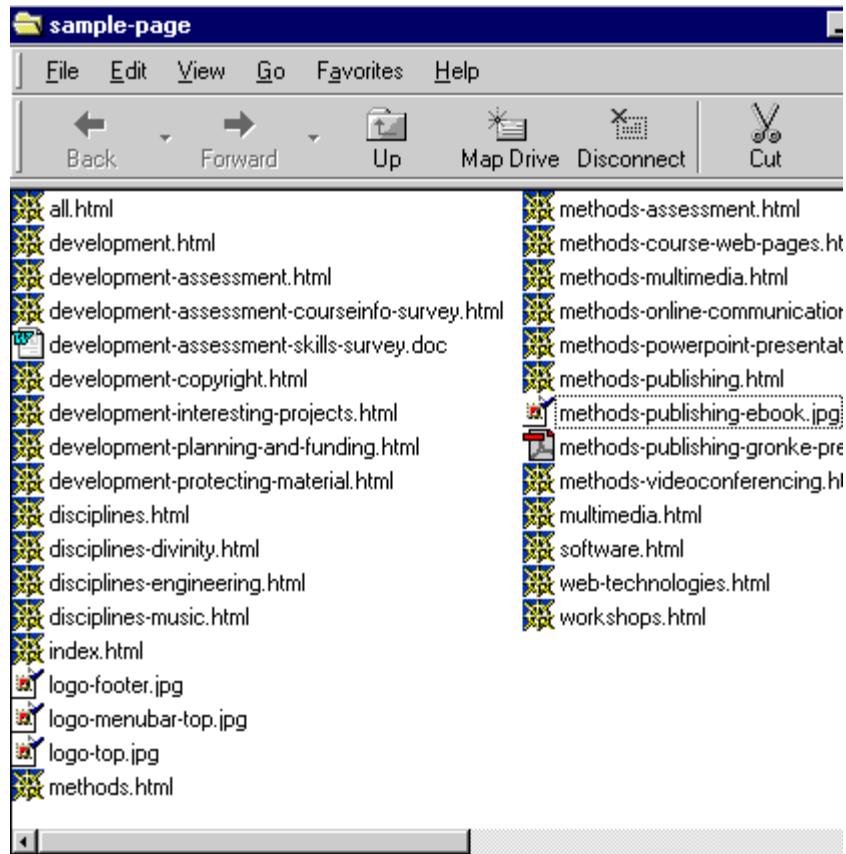
How can I organize my work?

Web pages are, invariably, always under construction. What may begin as a simple web page can expand to a number of sections and pages in a short period of time.

You can make your work easier by using filenames to organize the files that comprise your web space.

- Use filenames to reflect page content.**
- Use generic names for standard elements contained on many pages.**
- Use similar file names for elements that belong to a single page.**

The sample file list below shows a web space that includes multiple sections, each with their own graphics. The "logo" files are common elements that are used on a number of pages. Note how various types of files (jpg photos, Word documents, Adobe Acrobat documents) are named so that you can recognize the page with which they are associated.



The Dreamweaver Interface

Creating a New Project

Web pages, when stored on a server, are stored in folders. Typically, on a web server that hosts pages for a number of users, each user has their own folder for containing their materials. Dreamweaver needs a folder to store the materials that make up your web page. So, the first step in creating any project is to create a folder, typically on your desktop, before opening Dreamweaver.

Windows: On the desktop, click the right mouse button. From the menu that appears, choose New Folder. Type in a name for your folder and press <Enter>.

Macintosh: While viewing the desktop, choose **File New Folder** from the menu at the top of the Macintosh screen. Type in a name for your folder and press <Enter>.

Note: If you are using a public cluster computer at Duke, you should back up the folder you created to a floppy or Zip disk at the end of your session. Any information you leave on the machine will be erased when you log out.

When you open Dreamweaver, you should see a blank page. Save this file as "index.html" -- "index.html" is always the first file that a visitor to your web page will see. Save this file in the folder you created for your project.

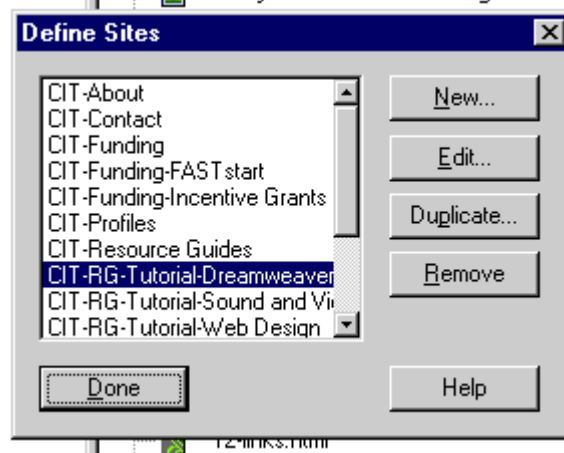
You can create new pages by choosing **File New** from the Dreamweaver menu. Save these files in the folder you have created for your project.

Site Management in Dreamweaver

Dreamweaver allows you to manage all of the components that make up your web page or "site". In order to use these features, you need to define your site, telling Dreamweaver the location of the folder containing your files.

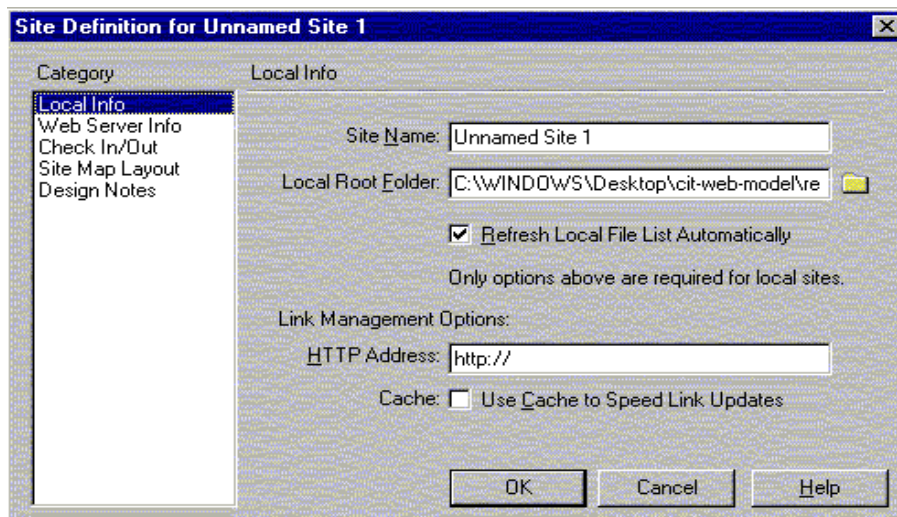
On the main Dreamweaver menu at the top of the screen, choose **Sites Define Sites**.

A dialogue box appears showing the sites you have defined in Dreamweaver. Click on the "New" button to define your site or click once on the name of the site and click the "Edit" button to change parameters for an existing site.



Under "Site Name", enter an easy to remember title for your site. (The title will be shown in the list of sites you have defined, such as the illustration above.) The option "Local Root Folder" is used to point Dreamweaver to the folder containing your site. Click the file folder to browse to the folder where your files will be located. Click the "OK" button on the dialogue box to continue.

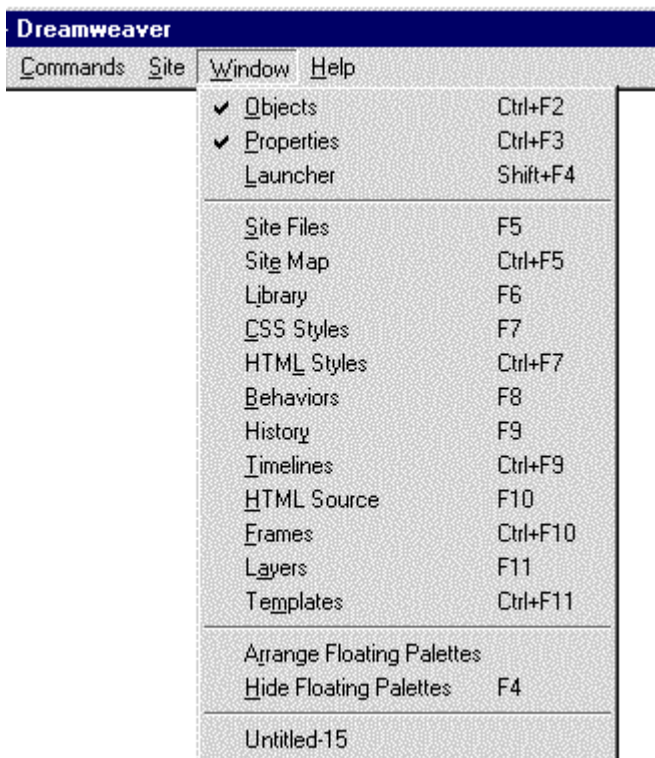
Depending on how Dreamweaver is configured on your computer, you may see a dialogue box asking if you wish to create a Cache File for the site. The Cache File is only helpful on older computers -- Dreamweaver makes temporary files when you are previewing parts of the site. Just click the option "Don't Create" to finish defining your site.



