Instruction and Research Technology
WILLIAM PATERSON UNIVERSITY

Dreamweaver MX 2004

This tutorial will introduce you to building and managing e-Portfolios in Blackboard. For further instruction and/or assistance, however, you are encouraged to take advantage of our Faculty Technology Curriculum (FTC) series of workshops and/or to contact one of our Academic Technologists, who are here to work with you.

*For more about our FTC workshops, please go to: http://www.wpunj.edu/irt/ftc*
For more Academic Technologist availability info, please go to: http://www.wpunj.edu/irt/atcalendar

What is Dreamweaver MX?

Dreamweaver MX is a professional web editing application for building and managing websites. Dreamweaver MX makes developing professional and personal web pages that are compatible with a variety of platforms such as Macintosh and PC's, as well as web browsers such as Internet Explorer, Netscape, Firefox, and Safari. Dreamweaver MX is often referred to as a **What You See Is What You Get (WYSIWYG)** software application. This is a term used to describe web-developing software, like Dreamweaver MX, that writes **Hyper-Text Mark-Up Language (HTML)** code based on the text, images and layout produced in a document.

Getting Started:Opening Dreamweaver MX and Configuring Workspace Layout

Dreamweaver MX has two workspace layouts options to choose from: **Designer** or **Coder** mode. Select, **Designe**r mode.
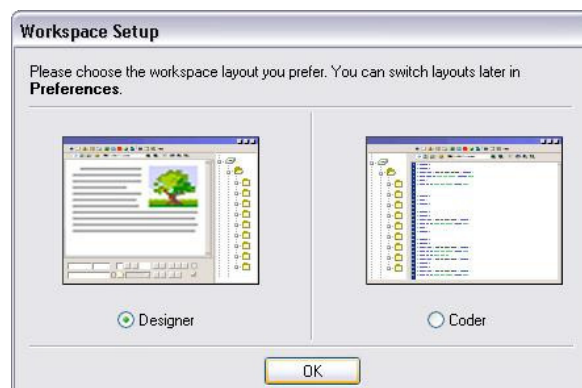

Selecting a Workspace Layout

1. Click the **Start** button on the taskbar, point to **All Programs**, point to **Macromedia**, and then click **Dreamweaver MX 2004**.
2. Click **Edit** on the menu bar, and then click **Preferences**.
3. Make sure **General** is selected in the Category list, and then click the change **Workspace** button.
4. Click the **Designer** option button, and then click **OK**. This mode is the standard workspace environment. This workspace environment consists of several windows, toolbars and panels that are strategically organized in a way that makes them more accessible to locate.
5. Click **File** on the menu bar, and then click **Exit** to exit Dreamweaver. Then re-launch Dreamweaver.

EXPLORING THE DREAMWEAVER MX ENVIRONMENT

Dreamweaver MX's workspace consists of four basic elements. These elements are the **Document Window**, **Insert Bar**, **Properties Bar**, and **Panel Group**. Let us take a look at each of these elements more in depth.
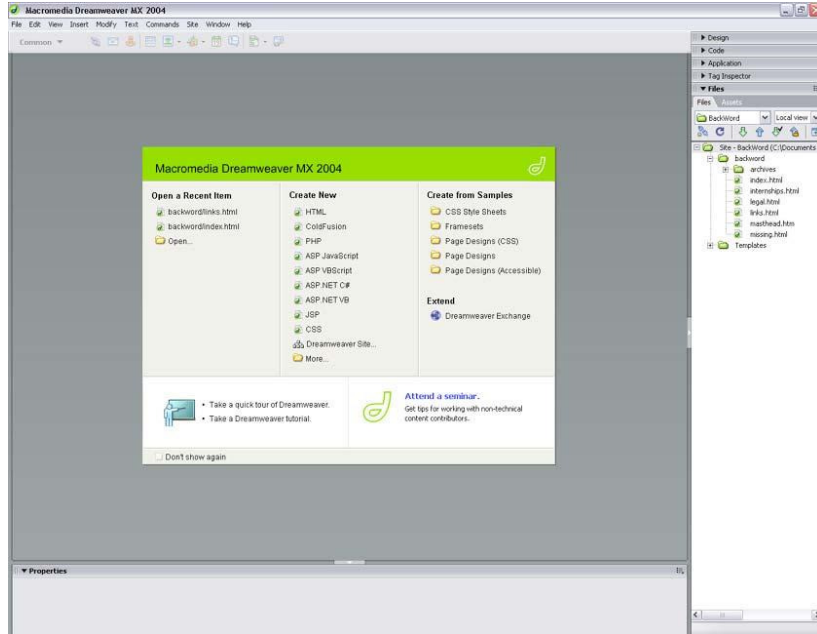
Document Window

