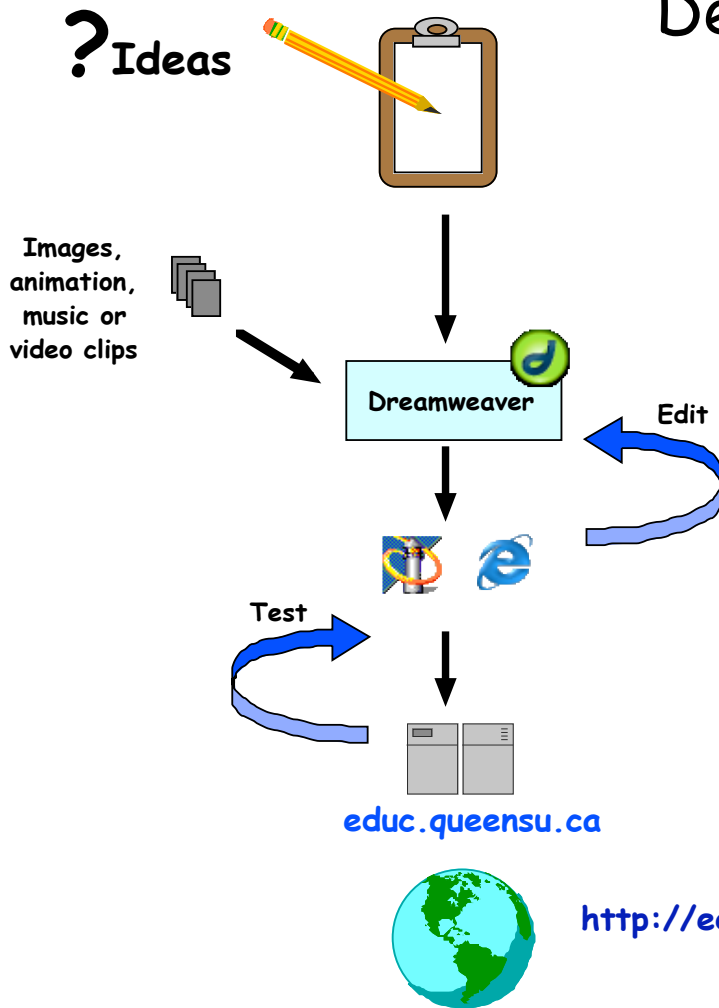


# Develop a Web Page



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

# GETTING STARTED WITH DREAMWEAVER

## SET UP A SITE

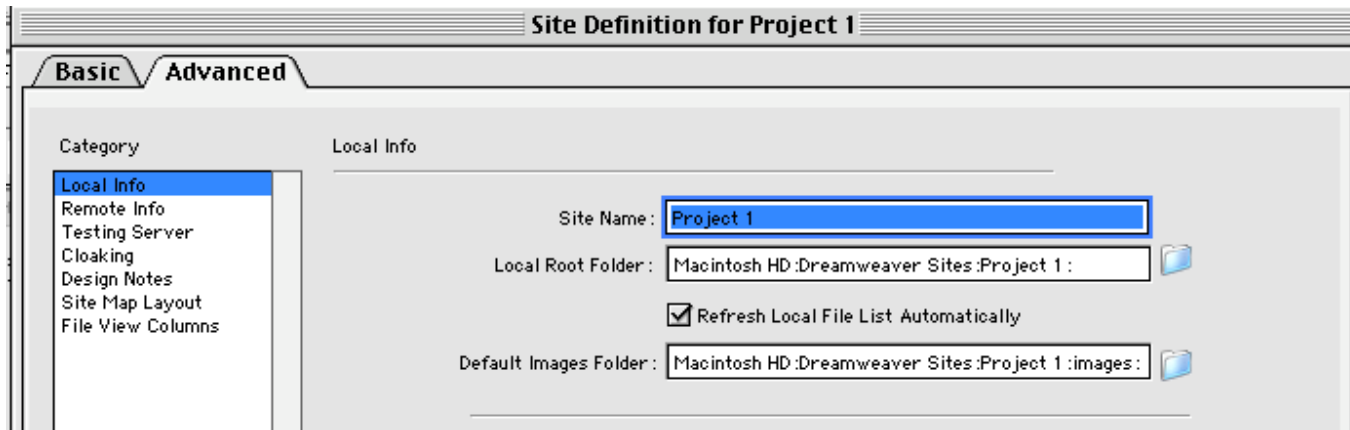
Before you start, set up a common location for all your Dreamweaver files. It is suggested that you create a folder on your hard drive in an "easy to find" place; call it "**Dreamweaver Sites**". (DO NOT create this folder inside your Dreamweaver program folder because it might get erased if you have to re-install or upgrade your software.)