After your site is defined, you may choose **Window > Site Files** from the Dreamweaver menu bar to see a list of files contained in your site. You may double-click an HTML file in this list to edit it in Dreamweaver. Later, we will use the Site Files window to publish your files to a web server.

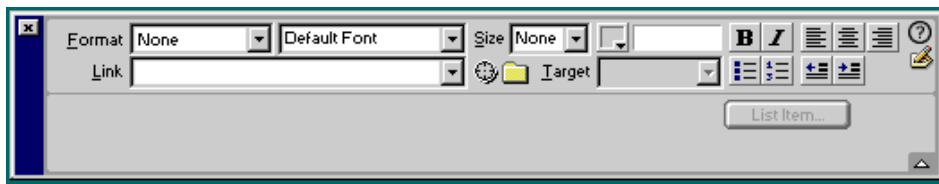
Working with Palettes (Toolbars)

If you are running Dreamweaver for the first time or if you are using the program on a public cluster computer, Dreamweaver will appear on the screen with a number of floating toolbars (also referred to as "palettes"). Most of these will only be used for more advanced functions. In this series of lessons, you will only be using the Properties toolbar and the Objects toolbar. To show only these toolbars, examine the Window menu in Dreamweaver. There should be a checkmark beside the names of these toolbars -- if there are checkmarks beside the names of other palettes, click on the name of the toolbar and it will disappear from the screen. You can also click on the small "x" in the corner of the toolbar to remove it from the screen.

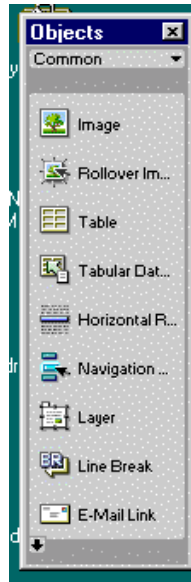


You can move a toolbar to a more convenient location on the screen by clicking and dragging on the top of the toolbar.

The Properties toolbar will be used when editing text and working with various elements (tables, graphs, etc) on your web pages. The Objects toolbar allows you to easily insert special characters or other objects into your web page.



above, the Properties Toolbar



above, the Objects Toolbar

Setting Preferences

In order to speed your work with Dreamweaver, set up a couple of basic Preferences.

Choose **Edit Preferences** from the Dreamweaver menu.

For the purposes of this tutorial, you will need to set two preferences. Under Object Palette, make sure the option "Icons and Text" is shown -- this will display the object toolbar with text describing each option. Also, under "Add Extension When Saving", make sure the option is checked and that the extension ".html" is shown in the window.

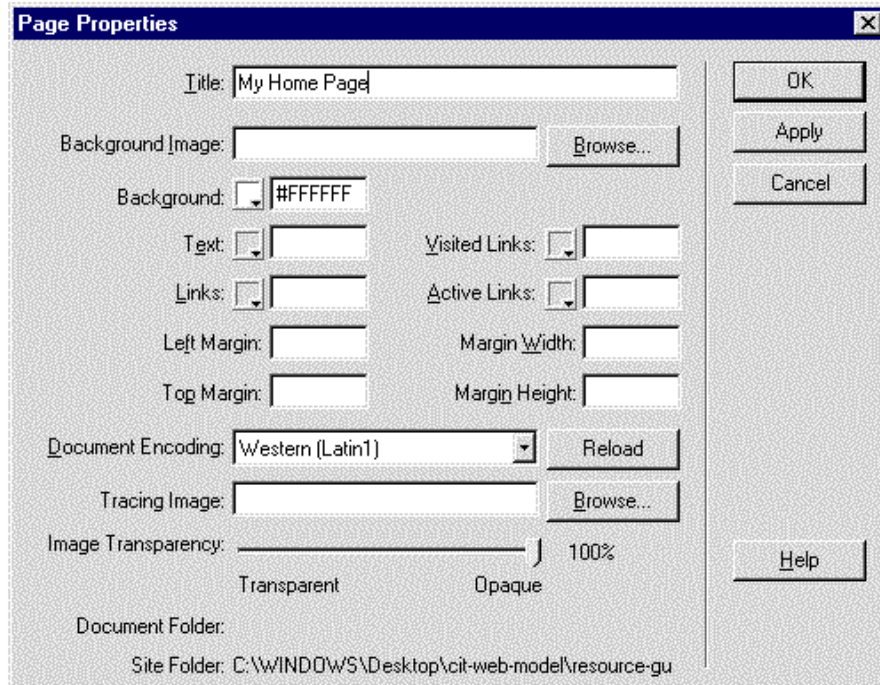
As you become more familiar with Dreamweaver, you may change other preferences as well. Later, we will examine preferences used for transferring files to a personal web page at Duke using Dreamweaver.

Page Properties

In HTML, some codes are placed at the beginning of a web page to serve a number of purposes. You can set a background color for a page, a background image that will be tiled behind any text or images on the page, or you may set the default colors of text and links on the pages.

You can also insert a title for the current page and a description of the page contents. These properties will be used by search engines to properly database and display links to your pages.

To access page properties, choose **Modify Page Properties** on the main Dreamweaver window.



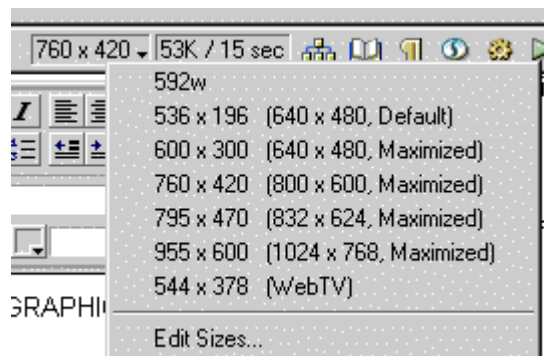
Sizing the Dreamweaver Window

As mentioned earlier, web pages are designed to be viewed on various types of computers. Depending on the age of a computer or the type of device (desktop computer, handheld device), the device used to view your pages may be a different size from the machine used to author the pages. Dreamweaver allows you to simulate how these web pages will look on a different type of machine.

The screen size on a computer or other web browsing device is measured in "pixels" -- dots that make up the computer display. Most recent computers display 1024 by 768 pixels; older machines may only display 800 by 600 pixels or 640 x 480 pixels.

If possible set the Dreamweaver screen to simulate the display of a screen that is 800 by 600 pixels, the most commonly found type of display found on current computers. If you are authoring specifically for a handheld device, you may wish to set a custom display size for Dreamweaver.

When working with a web page, you may wish to switch between display sizes to examine how the page will be displayed on different types of computers.



(For a detailed explanation of monitor resolution differences and the impact of these differences on web design, see the following excerpt from our Resource Guide on web design:

<http://cit.duke.edu/resource-guides/tutorial-web-design/03-medium-resolution.html>

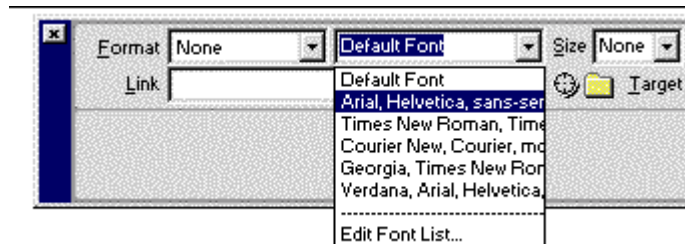
The page includes illustrations of how web pages appear at different screen resolutions.)

Working with Text

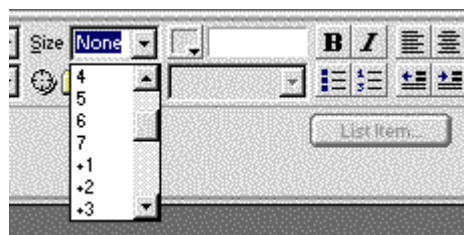
The object properties toolbar will change depending on the type of object selected. Working with text in Dreamweaver is quite similar to editing text in a word processor. Highlighting text in the main Dreamweaver window brings up a group of tools in the Properties toolbar that you can use for editing text. You may use bold, italics, or alignment or more advanced options.

Some of these options are unique to web pages.