The **Document Window** is the main workspace where web pages are created and edited using the panels and toolbars. Imbedded within is the document toolbar that includes three main viewing options: **Code**, **Split**, and **Design**. These three viewing options help you view and manipulate your web pages.
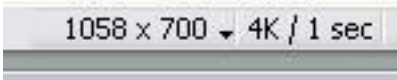

Code View	Split View	Design View
This option allows you to view your web page's entire HTML coding as it is generated by Dreamweaver MX. Many designers use this option in order to enter or edit the HTML code.	This viewing option divides both the **Design** and **Code** view to allow you to see the HTML coding as you layout your website. The upper pane displays your HTML code while the lower pane shows you the page as it will appear in the web browser. This view allows a designer excellent mobility between the hard coding and the layout. It is also best used when you want to debug or troubleshoot a web page.	This option is the primary view that allows you to view your web page the way it will appear in your web browser. Take note that when you are viewing your web page in this view, all of your HTML coding is hidden. The finish product should look the way it does in this viewing option.

What is the Status Bar? What can it do for you?

The **Status** bar is small panel located at the bottom of your Document Window. The Status bar in Dreamweaver consists of three things: the **Tag Selector**, **Window Size menu**, and **Document Size/Estimated Download Time**.
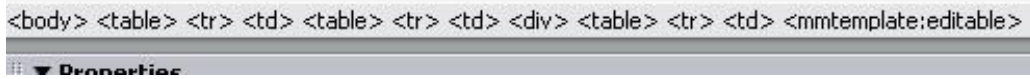
`<body> <table> <tr> <td> <table> <tr> <td> <div> <table> <tr> <td> <mmtemplate:editable>`

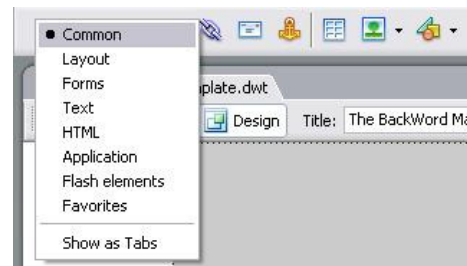| Tag Selector	Window Size menu	Document size / Estimated Download Time
Shows your entire HTML tags as located and selected in your Document Window. You can also quickly select any HTML tag by simply clicking on any of the tag symbols. This is best when web pages become more dynamic and elaborate, you can keep track of all of your HTML tags.	This allows you to view your Document Window's current dimensions in pixels (*i.e.* 1058 x 700). These numbers can change when you resize your Document Window or you can set a specific dimension by manually resizing the window or by selecting a dimension from its drop down menu.	Shows your web page's current size in kilobytes (K) and the approximate amount of time in seconds it would `1058 x 700 ⌄ 4K / 1 sec` take to download the page over a 28-Kbps modem. (*i.e.* 4K/1sec).

Property Inspector

The **Property Inspector** is a toolbar located beneath your Document Window, this toolbar that contains a series of buttons for examining and editing attributes of any page element that is currently selected on your web page. Take note that your Property Inspector buttons and options may change to reflect any attributes of any selected element.

Insert Bar

This toolbar allows you to create any new objects, which in Dreamweaver is anything that is manually inserted onto your **Document Window**. The buttons found in this toolbar are organized into categories. When a category is selected, it appears at the top of the Category list and the buttons in that category are displayed on the Insert bar.

Common - creates and inserts objects like images, templates, media elements, and tables.
Layout – draws and inserts tables, layers, div tags, and frames as well as switch between **Standard** view, **Layout** View, and **Expanded Table** View.
Forms – Creates and insert form elements in pages that include interactive forms.
Text – Insert text and list formatting tags such as **bold <b>**, **unordered list <ul>,** and **paragraph <p>** or open the **Font Tag Editor**
Application – Inserts dynamic elements, such as recordsets and repeated regions.
Flash Elements – Inserts Flash elements.
Favorites –Helps you organize the most commonly used elements from the Insert Bar. This is helpful for designers who constantly use specific features in the Insert bar.

