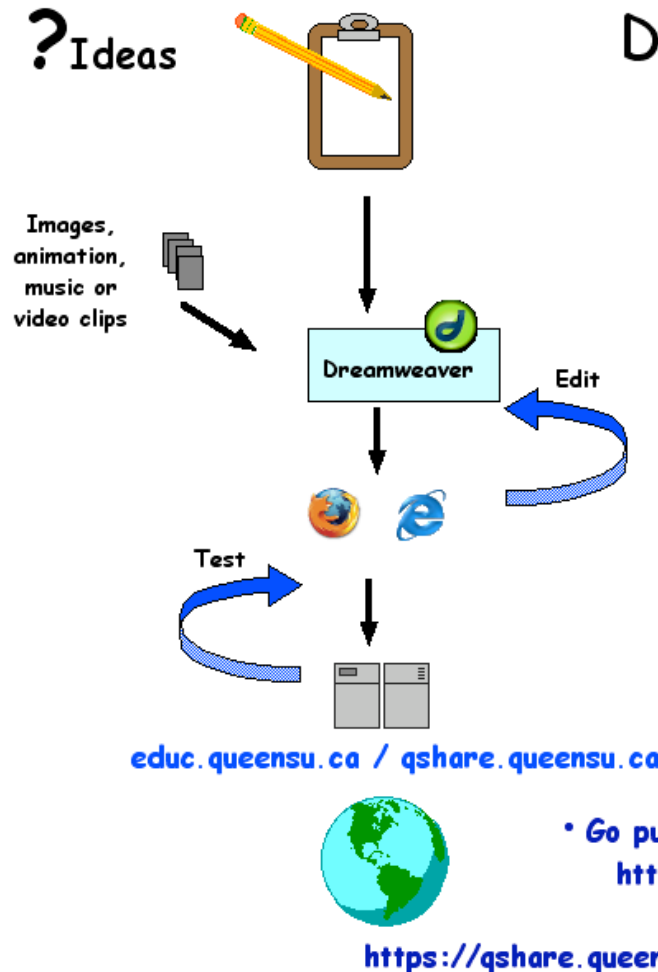


DREAMWEAVER CS3 — QUICK START

? Ideas



Develop a Web Page

- Design on paper
- Gather multimedia materials (e.g. jpg or .gif files)
- Develop materials
- Test in browser (e.g., Firefox, Internet Explorer)
- Copy to Web Server
 - use Dreamweaver "PUT", Fetch (Mac), or PuTTY (Windows)
- Go public with YOUR webpage
 - <http://educ.queensu.ca/yourlogin/filename.html>
 - or
 - <https://qshare.queensu.ca/Users01/yourlogin/www/filename.html>

1) GETTING STARTED WITH DREAMWEAVER

SET UP A SITE

Before you start, set up a common location for all your Dreamweaver files. It is suggested that you create a folder on your hard drive in an "easy to find" place; call it "**Dreamweaver Sites**". (DO NOT create this folder inside your Dreamweaver program folder because it might get erased if you have to re-install or upgrade your software.) If you are using Queen's **Qshare**, create a new folder called **Qshare-folder** and inside that create another folder **www**. This is where all your web site projects will be located. (The "www" directory will match the name of the folder in Qshare where all your web projects will be stored.)

Next set up two nested folders inside your **Dreamweaver Sites | Qshare-folder | www** folder. One folder should be given the name of your current project (e.g. **myproject**). Inside your project folder, make an **images** folder to store your graphics. Your folders should look something like this: Dreamweaver Sites | Qshare-folder | www | **myproject** | **images**. [Note: If you are not using Qshare, then making the Qshare-folder and www folders is optional.]

If you will have more than one project, you can set up additional project folders inside the Dreamweaver Sites | Qshare-folder | www folder, each one with an images folder inside it.

Now startup Dreamweaver, choose from the menu bar: *SITE > NEW SITE*. Click on the *ADVANCED* tab if it isn't already selected. The instructions below refer to Figure 1.1.

1. Choose: *Local Info > Site Name* > enter your choice of site name in the input box.
2. Choose: *Local Root folder* > click on the small "folder" icon (to the right of the input box) to locate the main folder that contains your project (e.g. **Qshare-folder**).
3. Choose: *Default image folder* > click on the small "folder" icon to locate the images folder that you created earlier for this project.
4. Make the rest of the check boxes look like Fig. 1.1. Then click on *OK*.