Fonts -- Since web pages are designed to be viewed on multiple types of computers, fonts may present a problem when designing pages. Each computer operating system comes with a standard set of fonts used to display text. Although these fonts may look similar, they have different names on different computer platforms. Dreamweaver uses HTML coding to tell the web browser to choose from a "family" of similar fonts -- if one font is not present on the computer, another from the list will be chosen.

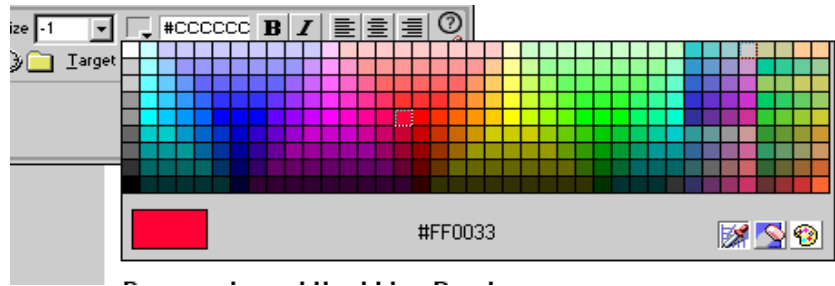


Font Size -- Similar fonts on different computers may also be of differing sizes. HTML coding allows for this by letting you specify whether a particular font should be larger or smaller, based on proportions. The size -1 works well for most text on a page and is equivalent to a 10-point font on most computers.



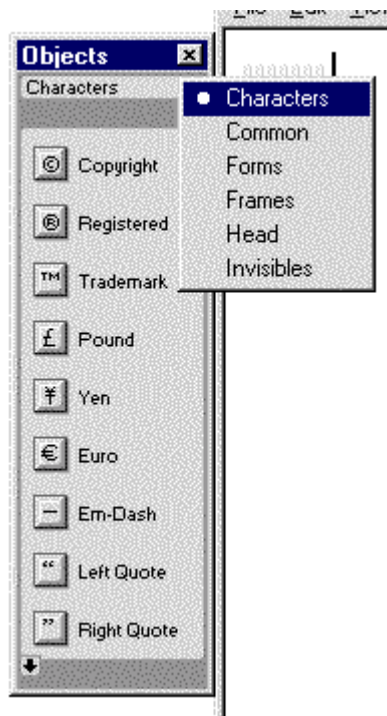
Text color -- You may change the color of text using the font color option in Dreamweaver. Note that the colors shown here are "web safe" -- they are designed to work with computers that may be capable of only displaying a limited number of colors. You may read more about using color on web pages in the CIT's resource guide on web design at:

<http://cit.duke.edu/resource-guides/tutorial-web-design/index.html>



Inserting Special Characters with the Object Toolbar

The object toolbar may be used to insert a number of different objects in pages. One of the most frequently used purposes for this toolbar is to insert special characters into text.



To use this function of the toolbar, click on the drop down list of objects at the top of the toolbar and choose the option for "special characters". Simply click on the appropriate character to insert it at the cursor in your text.

Paragraphs and Hard Line Breaks

Pressing the "enter" key when typing text in Dreamweaver inserts a paragraph break with a two-line space between the paragraphs. If you wish to insert a hard line break that will not leave a space, press SHIFT ENTER at the end of the line.

Previewing Your Work

When editing pages, you may wish to see how they will appear in your web browser.

Choose **File Preview in Browser** to send the currently displayed page to your web browser.

Depending on how your machine is set up, you may see the option of sending the page to Internet Explorer or Netscape for display.

Choose **File Preview in Browser Edit Browser List** to add additional browsers to this list.

When you are finished examining the web page, simply close the browser and return to Dreamweaver.

Importing Text from Word

When assembling your web page, you will likely be using materials that you have already created in a word processor. Although you may use Dreamweaver for entering and editing text, it may be more convenient to use Microsoft Word or other tools when working with text.

Text from a word processing file may be imported into Dreamweaver, but some formatting options may not appear properly since you are translating the file from a proprietary format used for printing documents to Web formats used for displaying information on a screen. Fonts you have specified will not translate into the format, including any special characters. Footnotes and columns will not appear as they do in the original document. Text options (bold, italics) and tables may appear using one of the methods noted below.

Importing Text via Copy and Paste from MS Word

The easiest method for importing text into Dreamweaver is with a simple "copy and paste".

Open the original text in MS Word.

Select the text to be copied (or choose **Edit Select All** from the MS Word menu).

Select **Edit Copy** from the MS Word menu.

Then, open the target HTML file in Dreamweaver and choose **Edit Paste** from the Dreamweaver menu.

When copying text using this method, only the basic text is carried over into Dreamweaver -- any special font formatting (font sizes, bold, italics) will be lost. Text contained in columns or tables will be carried over as plain text.

Importing Text via HTML Save from MS Word

A more complicated method for importing text into Dreamweaver is to first export the file from MS Word into HTML format. This method preserves more formatting of the original document.

Open the original document in MS Word.

From the MS Word main menu, choose **File Save As**. In the option dialogue box that appears, choose "HTML" from the file type drop down menu.

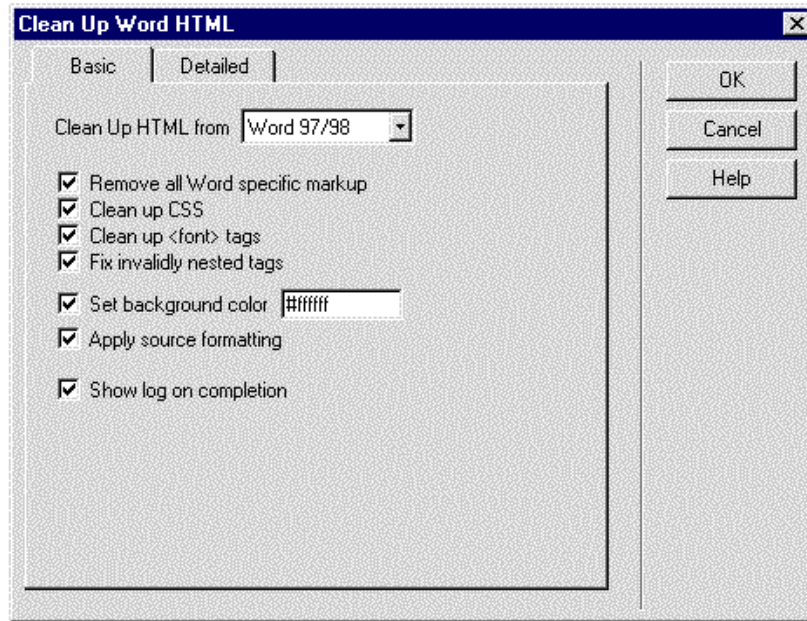
Save the file in an easy to find location on your hard drive. This HTML will only be used temporarily and can be deleted later.

Close MS Word and open Dreamweaver.

Choose **File Open** from the main Dreamweaver menu and import the temporary file you just created.

Note that MS Word creates HTML files that may not adhere to commonly accepted Web standards, so you will need to "clean up" the codes inside of this page.

From the Dreamweaver menu, choose **Commands Clean Up Word HTML**. This will bring up a dialogue box where you may choose the version of MS Word used to create the document and execute the command. Dreamweaver will generate a report on the screen that tells you what codes in the document have been corrected.



Choose **File Save** to save the corrected version of the document on your hard drive.

You may then copy and paste material from this temporary document to the target web page in Dreamweaver.

[05-links-and-pictures.html](#)

Creating Links

Inserting Local Links

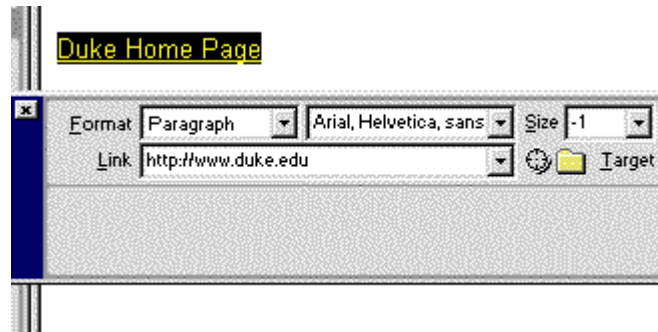
To insert a link to a file contained within your web page, simply type the name of the file into the proper option in the object properties toolbar. You must type the full filename with the extension (such as "document.html").

You may also click on the small folder beside the filename option and browse to the file located in your web space folder on your local computer.

Inserting Links to Web Pages

To insert a link to a web page, highlight the text to be linked. Then, type the URL of the web page in the proper option in the object properties toolbar.

If the URL is quite long, you may paste it into the option box -- copy the URL from a web browser or text document, highlight the text to be linked, then click on the URL option box. Press CONTROL V (on Windows) or OPTION V (on the Macintosh) and the URL will appear.