Panel Group

This panel group consists of four collapsible panels and each of these panels holds a variety of options.
These panels are: **Design**, **Code**, **Application** and **Tag Inspector**. Let's take a look at these panels individually.

Design Panel – Contains the following tabs:
- o CSS Style
- o HTML Style
- o Behaviors

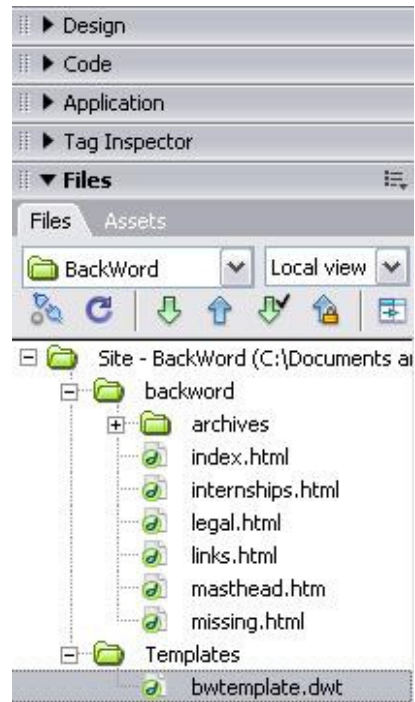**Code Panel** – Contains the following tabs:
- o Snippets
- o Reference

Application Panel – Contains the following tabs:
- o Databases
- o Bindings
- o Server Behaviors
- o Components

Tag Inspector – Contains the following tabs:
- o Attributes
- o Behaviors
- o Relevant CSS

CREATING SITE DEFINITIONS

In order to create a new web site in Dreamweaver MX you will have to set up the site definition for the site. The **site definition** contains two sections: **Local Info** and **Remote Info**.
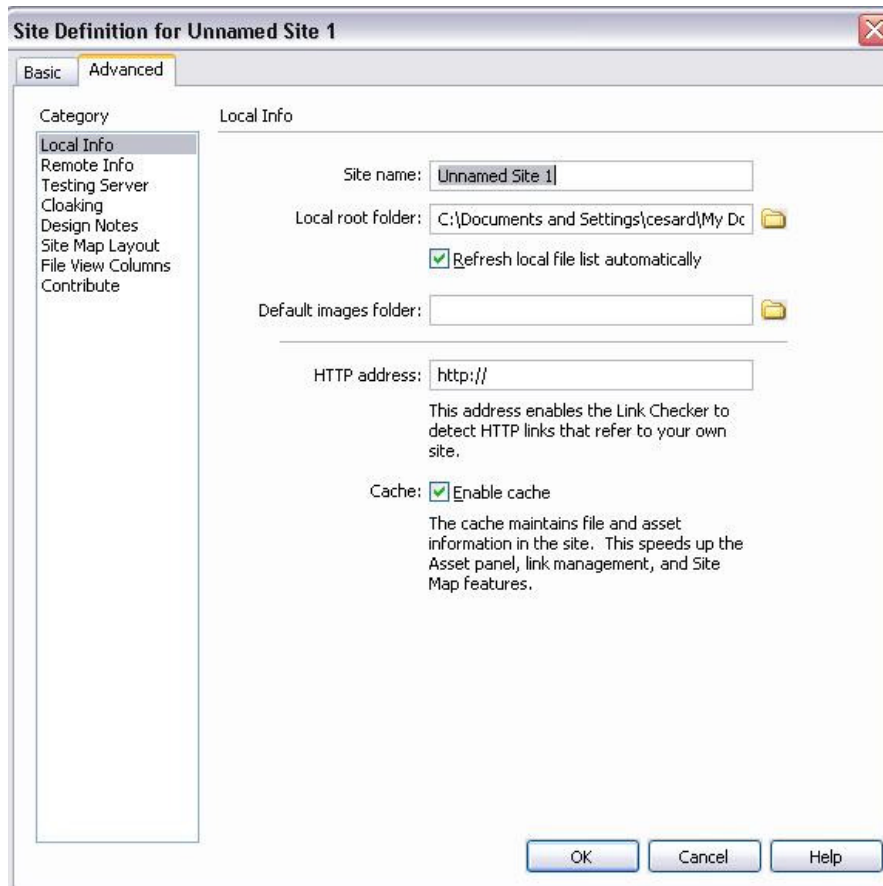
Local Site Definition