Figure 1.1 – Site Definition

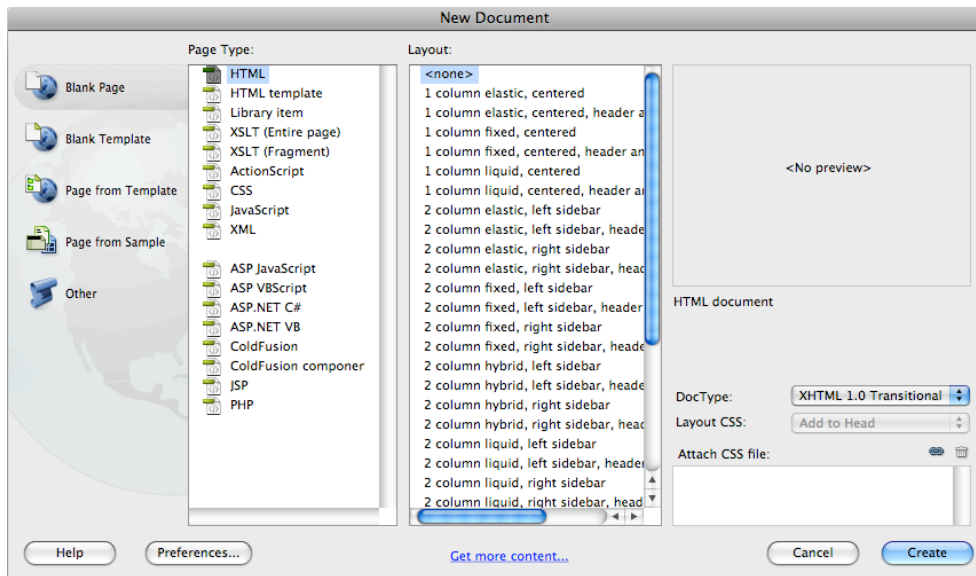
The screenshot shows the 'Site Definition for Qshare-webdav site' dialog box with the 'Advanced' tab selected. The 'Local Info' section is active, showing the following fields and options:

- Site name:** Qshare-webdav site
- Local root folder:** ocuments\Dreamweaver sites\qshare-folder (with a folder selection icon)
- Default images folder:** (with a folder selection icon)
- Links relative to:** Document Site root
- HTTP address:** https://qshare.queensu.ca/Users01/dudleypl (with a tooltip: "This address is used for site relative links, and for the Link Checker to detect HTTP links that refer to your own site.")
- Case-sensitive links:** Use case-sensitive link checking
- Cache:** Enable cache (with a tooltip: "The cache maintains file and asset information in the site. This speeds up the Asset panel, link management, and Site Map features.")

CREATE A NEW PAGE

To create a new page, go to the main Dreamweaver menu and choose *FILE > NEW > Page type* and choose *HTML*. Then, under *Layout*, choose *<none>*, and then click on *CREATE*.

Figure 1.2 – Create a New Page

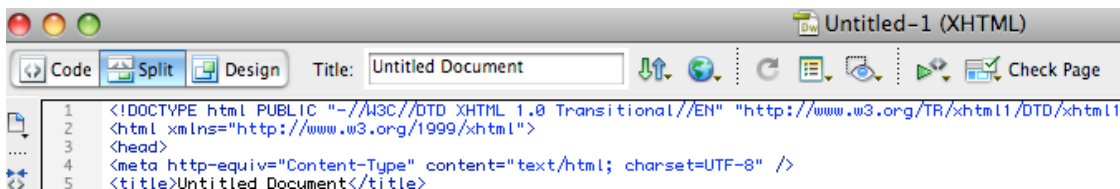


[See Appendix A for sample screen layouts and toolbar descriptions.]

GIVE YOUR PAGE A TITLE

Look for the *Title:* box in the top toolbar area. In the entry box, where it says "Untitled Document", type in a name for this web page. This name will be used to identify your page when it is displayed in a web browser, and it will also be used when someone "bookmarks" your web page. It is a good idea for each page in your web site to have a unique name.

Figure 1.3 – Top of new page window



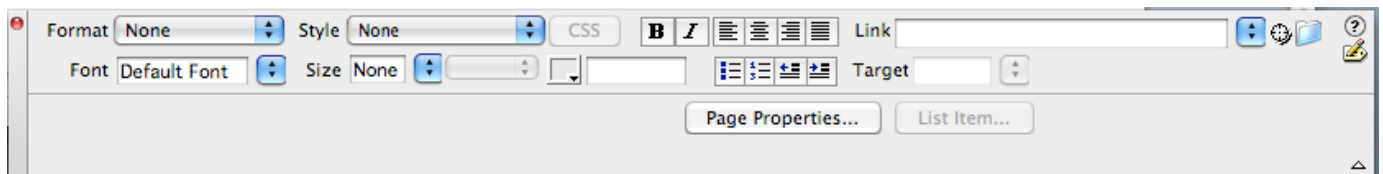
SAVE A PAGE. (Be sure to give your page a title before you save it.) To save a page, choose *FILE > SAVE*. Enter the file name of your document. **IMPORTANT:** It is a good idea to save your document before you first start working on a page so that all references to it will be correct. See the *GENERAL TIPS* section for file naming conventions.