Email Links

An email link is a special URL on web pages that allows the user to click on text or an object to send an email message.

To create an email link, highlight the text or object that you wish to turn into an email link. Click on "E-Mail Link" option in the Objects toolbar. In the dialogue box that appears, type in the email address that will receive the email.

You may also highlight the text or object that you will turn into an email link and type "mailto:" and the email address into the Link option on the Properties toolbar.

Links Within a Page (Named Anchors)

Sometimes, if you are dealing with a lengthy document, you may wish to provide an "table of contents" at the beginning of the page that links to individual items on that page.

(For an example, see the CIT's Resource Guide on Adding Multimedia to Course Materials at <http://cit.duke.edu/resource-guides/methods-multimedia.html> . Named anchors are used in this document to create a table of contents at the top of the page.)

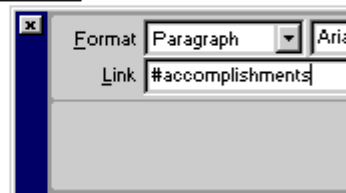
These links within a document are called "named anchors". To create them, move the cursor to a point in the document where you wish to insert an anchor. From the main Dreamweaver main menu, choose **Insert Named Anchor** and type in a name for the anchor. Dreamweaver inserts a special "anchor" symbol where the anchor is located in the document.

To link to the anchor, highlight the text you wish to link and type in the number sign (#) followed by the name of the anchor. The name you type in the URL box must be exactly the same as the name you typed in for the anchor.

[Go to My Experience](#)

[Go to My Accomplishments](#)

 [Accomplishments](#)



Working with Pictures and Graphics

Inserting a Photo or Graphic

Any photos or graphics contained on your web page will need to be created and edited in an external program such as Adobe Photoshop or Microsoft PhotoEditor. You may use gif or jpg formatted graphics in a web page (tiff or other formats cannot be displayed by web browsers).

To insert a photograph, choose **Insert Image** from the main Dreamweaver menu and browse to the graphics file. The file must be located in the same folder as the rest of your web page files.

Hint. You may also insert a photograph by clicking on the Image icon in the Objects palette.

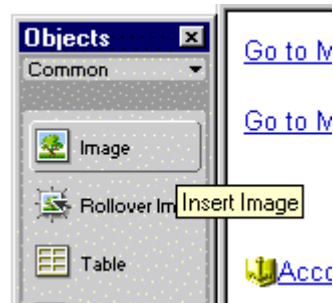
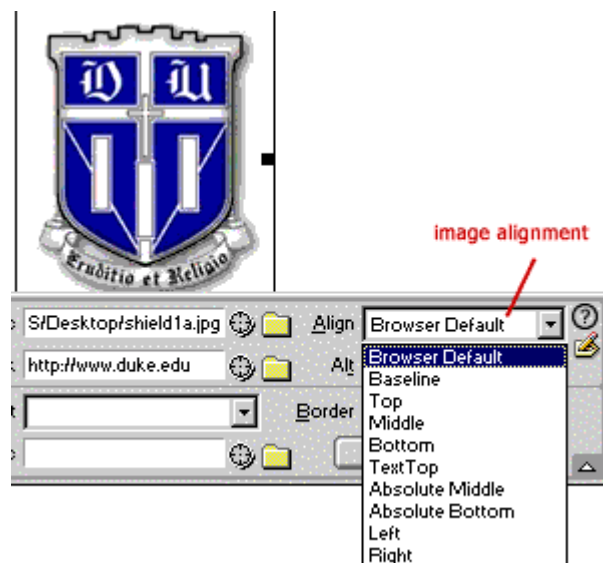


Image Alignment

To align a graphic on the page, you may use the left/right/center alignment buttons on the object properties toolbar. These are the same buttons used to align text.

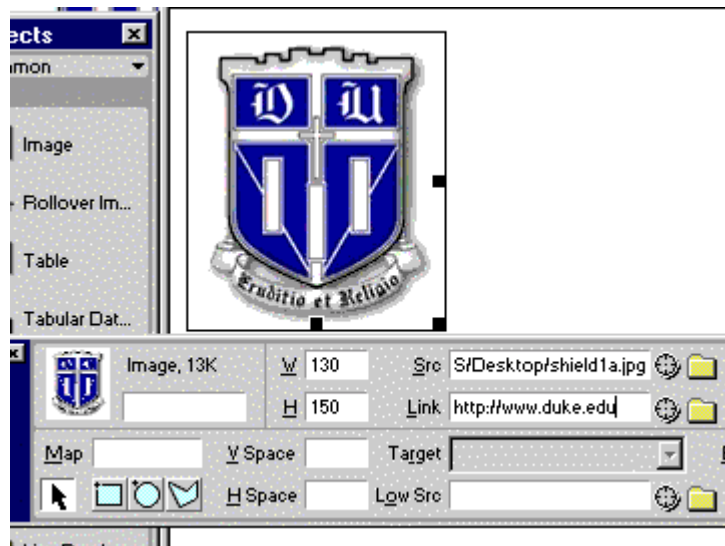
The object properties bar also includes special alignment options for images that determines how text is wrapped around the image. "Browser Default" places the image with text before and after the image (the method that is used to place images on this web page). The "Left" and "Right" alignment options will wrap text to the left or right of an image. "Top", "Middle", etc., will align the first line of the paragraph at the top, middle or bottom of an image. "Browser Default", "Left", and "Right" are the most commonly used options for images.



Making a Photo a Hot Link

Any gif or jpg graphic used on a page can also be used as a hyperlink. Click on the image in the main Dreamweaver window, then type in the URL to the target web page or browse to your local file using the appropriate options in the toolbar. This method is often used to create clickable "buttons" on a web page

that include custom fonts and graphics. It may also be used to direct the user to a larger version of a graphic -- a small thumbnail version of the graphic is included in the web page and is stored as a separate document.



Resizing an Image

If an image appears too large on your page, you may highlight the image and "click and drag" on the corners of the image to make it larger or smaller in Dreamweaver. However, this is not recommended.

Making a smaller image appear larger on the screen spreads out the individual dots that make up the image, resulting in a photo or graphic that looks "ragged". Reducing the size of larger image in Dreamweaver doesn't change the size of the actual image stored on your computer -- it simply appears smaller. So, it may take a long time for the user to download the page containing your image.

Resize your images using an external graphics program, such as Adobe Photoshop or the MS PhotoEditor that ships with MS Office.

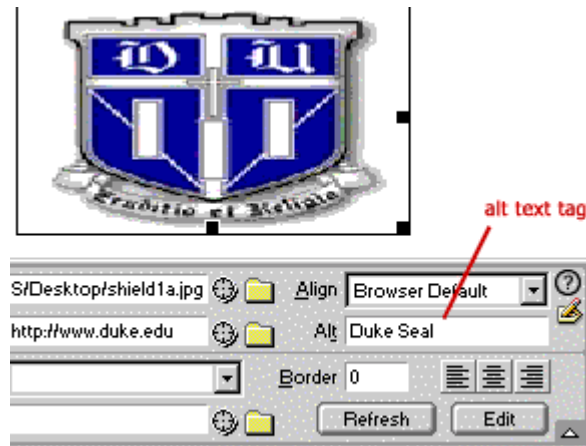
If you accidentally resize an image in Dreamweaver by clicking and dragging on the corners of the image, you can reset it to its default size by first highlighting the image, then clicking on the "H" and "W" next to the pixel sizes of the height and width of the image shown in the object properties toolbar.



Using the ALT Text Tag

The "alt text" tag in HTML was originally intended to provide an opportunity to show text instead of pictures for users that may have been using a web browser not capable of showing graphics. Today, it is used to make the web more accessible to vision disabled users. It will also display a descriptive pop-up message in most browsers.

To insert an "alt text" tag, highlight the graphic you wish to label. In the Properties toolbar, enter the text in the appropriate box.



Placing a Border Around an Image

In some cases, you may wish to place a solid border around an image (similar to the images shown on this web page). To create the border, click once on the image and enter a number in the "border" box on the object properties toolbar. The number indicates the number of pixels to create for the border. The images on this page include a five pixel border.

If the image is linked, the border will be the default link colors you specify in the Page Properties dialogue box. Otherwise, the border will be the same color as the default text used in your page.

Importing Charts from MS PowerPoint

You may insert charts and graphs created in MS Powerpoint into a web page. Open the slide presentation containing the chart or graph in PowerPoint and display the slide containing the chart on the screen. Choose **File Save As** from the PowerPoint menu. Finally, choose "jpg" or "gif" from the "type" drop down options that appear in the dialogue box and save the graphic in the folder containing your web documents.

Note: The graphic created by MS Powerpoint may be too large to fit on your web page. Use the MS Photo Editor or another application to crop or resize the image to fit on your page. The maximum size you should use for the image is about 500 pixels across -- an image that is larger will require much more time to download and will not properly display in your web page.

