

# Adobe Dreamweaver 8

## Part 1: Introduction to Interface and Site Management

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## Introduction

Adobe Dreamweaver<sup>®</sup> is the widely used industry standard program for Web site creation. Using a design view to create the layout, code view to create scripting and backend, or split screen view to work on both simultaneously, users can easily create the page they desire. The added ability to integrate other Adobe Creative Suite software such as Photoshop, Illustrator, Fireworks, and Flash into the final page design is another benefit of the program.


In this Part 1 handout, users will learn about each tool in Dreamweaver. Users will be guided through the interface and its many functions. Included in this handout are steps for organizing and creating the structure or foundation for the Web site.

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## Launching Dreamweaver 8

Please note that these directions are based on the settings on the computers in the open access labs (OAL) on campus. The steps for launching the program at home or in other computers may be slightly different from the ones provided below.

To launch Dreamweaver 8:

1. Click the **Start** button  on the taskbar.
2. Select **All Programs**.
3. From the **All Programs** folder list, select **Macromedia**.
4. Select **Macromedia Dreamweaver 8** from the list of programs.

## Dreamweaver Interface

When Dreamweaver is launched for the first time, users will be asked to select the workspace set up from either Code layout or Designer layout (see Figure 1). For beginner to intermediate users, the Designer layout is more appropriate. A different layout can be selected later by using the menu **Window ► Workspace Layout**, and selecting the desired layout. After selecting the desired layout, click HTML to create a new file (see Figure 2).

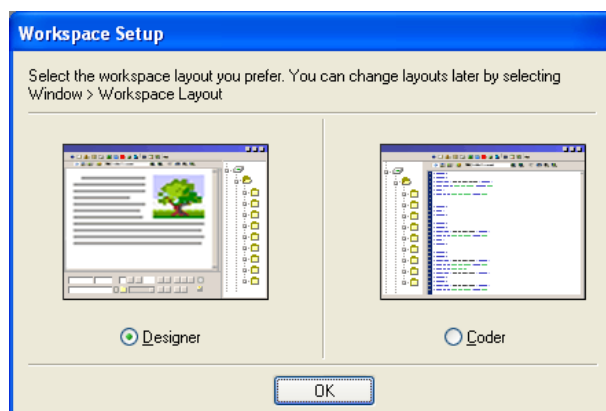


Figure 1 - Workspace Setup Window

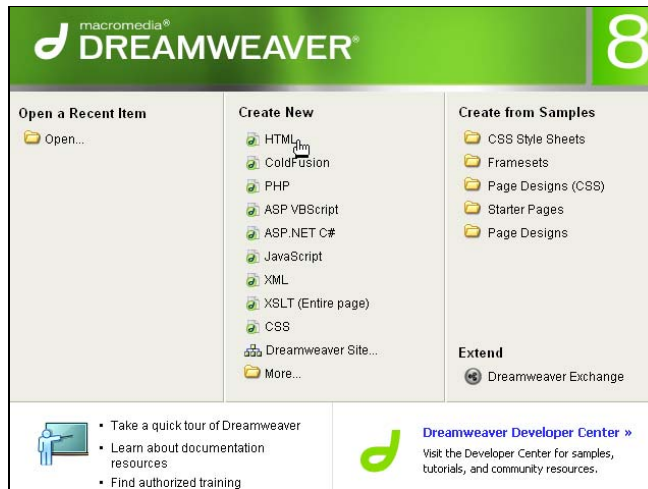


Figure 2 - Creating a New File

Like many applications, Dreamweaver has a **Title Bar**, **Menu Bar**, and toolbars. The **Document Toolbar** and **Insert Toolbar** appear by default, while the others can be added manually. Below the toolbars is the Dreamweaver document window in which Web pages are designed and programmed. Below the work area is the **Property Inspector**. If none of these are visible, check on **Insert** and **Property** in the **Menu Bar's Windows** menu. On the far right side of the document window is the **Panel Group** (see Figure 3).