ASSIGN FORMATTING STYLES TO TEXT

You can assign format styles to text in order to add emphasis or clarity. Rather than changing the font and size of text, as you might normally do in a word processor, it is a good idea to use styles. Each style has a different appearance and usage that can be easily changed; you only need to change the style in one place

and will take effect throughout your document wherever you have applied the style. To apply a style, highlight text that you have already typed, and then select a style in the *Properties* toolbar from the *Format* pop-up (see Figure 1.4). Styles are most frequently used for headers e.g. choose *Header 1* for a large bold header. You may also assign other basic text editing styles to other text such as bold or italics. [If you change your mind about a style or text treatment, just highlight the text in question and select the formatting again to turn it off. It is best to remove formatting this way instead of backspacing over it so you don't accidentally leave any "orphaned" styles in your web page.]

Figure 1.4 *Properties Toolbar – for Editing*



SELECT COLOURS FOR TEXT AND BACKGROUND

In the *Properties* toolbar, you can set the text colour by choosing a colour from the small square pop-up box directly below the word "CSS". You may also select a text colour from the menu bar *TEXT > COLOR*.

To set background colours, go to the menu bar *MODIFY > PAGE PROPERTIES* and click on the small square beside *Background colour* and choose a colour. To assign a text size, go to the menu *TEXT > SIZE* and pick a number, or pick a size from the *Size* pop-up list in the *Properties* Toolbar.

CONTROL LINE BREAKS

Dreamweaver always adds an extra line between paragraphs unless you specify "hard" returns. [Dreamweaver assumes a new paragraph is intended whenever you type in a Return (Macintosh) or Enter (Windows).] If you want to have more control over how many blank lines you get, be sure to use the Shift-Enter (Windows) or Shift-Return (Macintosh) key combination to ensure a single line break.

CREATE LISTS

You can also apply styles to make a list. Choose *TEXT > LIST > UNORDERED* for a bulleted list or *ORDERED* for an automatically numbered list; OR choose the *Numbered List* icon or *Bullet List* icon from the *Properties* toolbar. To turn off a list feature, just click on the list icon again or press the "return" key twice.

INSERT HORIZONTAL RULES

You can add horizontal rules to your pages to emphasize or separate information. Click in your document where you want to place the rule, then choose *INSERT > HTML > HORIZONTAL RULE*. Change the properties of the horizontal rule by single clicking on it and then changing the options in the *Properties* Toolbar.

CREATE A LINK TO A URL OR ANOTHER WEB PAGE

Select the text for which you want to create a link. Click in the *Link* box in the *Properties* Toolbar. Type (or paste) in the exact link that you want to go to (.e.g <http://educ.queensu.ca>). You may also click on the small "folder" icon to locate a file in your Dreamweaver Site folder "local view" that you want to link to. You may also click and drag the small circle to the left of the folder button to point to a file in your site folder or to an "anchor" within your document (see notes about creating anchors below). From here you can also make links to local files, external Web files, anchors (explained in the next section), FTP files, or to an e-mail address.

CREATE AN ANCHOR LINK

An anchor link allows you to link to a specific section within your own HTML documents. For example, the "Return to Top of Page" link brings you to an anchor at the top of the page. To make an Anchor, click in the document in the area to which you would like to create a link (anchor). Choose menu item *INSERT > NAMED ANCHOR*. This will open a dialog box that prompts you to give the anchor a name. Type in a short descriptive name for the new anchor (e.g. "topofpage") and click "OK"; no spaces or special characters are allowed in the anchor name. A small anchor icon will appear next to the section or text you have chosen for the anchor. When you are making a link to this anchor, drag the small circle to the left of the folder button in the *Properties* toolbar and to point to the anchor point.

INSERT IMAGES

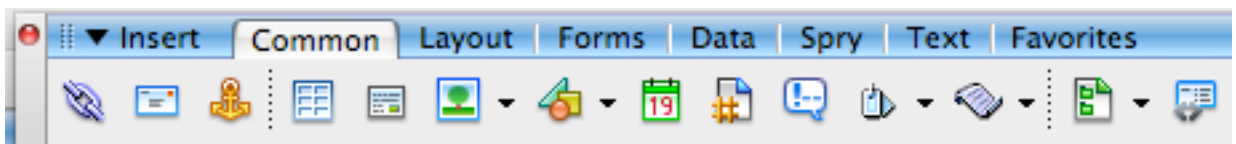
Place the insertion point in your document where you want the image. Choose *INSERT > IMAGE*. Select the image to insert. The graphic is inserted. *It is a good habit to always put the graphic image file in your images folder prior to inserting it. Then all your images will be together and will be easy to move to the web site.*

CREATE TABLES

Create a table if you want to have information displayed in specific columns. With the insertion point at the desired location, choose from the Menu: *INSERT > TABLE* or click on the *Insert Table* button from the top *Insert* toolbar. Select the number of rows and columns for your table, and select a border (use 0 for no border). Select *Cell Padding* to give you space between the cell borders and your text. Select *Cell Spacing* to set the space between cells i.e. the thickness of the cell walls.