1. Click **Site** on the menu bar, and then click **Manage Sites**. The Manage Sites dialog should open.

2. Click on the **New** button, and then click **Site**. The Site Definition for *Unnamed Site 1* dialogue box opens.
3. Click the **Advanced** tab, if necessary, and then click **Local Info** in the Category list, if necessary.
4. Select the text in the **Site Name** text box, if necessary, and then type **[*Name of Your Website]*** (do not type space between words).
   Note: Filenames, folder names, and paths are often case-sensitive. Make sure you type the names exactly as shown in the steps.

5. Click the **Browse** button next to the **Local Root Folder** text box to open the Choose Local Root Folder for Site [**name of website**] dialog box, and then navigate to the location where you will store your Web site files.
6. Click the **Create New Folder** button in the **Choose Local Root** Folder for Site [**name of website**] dialogue box, type [**name of website**] as the folder name, and then press the **Enter** key. Your web site folder is now created
7. Click **Select** button to set the path for the local root folder. You can also type the path to the local root folder in the Local Root Folder text box.
8. Click the **Refresh Local File List Automatically** check box to check it, if necessary.
9. Click the **Browse** button next to the Default Images Folder text box to open the Choose Local Images Folder for [**name of sit**e], navigate to your local root folder, click the **Create New Folder** button, type **images** as the folder name, press the **Enter** key, click the **Open** button, and then click the **Select** button to set the path for the default images folder. You can also type the path to the Graphics folder in the Default Images Folder text box.
10. Click the **Enable Cache** check box to check it, if necessary. The information for the local site definition is complete.
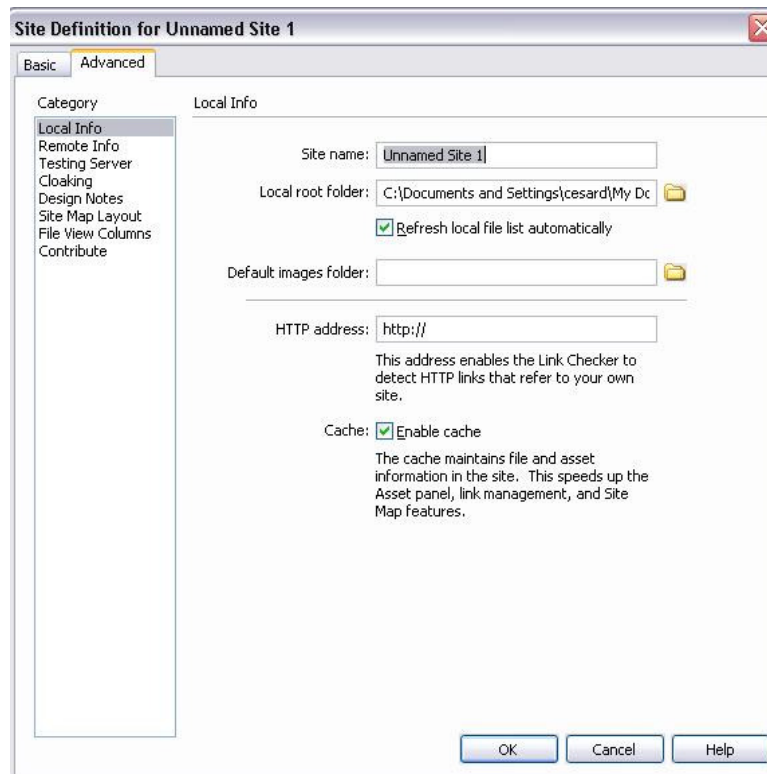

Creating a Remote Site Definition for FTP Access
The **Remote Site Definition** is the information that is stored on your computer that you are using. This information tells Dreamweaver where the remote server is located and how to connect to it. Creating a remote site definition enables you to put the website on a Web Server so that it can then be seen on the Web.