Using Tables

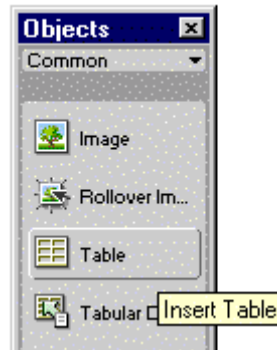
Tables may be used for simple formatting in web pages. Since web pages are intended to be shown on a screen, and since different sizes of displays are used to browse pages, the web standard does not allow for many layout options. Text or graphics on a page are simply "wrapped" to fit the current display, so exact placement of items on the screen or the use of columns are not allowed.

Tables allow you to format material in columns or to place material vertically on the screen.

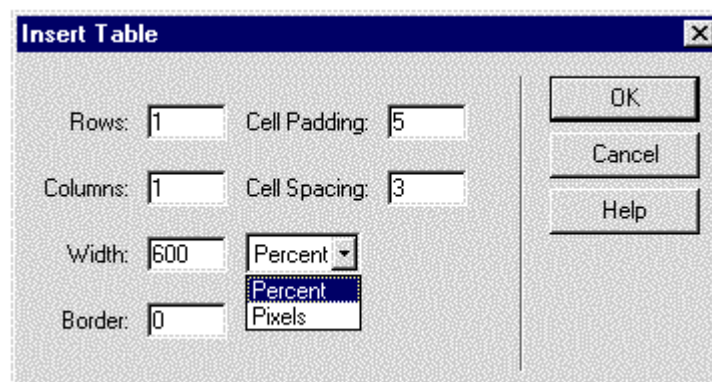
Making a Table

To insert a table into the current page, choose **Insert Table** from the Dreamweaver menu. A dialogue box appears so that you can set how many columns and cells the table will contain.

Hint: You may also insert a table by clicking on the Image icon in the Objects toolbar.



The options for width (pixels versus percentage) will tell the web browser to display the table in a fixed size (using pixels) or as a percentage of the current browser screen. When using a set pixel size for a table, the entire width of the table may not be visible if the user has a display that is smaller than the one you are using. Conversely, white space to the left or right of the table will be displayed when the user has a larger display. Using a percentage of the window size for the table allows the table to automatically adjust to the size of the browser display. However, on a large screen, lines of text may appear too long to comfortably read.



For most situations where you are formatting a page that contains a great deal of text, set the table size to about 600 pixels across. This is large enough to comfortably read the text on most current computers without a great deal of space to the left or right of the table.

The border option places a solid border around the table. Set this number to zero if you wish the table to be invisible (when using a table containing two cells to simulate columns, for example).

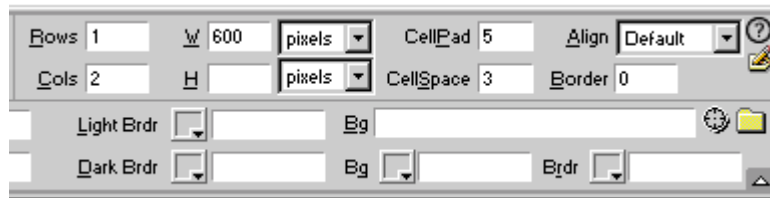
Editing an Existing Table

There are a number of options for editing an existing table.

To change the size of an individual column, move the mouse over the dividing line for the column. Click and drag the dividing line to the desired location. You can specify the number of pixels for each column. Hold down the shift key and click inside of a cell in the column, then enter the number of pixels for the cell in the appropriate area of the object properties toolbar.

To highlight the entire table, move the mouse until you see a set of "crosshairs" at one corner of the table (or choose **Modify Table Select Table** from the main Dreamweaver menu).

To highlight a cell or column, hold down the shift key and click inside a cell.



The object properties toolbox can then be used to change or add a border to the table or cell, change the background color of the table or cell, or change the alignment of the entire table.

Publishing Your Pages to the Web Server

At this point, you should have all of the files necessary for publishing your web page. You can now use Dreamweaver or a separate file transfer protocol (FTP) program to copy the files from your local computer to the web page server. Below, you will be introduced to Dreamweaver's site management features that can allow you to upload the files to your web server. (In a later section, we will examine how Dreamweaver's site management features can be used to work on web pages collaboratively). These instructions show you how to upload material to your personal web space at Duke -- your "acpub" account.

If your instructor has a special web publishing area in place for your class, you may need to use other FTP programs in the university's standard software load (WS FTP for Windows or Fetch for Mac) or a secure FTP program (such as F-Secure) to transfer your files to the server. The Duke University Office of Information Technology offers step-by-step instructions for using FTP and secure FTP programs provided on the university's standard software load that you may use instead of Dreamweaver. These instructions also include information on publishing files to the web server from the public computing clusters.

Help on using WS FTP (Windows) and Fetch (Macintosh) from the OIT
http://www.oit.duke.edu/docs/ftp/ftp_home.html

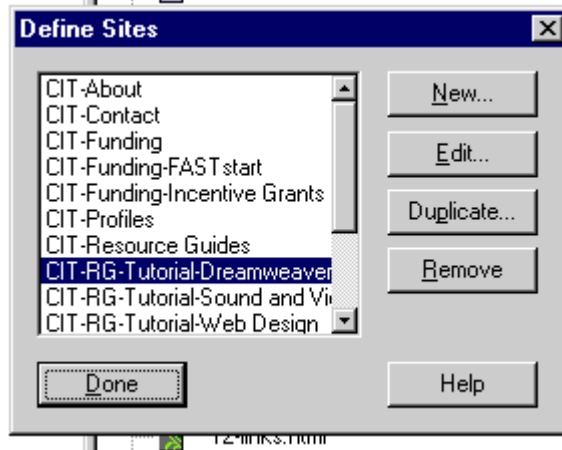
The university has licensed secure FTP packages for PC's and Macintosh computers. It is available for download by Duke users at: <http://www.oit.duke.edu/site/>

Site Management in Dreamweaver

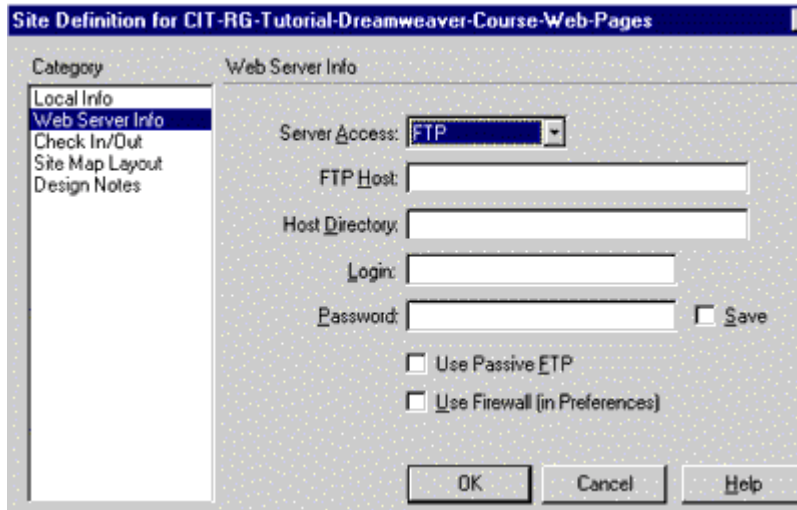
In order to use manage your site in Dreamweaver, you will need to define certain parameters so that the program will know how to log in to your web space on the Unix server.

On the main Dreamweaver menu, choose **Sites Define Sites**.

A dialogue box appears showing the sites you have defined in Dreamweaver. Click once on the name of the site and click Edit.



The information for the site is shown. On the left side of the dialogue box, click Web Server Info. You are presented with a screen where you can enter information about the server where the files will be stored. On the drop-down menu, you may choose whether you will access the server using FTP or via a local network. (Usually, this option should be set to "FTP".)



If you are working with a web page stored in your acpub account web space, use the following information:

FTP Host: godzilla.acpub.duke.edu

Host Directory: public_html

Login: your acpub userid

Password: your acpub password

Note: To prevent others from changing your Duke web page or accessing other important files in your space on the acpub system (including your email), **do not** check the box marked "Save" next to your password on this dialogue box when using a public cluster computer!

If you will be using Dreamweaver to construct a site stored on a different server (particularly for a group project), your instructor will give you the information required to connect to the server.

Using Dreamweaver for FTP

To transfer files from your web page to the web server, go to the site files screen. (Choose **Site Open Site** in the main Dreamweaver menu.)

Click the button marked CONNECT at the top of the Dreamweaver site files screen.



Dreamweaver will show files on the remote computer on the left side of the screen.