You can edit the Table information later by selecting the table with your mouse, and editing the information in the *Properties* Toolbar. Or select a row or column by clicking beside it, and then choose *MODIFY > TABLE* and you will be able to add or delete rows or columns, or to merge cells so that they span more than one column.

Figure 1.5 - Insert Toolbar



PREVIEW YOUR PAGE IN WEB BROWSERS

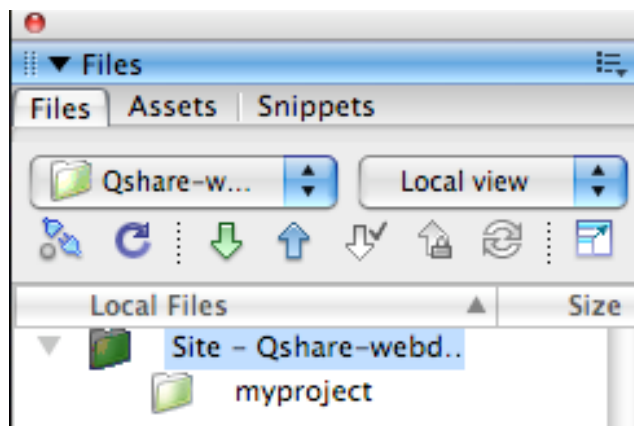
It is a good idea to view your pages in one or more web browsers (e.g., Internet Explorer & Firefox); use the "Preview/Debug in Browser" button the top of the window – it looks like a small world map. Then select a browser to use to view your page. Your page may look different in each browser program depending on the features that you have used and the way that each browser interprets them, and you may need to "tweak" your pages so they look right in all the browsers.

STARTING UP DREAMWEAVER – IMPORTANT!

The next time you want to edit your web pages, you should start up the Dreamweaver program (NOT a particular file) and it will open in the Dreamweaver site that you were using last. To work on files in your site, go to *WINDOW > FILES* (or use F8) and look in the control panels on the right hand side. Click on *FILES* (if necessary) to see the list of files in your site. Double click a file in your site list to open it in Dreamweaver. You should always open your files from within a Dreamweaver site, not from the computer desktop.

To switch between projects, choose another one from the *site* pop-up list (in the *FILES* control panel where is says “Qshare-d...” in the Figure 1.6).

Table 1.6 Files List – local view showing



2) GET SET UP TO HOST WEB PAGES

STEP 1a – FTP: SET UP YOUR ACCOUNT TO RECEIVE WEB PAGES for EDUC (SFTP) Accounts Only *(required one time only)*

Log in to your web account such as EDUC using “secure telnet”; use your favourite secure FTP program (e.g., PuTTY for Windows, or Terminal for Mac):

In your ssecure telnet program, set up a connection to

educ.queensu.ca

You should then see a screen that asks for your login and password; use your EDUC login and password.

At the main menu type **mkwww**
then type **publish**

Now you should logout: type **logout**

That’s all you need to do here! Now go to Step 2a)

STEP 1b – QSHARE: SET UP YOUR ACCOUNT TO RECEIVE WEB PAGES for Qshare (WEBDAV) Accounts Only *(required one time only)*

Login in to Qshare <https://qshare.queensu.ca>


Use your NetID and password.

..... set up a folder called **www** → set permissions **public read access, personal read/write** if it doesn’t exist already.

Now go to **STEP 2b)** to upload to a **WebDAV** server.

STEP 2a – FTP: DEFINE YOUR REMOTE SITE IN DREAMWEAVER

1. In Dreamweaver, go to the menu: *SITES > MANAGE SITES*. Choose a site that you have already defined and click on *EDIT*.
2. Click on the *ADVANCED* tab. See Figure 2.1.
3. Click on *Remote Info*
4. Click on *ACCESS:* and choose *FTP*
5. *FTP HOST:* enter *educ.queensu.ca* or *qlink.queensu.ca*
6. *Host Directory:* enter *www/*
7. *Login:* type your EDUC login
8. *Password:* type your EDUC password
9. Click on *TEST* to see if a connection can be made to your web page site. (If not, go back and check the information previously entered in steps 5 - 8.)
10. Click on *SAVE* only if your computer is in a secure location and you are the only user.
11. Click on Secure FTP and other check boxes as in Figure 2.1.
12. Click on *OK* and then click on *DONE*.

TO UPLOAD an individual file to your web site, click on the file and choose the menu: *SITE > PUT*, or click on . When it asks if you want to copy dependent files, say no (most of the time). Upload dependent files only if you have new image files that need to be uploaded at the same time.