Next set up two nested folders inside your **Dreamweaver Sites** folder. One folder should be given the name of your 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 > **myproject** > **images**.

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

Now startup Dreamweaver, choose *SITE > NEW SITE*. Click on the *ADVANCED* tab if it isn't already selected.

1. Choose: *Local Info > Site Name* > enter your choice of site name.
2. Choose: *Local Root folder* > click on the small "folder" icon to locate the folder that contain your project (e.g. **myproject**). Make sure the box *Refresh Local File List Automatically* is selected.
3. Choose: *Default image folder* > click on the small "folder" icon to locate the images folder that you created earlier for this project.
4. Click on *OK*.



## CREATE A NEW PAGE

To create a new page, choose *FILE > NEW > (Category:y) BASIC PAGE > (Basic Page) HTML* and then click on *CREATE*.

[ 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.

**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 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 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, click in your document where you want to begin using it, select a style in the *Properties* toolbar from the *Format* pop-up. Or highlight text that you have already typed, and pick a style from the *Format* pop-up. Styles are most frequently used for headers e.g. choose *Header 1* for a large bold header.

### **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 above the word "Target" . 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* and choose a colour. To assign a text size, go to *TEXT > SIZE* and pick a number. (Use smaller numbers for smaller text.) or choose *TEXT > SIZE CHANGE* to pick a relative size.

### **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 choose *INSERT > SPECIAL CHARACTERS > LINE BREAK*, or 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 > 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**

Select the text from which you want to create a link. Click in the *Link* box in the *Properties* Toolbar. Type 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 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. 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 *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 *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 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.

## **PREVIEW YOUR PAGE IN WEB BROWSERS**

It is a good idea to view your pages in both Internet Explorer & Netscape Navigator; use the “*Preview/Debug in Browser*” button from the *Insert* tool bar to 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 both browsers.

## **START UP DREAMWEAVER**

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 *SITE > SITE 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).

## GET SET UP TO HOST WEB PAGES

### STEP 1 - SET UP YOUR ACCOUNT TO RECEIVE WEB PAGES *(required one time only)*

Log in to your web account such as EDUC or QLINK using “telnet”; use your web browser program:

In your web browser program, type in  
**telnet://educ.queensu.ca**  
or  
**telnet ://qlink.queensu.ca**

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

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

Now you should logout: type **logout**

Now proceed to:

**STEP 2a)** to “upload” your files to your web page space via **FTP**  
or  
**STEP 2b)** to upload to a **WebDAV** server.

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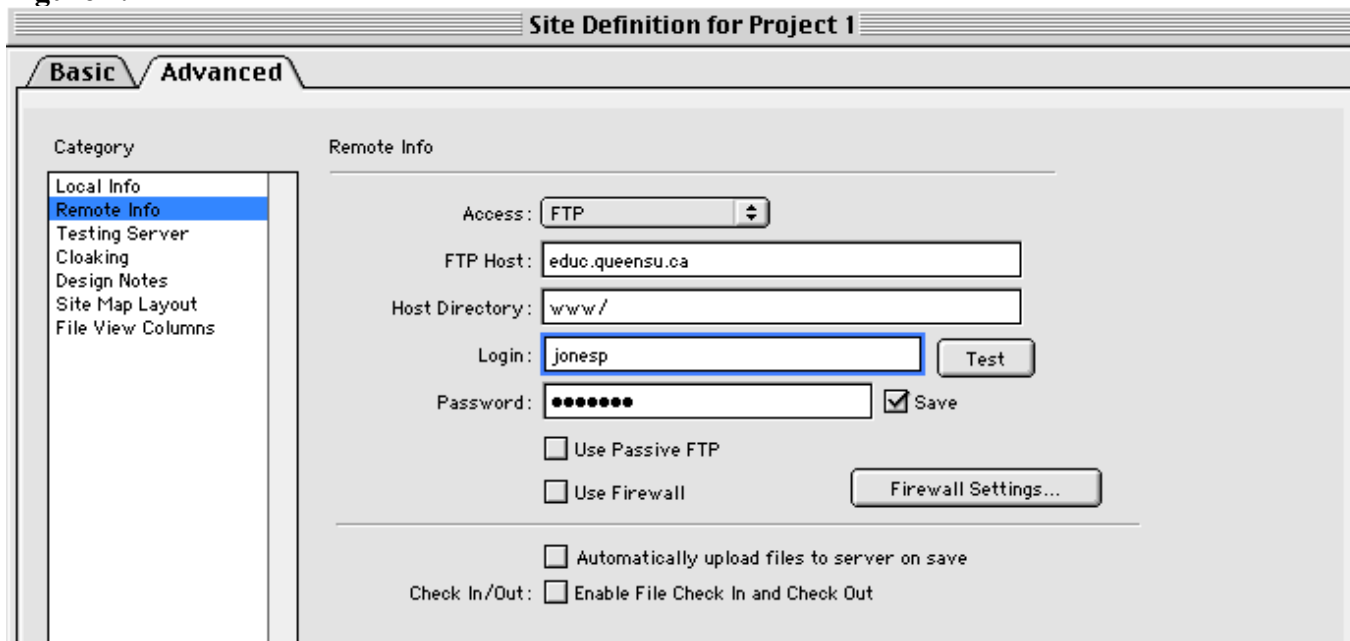
## STEP 2a - DEFINE YOUR REMOTE SITE IN DREAMWEAVER VIA FTP