Dreamweaver's FTP Settings

Before we create a remote site definition let's first examine Dreamweaver's FTP options settings.

FTP Host – The full name of the FTP host, which is what you will use to access the Web server where the public version of your Web site will be stored. For example, an FTP host might be **www.domainname.com** or **ftp.domainname.com**.
Note: Do not include a protocol such as **http://** or **ftp://**.
Host Directory – The location where your Web site files are located on the Web server. A host directory is available from your hosting provider.
Login – Your assigned login name. Be careful when typing your login name as more often than not, it is case-sensitive.
Password – Your assigned password. Like your Login name, your password may also be case-sensitive.
Use Passive FTP – A server parameter. This information is available from your hosting provider. If you cannot obtain this information, leave the check box checked. If you have difficulties when you preview the site on the Web, reopen the Site Definition dialog box and uncheck the Use Passive FTP check box.
Use Firewall – This option is relevant only if your computer includes firewall that prevents outbound connections.
Use Secure FTP (SFTP) – This option is only relevant if you are using secure FTP. This information is available from your hosting provider. If you cannot obtain this information, leave the check box unchecked.
Automatically Upload Files – This option automatically uploads files to the remote server when you save a page. Do not check this check box.
Check In/Check Out – An option that enables multiple users to access files on the Web site.

Creating the Remote Site Definition
1. Click **Remote Info** in the Category list in the Site Definition for your Web Site.
2. Click **Access** list arrow, and then click **FTP**. Additional options appear in the dialog box.
3. Click in the **FTP Host** text box and then type the address to the **FTP Host**, which enables you to connect to the server where the public version of your Web Site will be hosted.
4. Press the **Tab** key to move the insertion point to the **Host Directory** text box, and then type the host directory name.
5. Pres the **Tab** key to move the insertion point to the **Login** text box, and then type your login or user name. Remember that on many systems, the login ID is case-sensitive.
6. Press the **Tab** key to move the insertion point to the **Password** text box, and then type your password. Remember that on many systems, the password is case-sensitive.
7. Click the **Test** button. Dreamweaver tests your connecton to ensure that you can connect to the remote server.
8. Click on **Save** check box to check it, if necessary. Dreamweaver will remember your password. If you are working on a public computer, remember to uncheck the Save check box before you end your work session.
9. Click the **OK** button. The **Site Definition** for your **Web site** dialog box closes and the site definition is saved.

Formatting HTML Using Dreamweaver MX 2004
Text is inputted into Dreamweaver by either typing directly onto the **Document Window** or inserting the text right onto the hard coding using the **Code** view. Once this text is in the **Document Window** you can format it very similarly to using most word processors. The following are some of the most important formatting tools found in Dreamweaver.

Inserting Paragraph Breaks
1. Insert a paragraph text into your **Document Window**. This text should be formatted in paragraph form.
2. Press **Return (Enter)** and a blank line of white space is inserted below the paragraph. Pressing this key inserts a single paragraph break (one line of blank space between paragraphs).

    Note: Dreamweaver always assumes that any inserted text is one complete paragraph. This is unless you apply a proper format, then your text found within the **<p>** …**</p>** tag pair will appear as one complete paragraph.

Inserting Line Breaks
The use of white space is important in the design and readability of any website. In Dreamweaver, when you press **Return (Enter)** key, a new **<p>** is inserted. Follow these two simple steps in order to insert a line break:
1. Position your cursor within the text where you want to enter a line break.
2. Select **Insert**, **Special Characters**, and then **Line Break** from the menu, or press **Shift + Return** or **Shift + Enter**.

    Note: Dreamweaver will also assign a new HTML paragraph for non-breaking space ** ** entity between the opening and end tags. If you type on this new line, the non-breaking space is replaced with your content. However, if you leave it blank,

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that non-breaking space will remain there. Because the tag is not empty, web browsers automatically interpret this paragraph as a blank line.