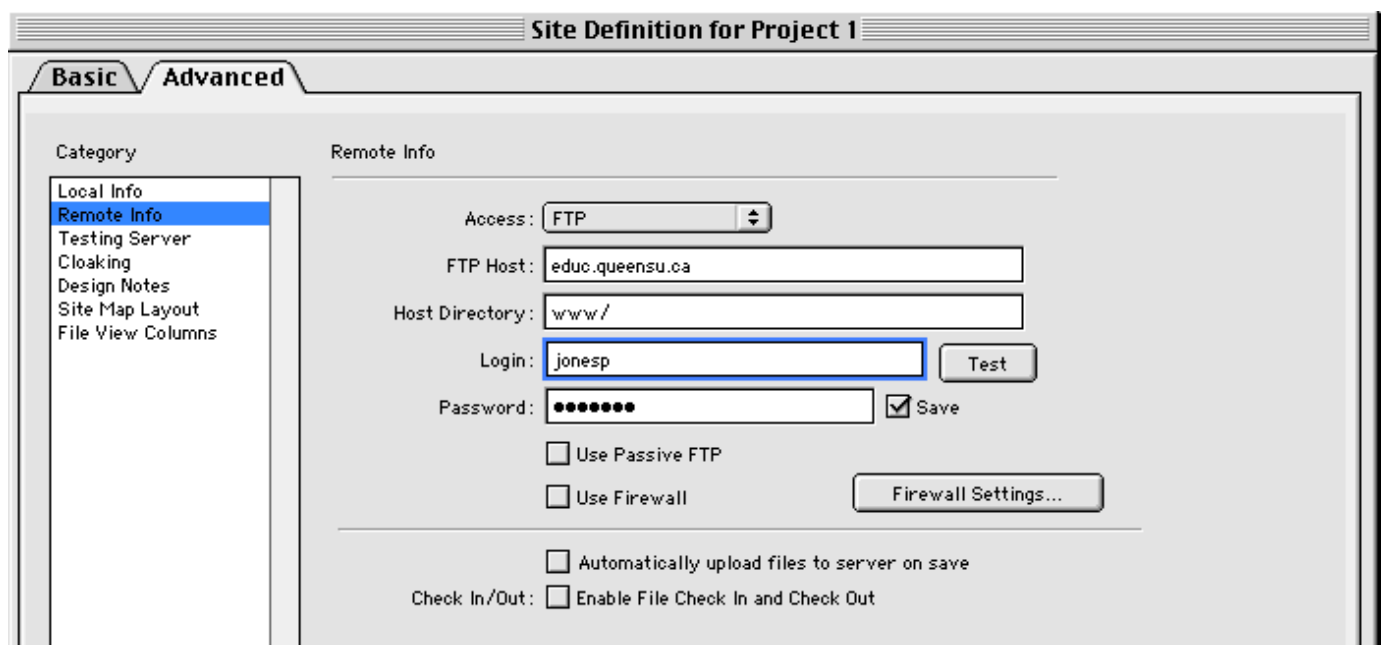
To DOWNLOAD a file from the remote site, go to *FILES toolbar* (see **Table 2-2 Files List**) and change the pop-up that says *local view* to *remote view* (You may need to click on the "connects to remote host"  button to see your remote files. Or, you may need to refresh your list of remote files by clicking on the "Refresh remote" icon .) Click on the file required and choose *FILE > GET*, or click on .

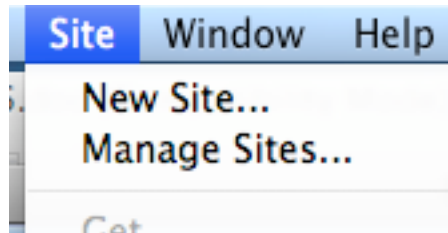
Figure 2.1 FTP Site Definition




STEP 2b – Qshare / WEBDAV: DEFINE YOUR REMOTE SITE IN DREAMWEAVER

1. In Dreamweaver, go to menu: *SITE > MANAGE SITES*. Choose a site that you have already defined and click on *EDIT*.

Figure 2.2 – Site menu



2. Click on the *ADVANCED* tab. See Figure 2.3.
3. Click on *Remote Info*
4. Click on *ACCESS:* and choose *WEBDAV*
5. Click on URL and enter the description for your WebDAV site. You will find this information when you login to Qshare. Look at the Directory: info on this page for your specific information, and type it in the URL box as shown in the example in Figure 2.3 (e.g., Look beside Directory: and add what you see there to the URL <https://qshare.queensu.ca> e.g., add /Users01/myname – but don't put any of the spaces in.
6. *Username:* type your NetID
7. *Password:* type your NetID password. Click on TEST to confirm your settings work.
8. Check on *SAVE* only if your computer is in a secure location and you are the only user.
9. DO NOT select Check in/out unless you will be working with a group of people. If you choose to Enable file check in and check out, you may also optionally, select "Check out files when opening".
10. *Email:* enter a valid email address .
11. Click on *OK*, and then click on *OK again*.