To transfer all the files from the web space on your local computer, click the PUT button at the top of the site files screen.

To transfer one or more files, highlight the name (or names) of the file (or files) and click the PUT button at the top of the site files screen. (To highlight multiple files, hold down the CONTROL key on your keyboard as you click once on the name of each file.)

You may also "drag and drop" the files you wish to transfer from one window to another.

Using the Synchronize Feature in Dreamweaver

Dreamweaver can also synchronize your files with the remote server. This is most often used when you are working on a group project -- you may wish to obtain the newer versions of files on the server, replacing the older versions stored on your computer -- or in case where you have lost the "local" copy of your web site.

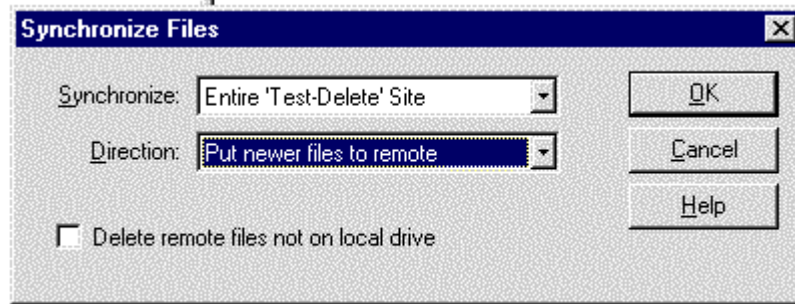
To initiate synchronization, choose **Site Synchronize** from the main Dreamweaver menu at the top of the screen.

On the dialogue box that appears, you have three options:

Put newer files to remote: places new files from your local web folder to the server.

Get newer files from remote: obtains newer documents from the remote web server

Get and Put newer files: examines all the files in both the server web space and your local web space and replaces each with the newest version of each document



Using Layers for Page Layout

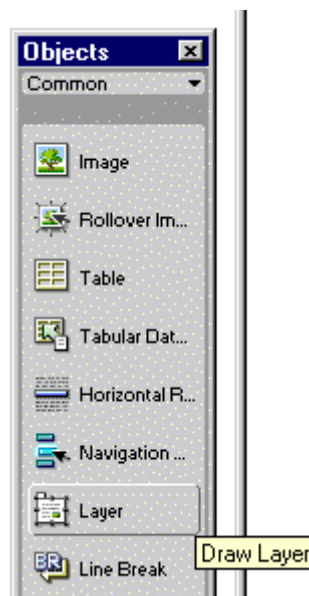
While you can use tables to specify the layout of a page in a web browser, constructing tables for more involved designs can prove difficult. Dreamweaver includes a feature that makes construction of more advanced page layout easier.

A more recent advance in standards for HTML is the addition of layers to features that may be used on a page. Layers, which are only viewable in version 4 or better browsers are containers that can contain text, graphics, or multimedia elements. Layers can be placed anywhere on the page and, using HTML code, layers may be animated to move around the page after the page is loaded.

Since this is a more recent development in web standards, not all browsers handle layers in similar ways. However, Dreamweaver allows you to use layers for creating custom page layout -- the resulting page is compatible with older browsers and does not use layers.

To create a page layout using layers, choose **Insert Layer** from the main Dreamweaver menu.

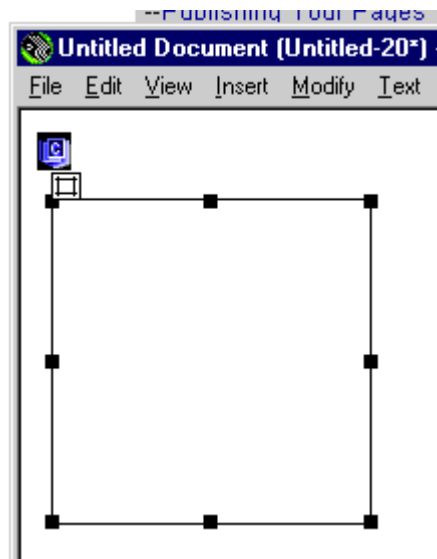
Hint. You may also click on the Layers icon in the Object toolbar.



Dreamweaver will show you a special mouse pointer -- click and drag with the mouse pointer to draw the table.

The layer will appear on the page. You can move the layer to any point on the page by clicking and dragging on the "handle" that appears on the top left corner of the layer. Change the shape of the layer

by clicking and dragging on a corner of the layer. To delete a layer, click on the small icon that appears on the page for the layer and press the DELETE key on your keyboard.



Insert other layers on the page at points that will contain elements of your page (a logo, a series of buttons, or text).

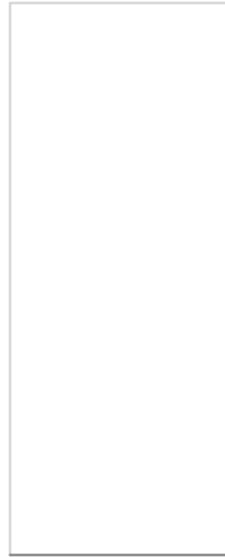
Note: Make sure that the layers do not overlap. Although layers can appear anywhere on the page, we will be converting these layers into tables that will be compatible with any web browser. Tables and cells may not overlap on a page.

When you are finished placing layers on the page, choose **Modify Layout Mode Convert Layers to Tables** from the main Dreamweaver menu.

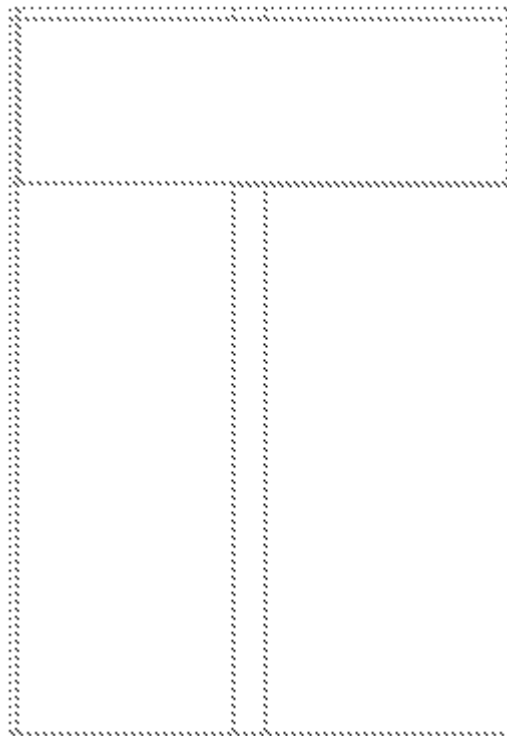
Each of the layers you created are converted into tables and cells in specific areas of the page. You may then work with the tables as you would in any other Dreamweaver page.

Below are shown "before" and "after" images of a conversion from layers to tables in a page.

File Edit View Insert Modify Text Commands



File Edit View Insert Modify Text Commands S



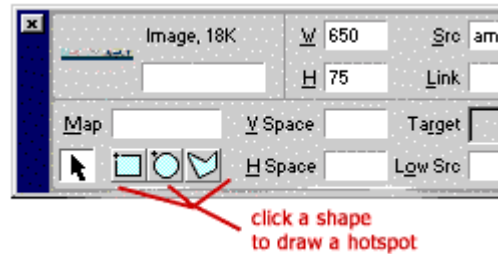
Making an Image Map

Image maps are a feature of HTML that allow you to create clickable "hot spots" on an image that take the user to another web page.

To create an image map in Dreamweaver, insert the image into your document by choosing **Insert Image** from the main Dreamweaver menu (or click on the Insert Image icon on the Objects Toolbar).

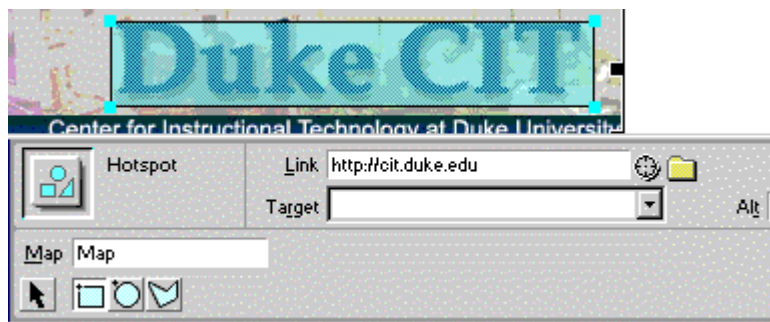
Click once on the image to highlight it.

In the Object Properties toolbar, click on the shape of the hotspot you wish to create.



Click and drag in the image to create the hotspot. The hotspot will appear in a blue shaded area.