Text Alignment

As previously explained, the formatting tools found in Dreamweaver are very similar to those of a Microsoft Word. These paragraph alignments are: **Left Justify**, **Center**, and **Right Justify**. To change the alignments on your text follow these steps:
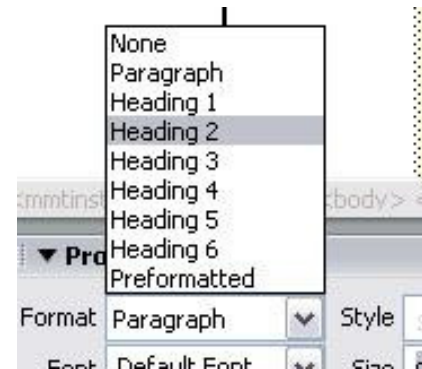

1. Select the text you want to align and highlight it. You can also insert your cursor at the beginning of your text.
2. Click **Left Justify**, **Center**, or **Right Justify** on the property inspector or you can select your alignment from the **Text** menu.

Text Format

Dreamweaver contains three basic paragraph styles: **paragraph**, **heading**, and **preformatting**. They are applied using the Format drop-down list in the Property Inspector panel.

- **Paragraph -** This format ignores white space, so sequential spaces within the paragraph appear as only one space when viewed in a browser. This paragraph inserts the HTML code **<p>**…**</p>** which indicates the text will automatically wrap.
- **Heading -** Headings are used to identify different sections of content on a page. They range from largest and boldest **<h1>** to smallest **<h6>**. Headings are applied to the entire paragraph, so you can't mix heading styles within the same line of text.
- **Preformatted -** The preformatted format enables you to space text exactly as you want, including using white space and line breaks. Text doesn't automatically word wrap, so you must press Enter to end a line.
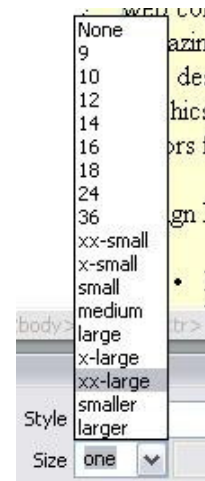
Text Size

Font sizes are relative rather than precise point sizes unless your Web site uses CSS, which allows you to have better control of your font sizes. You can select your font and the size using the Property inspector. Note that **sizes 4-7** appear larger than the default, while **sizes 1-2** are smaller. Also, keep in mind that there are differences in the way your Web sites look on Windows and Macintosh computers. The standard resolution for text on Mac is **72 dpi**, whereas the standard for Windows is **96 dpi**. Text formatted to look good on Mac might look too large on a Windows platform.
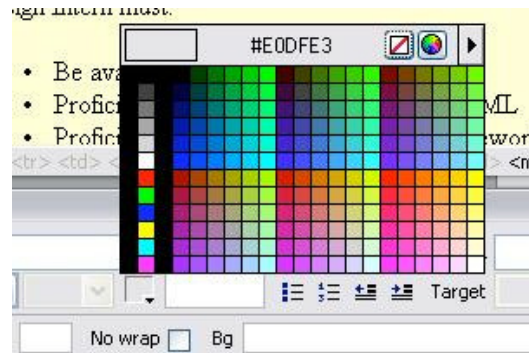

To set the font size, do the following:
1. Select the text to be sized. If no text is selected, the size change will be applied to subsequent text.
2. In the **Property Inspector**, click the Size drop-down list.
3. Select a size from the list.

Text Color

The default text color in Dreamweaver is black (#000000), but the text color can be modified in the page properties panel. Follow these steps to change the text color on your text:

1. Select the text that will change color. In the **Properties Inspector**, click the **Page Properties** button. The Page Properties dialog box will open.
2. Select the **Color Box** titled **Text Color** and a **Color Picker** window will appear. You can now select from a variety of colors such as web safe, hexadecimal, and system colors.
3. To return text to the default text color, click the **Color Picker** and then click the white square with the red strikethrough button.
4. You can also change the text color by simply selecting the Color Box located adjacent to the **Text Size** drop down menu.

Fonts

Fonts styles such as **bold**, **italics**, **strong**, and **emphasis** can be formatted using the **Property Inspector**. You choose additional font styles by selecting **Text** then **Style** from the menu bar. The following are the four most used font styles;

- **Bold & Italics** - Bold and Italics are the most typical font styles used on Web Pages. These styles can be identified by their ****…**** and **<i>**…**</i>** tag pairs.
- **Strong & Emphasis** – Strong makes selected text and numbers appear bold. Emphasis makes the selected text and numbers appear bold. These styles can be identified by their ****…**** and ****…**** tag pairs.