TO UPLOAD an individual file to your web site, click on the file and choose the menu: *SITE > PUT*, or click on . When it asks if you want to copy dependent files, say no (most of the time). Upload dependent files only if you have new image files that need to be uploaded at the same time.




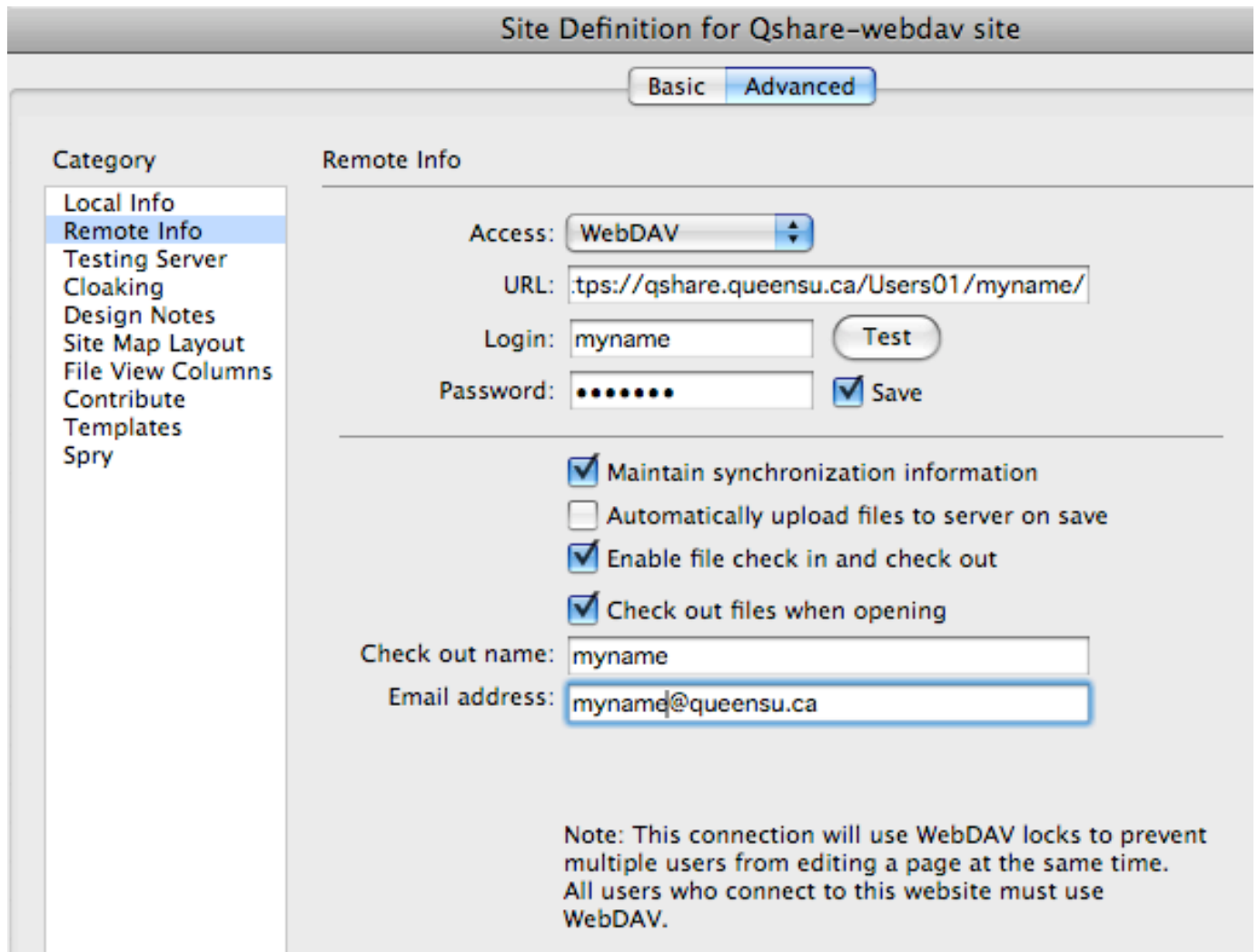
To DOWNLOAD a file from the remote site, go to *FILES toolbar* (see **Table A-3 Files Panel**) and change the pop-up that says *local view* to *remote view* (You may need to click on the "connects to remote host"  button to see your remote files. Or, you may need to refresh your list of remote files by clicking on the "Refresh remote" icon .) Click on the file required and choose menu: *FILE > GET*, or click on .