1. In Dreamweaver, go to *SITES > EDIT SITES*. Choose a site that you have already defined and click on *EDIT*.
2. Click on the *ADVANCED* tab.
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 email login
8. *Password:* type your email 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. Do NOT check any other boxes on this page.
12. Click on *OK* and then click on *DONE*.

**TO UPLOAD** an individual file to your web site, choose *SITE > PUT*. 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* and change the pop-up that says *local view* to *remote view (PC)*. (Mac users can see both local and remote files in simultaneously open windows.) You may need to click on the "connects to remote host" button in order to refresh your list of remote files. Click on the file required and choose *FILE > GET*.

Figure 2.1



## **STEP 2b - DEFINE YOUR REMOTE SITE IN DREAMWEAVER USING A WEBDAV SERVER**

1. In Dreamweaver, go to *SITES > EDIT SITES*. Choose a site that you have already defined and click on *EDIT*.
2. Click on the *ADVANCED* tab.
3. Click on *Remote Info*
4. Click on *ACCESS:* and choose *WEBDAV*
5. Click on **settings** and be sure to include your valid email address (it is required for check in/check out purposes). See diagram below.
6. Your "WEBDAV Connection" URL will be different from the one shown below. (You should find out what this is when you get your login/password for the WebDAV remote site.)
7. Select "Check out files when opening" ONLY works when your remote connection is FTP.
8. *Username:* type your email login
9. *Password:* type your email password
10. *Email:* enter a valid email address (so that you co-workers can email you if you forget to check in a file)
13. Click on *SAVE* only if your computer is in a secure location and you are the only user.
14. Click on *OK* and then click on *OK*.

**TO UPLOAD** an individual file to your web site, choose *SITE > PUT*. 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* and change the pop-up that says *local view* to *remote view (PC)*. (Mac users can see both local and remote files in simultaneously open windows.) You may need to click on the "connects to remote host" button in order to refresh your list of remote files.  
Click on the file required and choose *FILE > GET*.