Check Spelling

This key combination (**Shift + F7**) will launch the spell checker to assess the spelling of the current document. The **Check Spelling** command ignores HTML tag and attributes values. It can also be accessed through the menu bar, **Text > Check Spelling**.

- **Add to Personal -** The **Add to Personal** button is located in the Check Spelling dialog box. Use this option to add unrecognized words such as first or last names of people to a personal spelling book.
- **Ignore -** This option button overlooks a single instance of the unrecognized word.
- **Ignore All -** This option button overlooks all instances of the unrecognized word in the current document.
- **Change -** This option button replaces this instance of the unrecognized word with text that you type in the Change to box or with the selection in the Suggestions list.
- **Change All -** This option button replaces all instances of the unrecognized word in the current document.

Adding Special Characters

There are times when your text may contain special characters and diacritical marks. Dreamweaver MX provides most of these special characters such as the copyright symbol (©), trademark (™), registered (®), or an Em dash (—). The follow are simple steps to add these special characters to your text:

1. Position your cursor where you want these special characters on your **Document Window**.
2. Then click on **Insert**, **HTML**, and **Special Characters** in the menu bar. You will be presented with a list of special characters and diacritical marks to insert in your text.
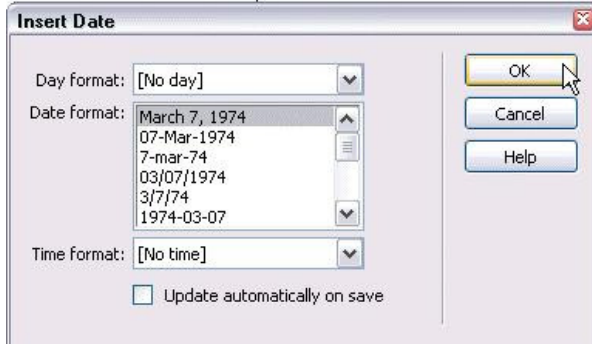
Inserting Date/Time Stamps

Most Web pages include date/time stamps in their Web pages. Dreamweaver can you help you include both of these objects. Here are a few steps on how to insert these onto your Web pages:

1. Place your cursor into the area where you would like to have your date stamp shown. Usually this is located at the bottom of your Web site.
2. Type *"Updated on:"* or *"Created on:"*
3. In the **Common Group** of the **Insert Panel**, click the **Insert Date** button.

4. An **Insert Date** dialog box will appear. In this dialog box, choose the format Dreamweaver will use to display the date and time. Check the option for **"Update automatically on save"**. This means that each time you edit this file and save, Dreamweaver will automatically update this date and time.

5. Click OK.

Creating Lists in Dreamweaver MX 2004

Creating an ordered list provides structure and organization to your Web site. It is difficult for large blocks of text to be read on screen. Lists break your information into manageable highlights. Lists items are formatted in **
…
** tag pairs for each item. Dreamweaver has two forms of lists: **Unordered** and **Ordered Lists**.

Unordered Lists

An **Unordered List** is used when the sequence of the items isn't important. Bulleted lists can be created from text you've already entered, or the list can be created as you type the text. If you look at the Code view, the unordered list is contained within a **
...
** tag pair. Here's how to make an unordered list:

1. To configure the list and then type the list items, position the cursor where you want to start the list. If you're converting existing text into a list, select the text.
2. In the **Property inspector**, click the **Unordered List** button. You can also select **Text**, **List**, **Unordered List**.
3. Type in the text of your list.
4. To end the list after you enter all the items, press (**Return) [Enter]** twice or click the **Unordered List** button in the **Property inspector**.
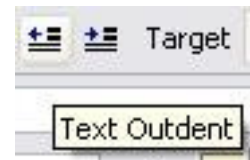
Ordered Lists

Ordered Lists are used when items should be followed sequentially. Create these lists in the same manner as unordered lists, but simply click the Ordered List button instead. Examining the code, you'll see that ordered lists are defined by the **
...
** tag pair. Here is how to set up an ordered list:

1. To configure the list and then type the list items, position the cursor where you want to start the list. If you're converting existing text into a list, select the text.
2. In the **Property inspector**, click the **Unordered List** button. You can also select **Text**, **List**, **Unordered List**.
3. Type in the text of your list.
4. To end the list after you enter all the items, press (**Return) [Enter]** twice or click the **Unordered List** button in the **Property inspector**.