Figure 2.3 Site Remote Info SETTINGS



3) GENERAL TIPS

TIPS ABOUT FILE NAMES

- The main page in your web site should be called `index.html`.
- File names are *case sensitive* on the web server, but not necessarily so on a local PC or Mac. Therefore be sure to make file names consistent with upper and lower case characters.
- Filenames can have a *maximum of 32 characters*
- All file names should be *alphanumeric*, with no spaces or special characters except underscore “_” and hyphen “-“. Use lowercase letters only wherever possible.
- All web page files should have the extension ***.html or .htm***
- All files must have *appropriate extensions* e.g. `.html` for html files, `.doc` for Word files, `.pdf` for Acrobat Reader files, `.jpg` or `.gif` for images

TIPS ABOUT IMAGES

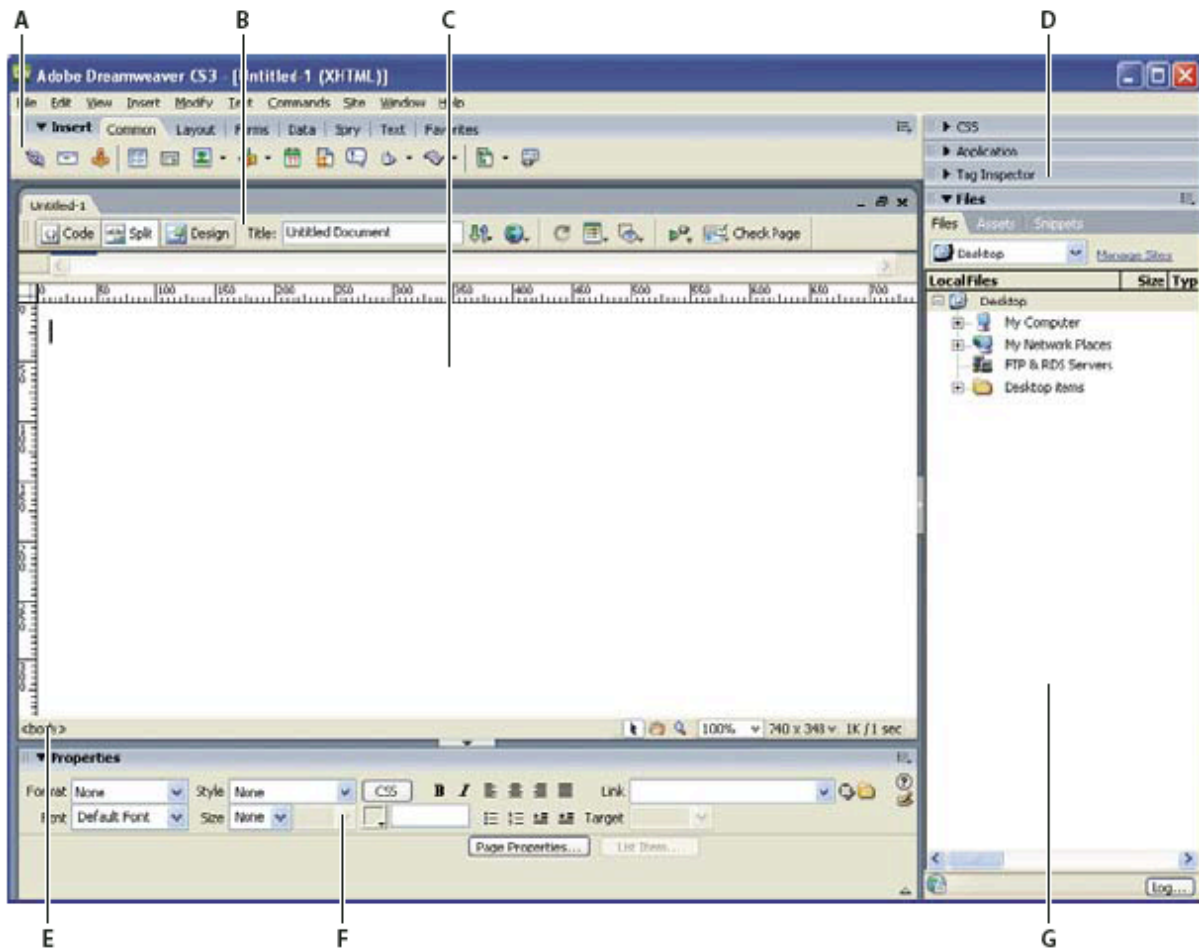
- Pictures must be **gif** or **jpeg** format; files should have **.gif** or **.jpg** at the end of their names
- Use images sparingly and for good reasons
- Keep images small so they load quickly. Create images using web-based 256 colours if possible. (Use Photoshop Elements to work with your images.)
- Check your web page colours on both Mac and PC; colours can vary considerably on the different platforms and on different monitors