The object properties toolbar will change to allow you to enter the URL that the hotspot links to. Type in a URL in the appropriate box or click on the folder to browse to the file in your home page that the hot spot will link to. (Note: If a "#" appears in the URL box, delete it before entering the URL or browsing to the file in your home page space.)



To edit a link in a hot spot, click on the hotspot. Click and drag on a corner or edge of the hotspot to change its shape. The object properties toolbar will show the tools for changing the URL.

You may enter an "ALT" text tag in the object properties toolbar for browsers that cannot show graphics or for sight impaired users.

If you wish to delete a hotspot, click once on the hotspot and press the DELETE key on your keyboard.

Templates in Dreamweaver

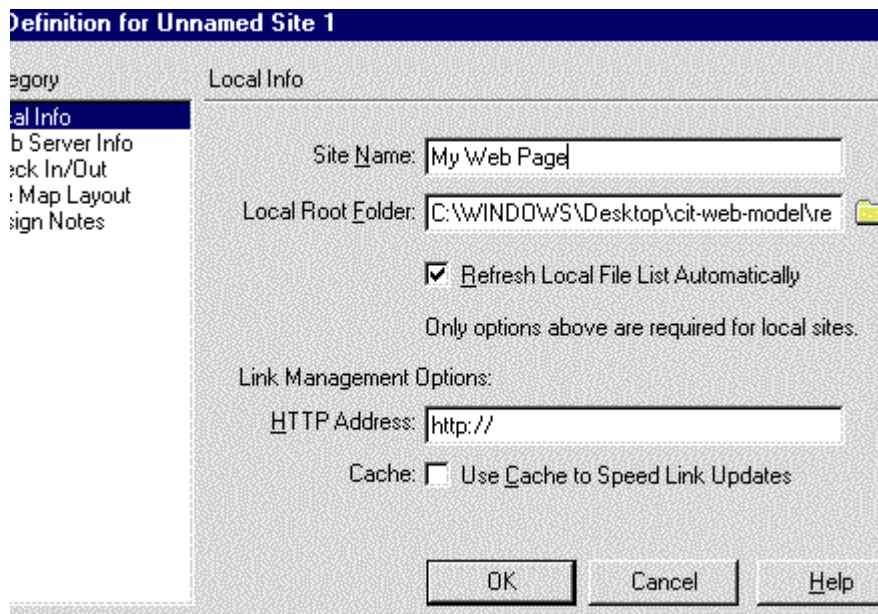
Dreamweaver's templates feature allows you to create your own templates for a web space. The feature is especially useful on group projects -- you may design one or more templates for the overall look of a page, while individual team members create content for particular pages. Unlike other HTML editing programs (such as Microsoft's Front Page), templates in Dreamweaver are "locked" and cannot be edited by another author during casual use, preventing accidental deletion or altering of standard elements in a template page. The templates feature can also be used for universally updating or changing web pages in a site.

Templates are accessed in Dreamweaver's site management tools.

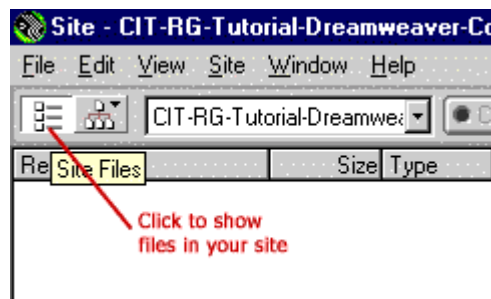
Site Files

To create templates, Dreamweaver will need to manage your web space as a site. Choose **Site New Site** from the main Dreamweaver window.

A dialogue box appears for entering information about the home page located on your computer. Type in a name for your site and click on the folder next to the "Local Root Folder" section to point Dreamweaver to the folder containing your web page.



To access your site, choose **Site Site Files** from the Dreamweaver menu. You should see a list of files contained in your site. Click on the icon to display the site files if the list is not shown.

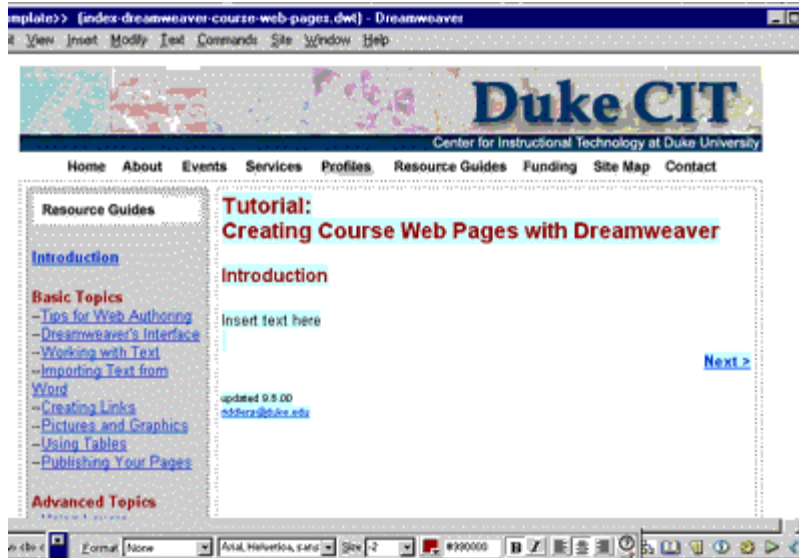


Creating a Template

To create a template, make a web page in Dreamweaver leaving a space for the area which will be editable on the page. Insert some text on the page in the region that will be editable using the particular font typeface and font size that you prefer.

Choose **File Save as Template** from the main Dreamweaver menu. Type in a name for the template in the dialogue box that appears.

Highlight the region of text that will be editable in the page. Choose **Modify Templates Mark Selection as Editable** from the Dreamweaver menu. The editable region will usually be shown in a shaded blue color.



In the dialogue box that appears, type in a name for the editable region (such as "body text") and press OK.

Note: If you attempt to close a template file without defining an editable region, Dreamweaver will warn you that you are about to save the template without any regions that may be edited.

You may define more than one region on a template that is editable. Each editable region should be given a different name.

Using a Template

To use a template to create a page, choose **File New From Template** on the Dreamweaver main menu. In the dialogue box that appears, select the name of the template you wish to use and click OK.

A new window will appear containing a blank page based on your template. Areas of the page that cannot be edited will be usually shaded yellow -- you will only be allowed to enter data in the area you defined as editable when the template was created.

When you have finished editing the page, save it in your home page folder on your local computer.

Making Changes to a Template

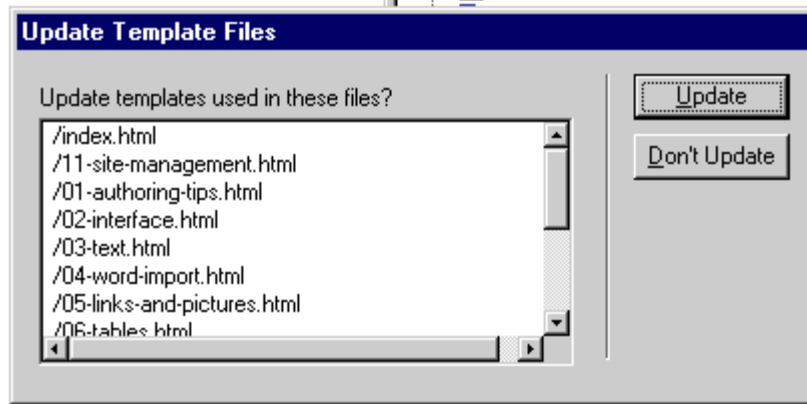
Templates that have been used to create a number of web pages may be changed -- Dreamweaver will automatically update any web pages in your web folder that were created using this template.

Go to the Site Files window (choose **Site Open Site** on the main Dreamweaver menu) and you will see all the files contained in your web folder.

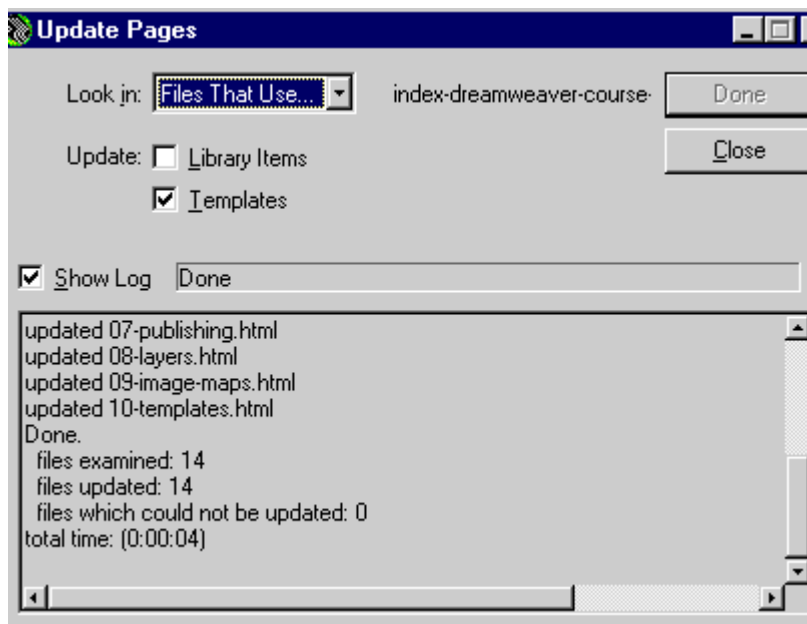
Browse to the templates folder and double-click the name of the template you wish to edit.