Adding Indentations (to lists)

This allows you to organize your information very similarly to a standard outline. Dreamweaver allows you to add two more indentations. These indentations are: **Indent** and **Outdent**. An indent adds a **<blockqoute>**...**</blockqoute>** tag pair onto your selected text. An outdent removes this indent tag from the selected text. Here are steps to add indentations to your lists:

1. Select either your ordered or unordered list.
2. In the **Property inspector**, click either the **indent** or **outdent** button. You can also select **Text**, **Indent** or **Outdent**. This will add indentations to your lists.

CREATE/SAVE A NEW FILE

The following are simple steps in creating a new document file in Dreamweaver:

1. Select **File > New**. This will open the **New Document** dialog box, which lets you choose a template for your new document.
2. Make sure the **Basic page** category is selected and then choose **HTML** under the **Basic page** section. This tells Dreamweaver MX 2004 that you want to create an HTML page. Click **Create**.
3. Click the **Code** button in the **Document** toolbar to change the view of the page to **Code** view. (If your **Document** toolbar isn't visible, select **View > Toolbars > Document** to make it visible.)
4. Click the **Design** button in the **Document** toolbar to return to the default **Design** view of your page.
5. In the **Document** toolbar's **Title** text field, type **[name of your website]**. Press **Enter** (Windows) or **Return** (Mac). This will define the page title for this page. The page title appears at the top of the browser when the page is being viewed and is the name used by browsers and Web pages when this page is bookmarked.

Note: Before you continue, it is very important that you save your file first! You don't want to unexpectedly lose your work. Save the file as **index.html.**

CREATING HYPERLINKS USING IMAGES AND TEXT

The capability to link to pages and sites is what makes the Web dynamic. You can create text or image hyperlinks using the **Property Inspector** to associate the text with a specific file or web page. The following are steps on how to create hyperlinks using text or images.

Creating an Image Link

1. Select an image that you want to become a hyperlink.
2. Click the **Browse for File** icon, next to the **Link** option, in the **Properties Inspector**. Select an HTML page from your web site. Click **OK**. This image is now linked to an HTML page within your Web Site.
3. You have just created your first **Relative Link**. Why is it relative? It is relative simply because it linked to a document within this site, not to an external Web site.

   Note: If your **Properties Inspector** panel is smaller than what is shown here, click the arrow in the lower-right corner to expand it.

Creating a Text Link

The process is almost identical, except you will be selecting text instead of images.

1. Select the text that you want to become a hyperlink.
2. Click the **Browse for File** icon in the **Properties inspector**. Select an HTML page from your web site. Click **OK**. This text is now linked to an HTML page within your Web Site.

   Note: As you create the text links, you will notice the color of the text change. This happens because you set the **Links** color option in the **Page Properties** to **red**, and Dreamweaver MX 2004 is previewing that setting for you.

3. You can also create an **Absolute Link** to an external website by simply typing the URL, such as *http://www.stedwards.edu* into the **Link** option in the **Properties inspector** and press **Enter** (Windows) or **Return** (Mac).
4. Congratulations, you just created your first **Absolute Link**. It's an absolute link because it begins with an **http** header and includes the full address.
5. If you want to preview all of your links, press **F12** to launch a browser and try them out.

Creating an Email Link

Aside from creating links to pages, you can create email links that send you correspondence directly to any email account. Creating an email link is easy; first type the text that you want to appear as a hyperlink. When users click on this text, the user's default email application (Eudora, Outlook, etc) will automatically launch a new email message with your email already addressed in the To: field. The following steps are ways to create an email link:

1. Drag-select the text **Email**. This will highlight the text.
2. Click **Insert** on the **Menu bar** and select the **Email Link** command. This will remove the text.
3. Drag-select the text in the email field and press the Delete key.
4. Type your email address (i.e. *smithj@wpunj.edu*) in the email field.
5. Click **OK**.

   Note: You can also type *"mailto: smithj@wpunj.edu"* in the Link field of the Property inspector.