USEFUL REFERENCES

- **Dreamweaver Documentation**
Dreamweaver Manual. Try these chapters: “Working with Dreamweaver Sites”, Styling Text using Properties Inspector, Create a new page.
http://help.adobe.com/en_US/Dreamweaver/9.0/dreamweaver_cs3_help.pdf (22 MB)
- **Interactive Getting Started Tutorials**
http://www.adobe.com/devnet/dreamweaver/articles/getting_started_dreamweaver_cs3.html

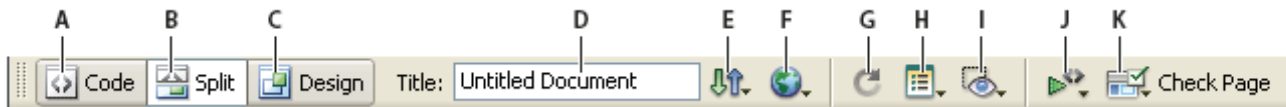
APPENDIX A

Figure A.1: Workspace Layout: From Adobe Dreamweaver CS User Guide, Chapter 2 (dreamweaver_cs3_help.pdf)



A. Insert bar B. Document toolbar C. Document window D. Panel groups E. Tag selector F. Property inspector G. Files panel

Figure A.2: Document Toolbar (detail)

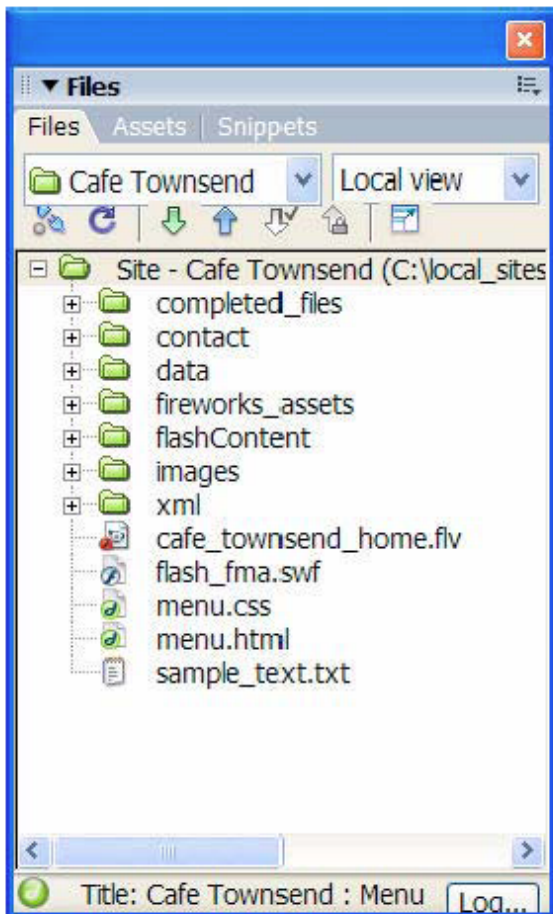


A. Show Code View B. Show Code and Design Views C. Show Design View D. Document Title E. File Management F. Preview/Debug in Browser G. Refresh Design View H. View Options I. Visual Aids J. Validate Markup K. Check Browser Compatibility

Figure A.3: Property Inspector – for Images



Figure A.4: Files Panel



=====

URL FOR YOUR WEBSITE

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Samples only: please use your own specific information.

QSHARE: <https://qshare.queensu.ca/users01/myname/www/myproject/index.html>

FTP: <http://educ.queensu.ca/myname/index.html>

SITE SETTINGS SUMMARY

WebDAV - QSHARE		FTP – educ.queensu.ca
LOCAL INFO		
<i>Site Name</i>	QSHARE-myname-webdav	EDUC- myname -SFTP
<i>Local Root Folder</i>	... Dreamweaver sites/Qshare-folder/ (N.B. don't include the www or subfolders here)	... Dreamweaver sites/educ-myname
<i>HTTP address:</i>	https://qshare.queensu.ca/Users01/myname/	https://educ.queensu.ca/myname/
<i>Links relative to:</i>	Document	Document
REMOTE INFO		
<i>ACCESS</i>	WebDAV	FTP
<i>URL:</i>	https://qshare.queensu.ca/Users01/myname/	
<i>Check in/out</i>	Optional	
<i>FTP Host</i>		educ.queensu.ca
<i>Host Directory</i>		www
<i>Use Secure FTP (SFTP)</i>		Select this with a checkmark
Directory Structures		
<i>Local Directory Structure</i>	Dreamweaver Sites Qshare Folder www myproject	Dreamweaver Sites projecta
<i>Remote Directory Structure</i>	QSHARE www myproject	EDUC www myproject
PUBLIC URL FOR YOUR WEBSITE (use your own specific information)		
https://qshare.queensu.ca/Users01/myname/www/myproject/myfilename.html		