Save any changes to the template and close the window.

Dreamweaver will display a prompt, asking you if you wish to update any files in your web page that use this template.



Click OK and Dreamweaver will display a report as the files are updated.



Working in Groups

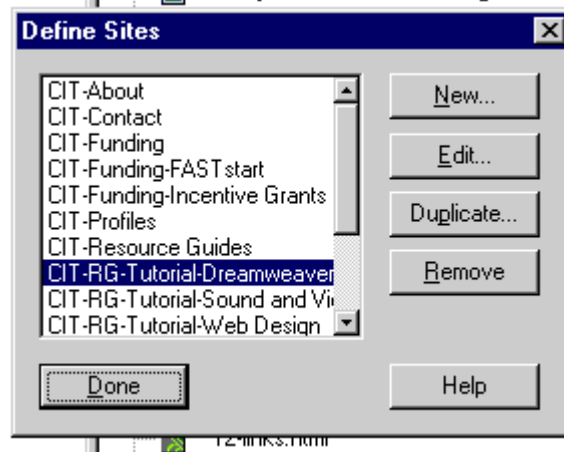
The last section of this tutorial deals with some of the features of Dreamweaver that allow you to work in groups. If you are unfamiliar with the Site Management features of Dreamweaver, please see the previous section of this document on [Publishing Your Pages](#).

Dreamweaver allows you to work on a web space as a group. Each individual in the group can "check out" a file on the remote server for editing.

To use this feature, you must tell Dreamweaver that a particular site is being edited by groups.

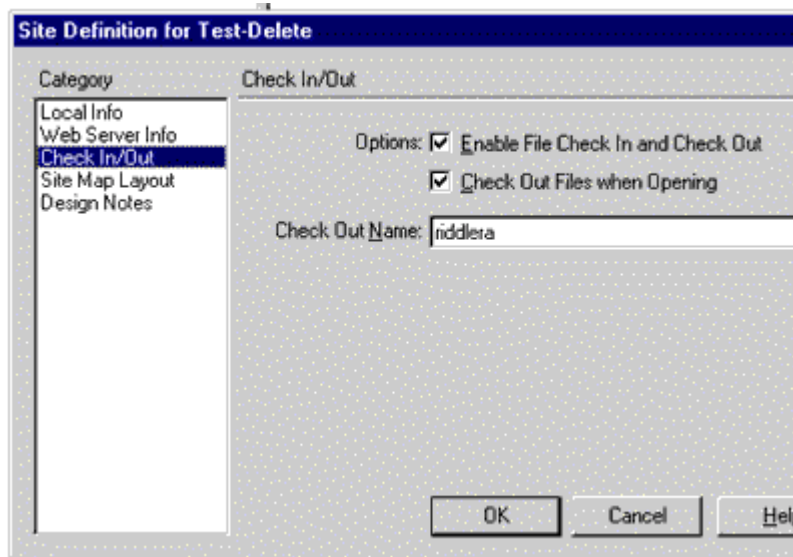
Choose **Sites Define Sites** from the main Dreamweaver menu.

You will see a list of sites you have defined on your computer. Click on the name of the site you wish to work with and click the Edit button.



On the left side of the dialogue box that appears, click on "Check In/Out".

Click the box to enable check in/out for this site and type in a user name that will uniquely identify you. (You should use your acpub login name.) Click the OK button to return to the site files screen.



Using the Synchronize Feature in Dreamweaver

Dreamweaver can synchronize your files with the remote server. This is most often used when you are working on a group project -- you may wish to obtain the newer versions of files on the server, replacing the older versions stored on your computer -- or in case where you have lost the "local" copy of the web site.

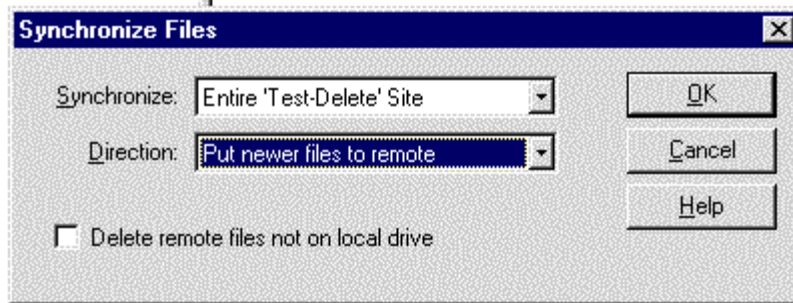
To initiate synchronization, choose **Site Synchronize** from the main Dreamweaver menu at the top of the screen.

On the dialogue box that appears, you have three options:

Put newer files to remote: places new files from your local web folder to the server.

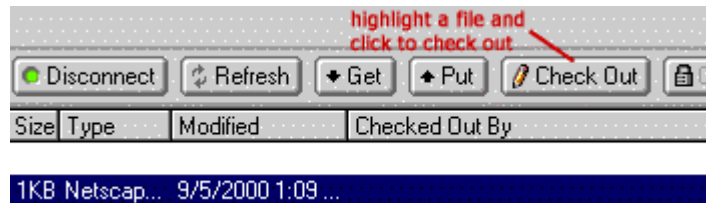
Get newer files from remote: obtains newer documents from the remote web server

Get and Put newer files: examines all the files in both the server web space and your local web space and replaces each with the newest version of each document

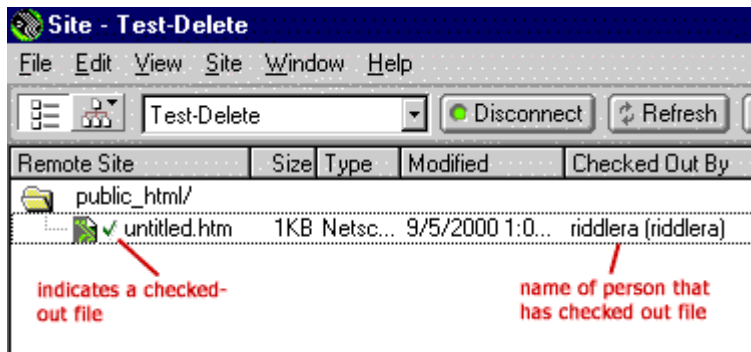


Checking Out a File for Editing

To "check out" a page for editing, click once on the name of the file and choose **Site Check Out** from the main menu at the top of the screen.



A check mark will appear beside the name of the file in both windows. The name of the person who has checked out the file will also be shown.



Since the file has been copied to your local machine from the server, you may double-click on the file on your local machine and edit it.

When you are finished editing the file, click on the name of the file and choose **Site Check In** from the main menu at the top of the screen (or click the Check In button at the top of the site files screen).

Drag and drop the file from your local machine to the server in the site files window to copy the updated file to the server.

After checking out and editing a file, a lock icon will appear next to the filename of the document stored on your local web file in the site files window. This indicates that the file cannot be edited at this point, since someone else may be editing the file when you are not connected to the server.

Links to Related Web Resources

CIT Resource Guide: Copyright and Fair Use

<http://cit.duke.edu/resource-guides/development-copyright.html>

CIT Tutorial: Interactive Media and Web Design

<http://cit.duke.edu/resource-guides/tutorial-web-design/index.html>

CIT Tutorial: Sound and Video for the Web

<http://cit.duke.edu/resource-guides/tutorial-web-design/index.html>

CIT Resource Guide: Protecting Material Online; A Look at Digital Watermarks and Other Anti-Copying Technologies

<http://cit.duke.edu/resource-guides/development-protecting-material.html>

Duke University Web -- Design Guide

The following information is provided for anyone associated with Duke University to create a web page that has the same look and feel as the main Duke web site.

<http://www.duke.edu/main/design/>

Media Builder Library of Web Tools

Links to several tutorials for creating web pages, adding audio and graphics, free fonts, graphics, animations, banners, buttons, and tips on developing web pages.

<http://www.mediabuilder.com/>

Help on using WS FTP (Windows) and Fetch (Macintosh) from the OIT

http://www.oit.duke.edu/docs/ftp/ftp_home.html