### **Figure 2.2 SITES > EDIT SITES**

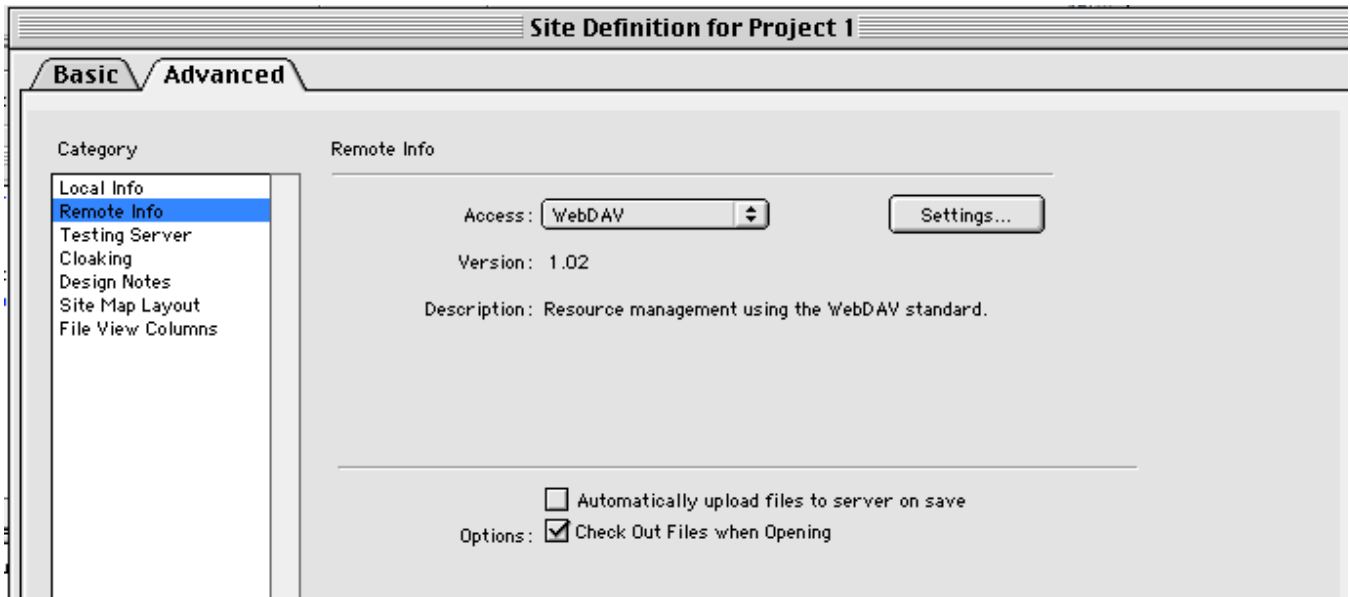
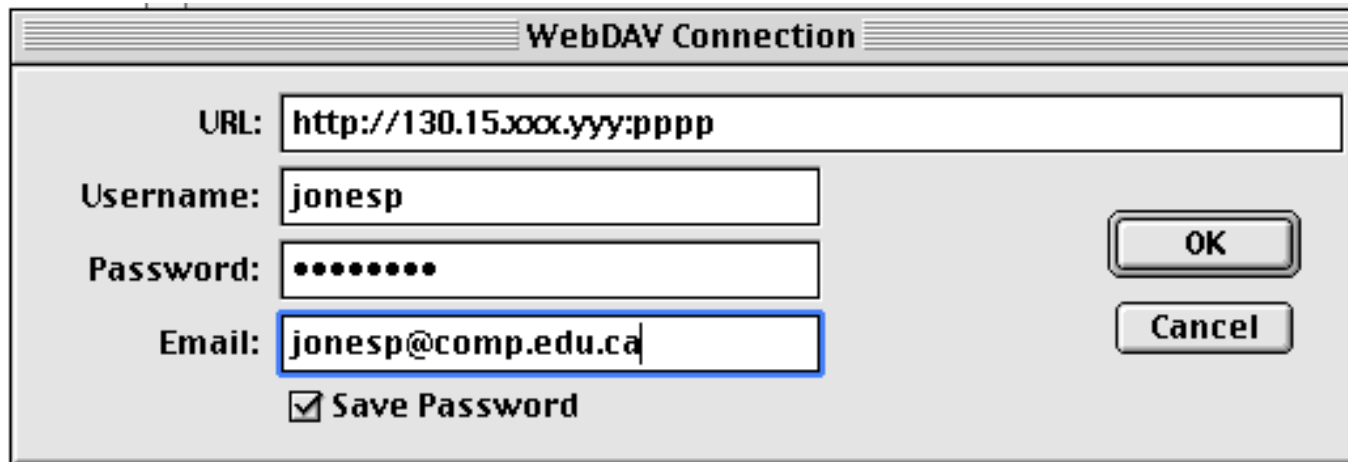


Figure 2-3 SETTINGS



## GENERAL TIPS

### TIPS ABOUT FILE NAMES

- 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**

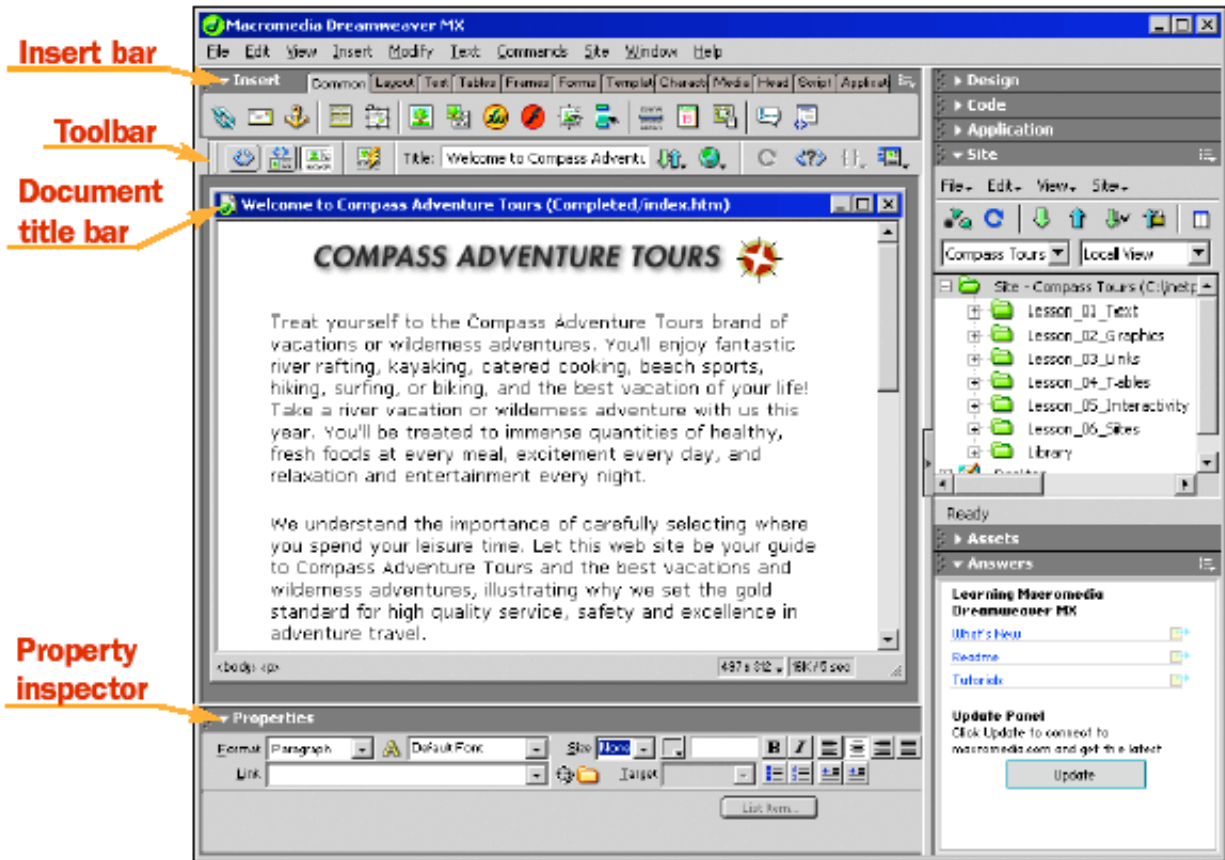
- Pictures must be **gif** or **jpeg** format; files should have **.gif** or **.jpg** at the end of their names
- Use images sparingly and for good reasons
- Keep images small so they load quickly. Create images using web-based 256 colours if possible. (Use Photoshop Elements to work with your images.)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

### **USEFUL REFERENCES**

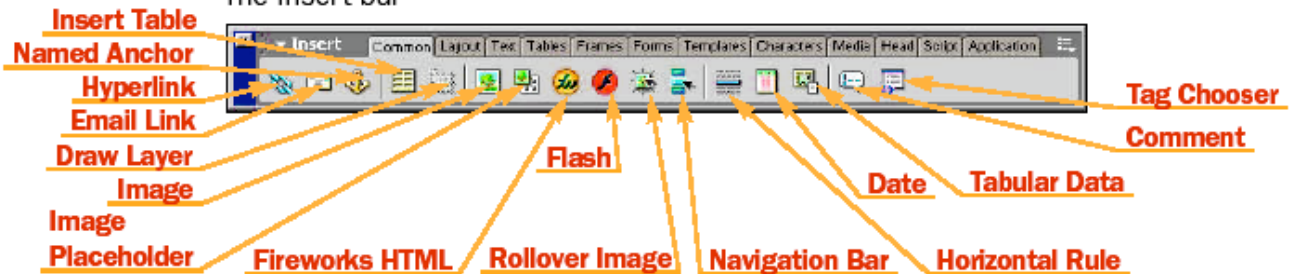
- **Dreamweaver Tutorial**  
A pdf document with an excellent Dreamweaver tutorial is available (DreamweaverMX.pdf)
- **Dreamweaver Toolbar Descriptions and Tutorial**  
<http://www.iue.indiana.edu/tlc/wkshps/Dreamweaver%20MX%20Tutorial.pdf>
- **Tutorials and keyboard shortcuts** See Volume ONE > CLASSES > DreamweaverCLASS

# APPENDIX A

**FIGURE 1-1**  
The workspace



**FIGURE 1-2**  
The Insert bar



(Figures from file DreamweaverMX.pdf)

**FIGURE 1-3**  
The Property inspector