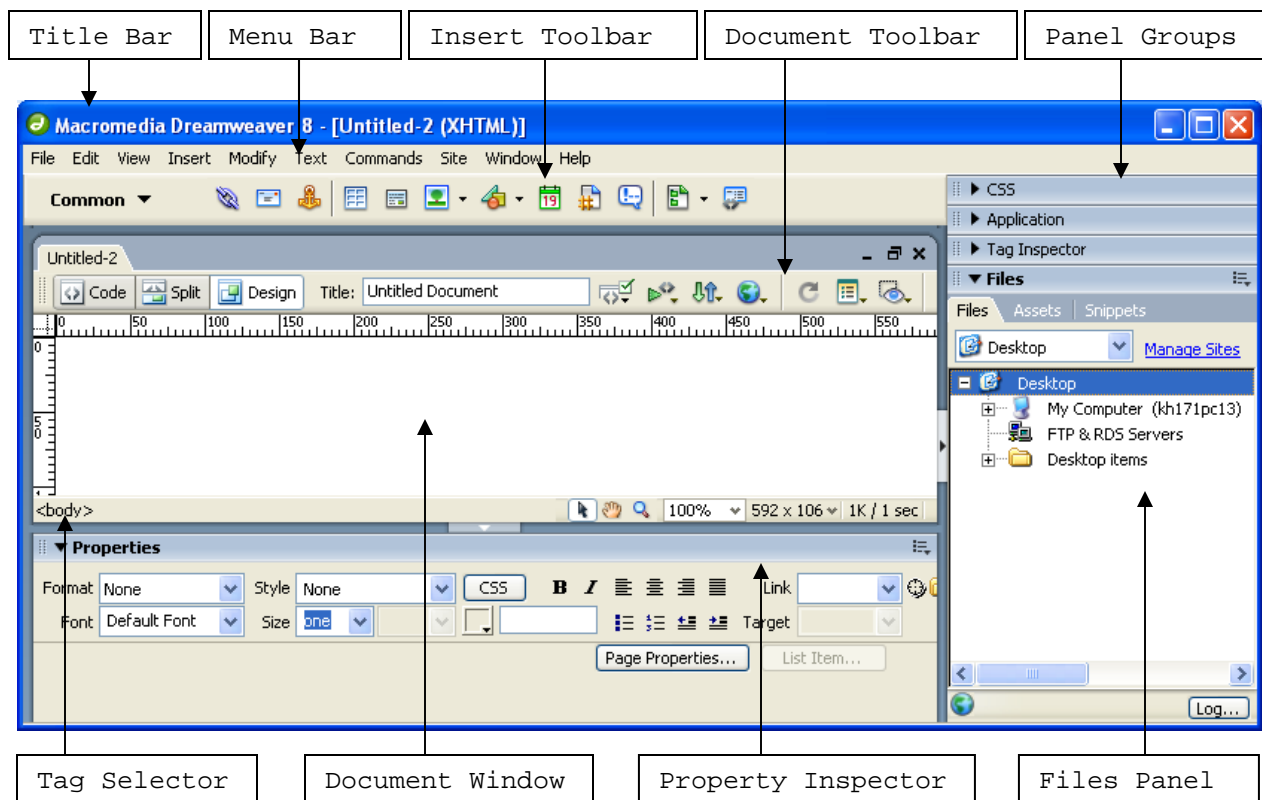


Figure 3 - Dreamweaver Interface

## WINDOWS AND PANELS

The following briefly describes each element shown in the window and its functions.

**Table 1 - Dreamweaver Interface Features**

<b>Feature</b>	<b>Description</b>
Title Bar	Displays the name of the application, which is Adobe Dreamweaver 8, and name of the file currently shown.
Menu Bar	Contains all the commands available within Dreamweaver 8.
Insert Toolbar	Contains buttons for inserting various types of "objects," such as images, tables, and layers, into a document.
Document Toolbar	Contains buttons that provide options for different views of the <b>Document</b> window (such as Design view and Code view), various viewing options, and some common operations such as previewing in a browser.
Panel Groups	Sets of related panels grouped together into tabs under one heading. To expand a panel group, click the expander arrow at the left of the group's name; to undock a panel group, drag the gripper at the left edge of the group's title bar.
Tag Selector	Shows the hierarchy of tags surrounding the current selection. Click any tag in the hierarchy to select that tag and all its contents. Using this feature requires a basic knowledge of HTML.
Document Window	Displays the current document and allows editing of the page content.
Property Inspector	Being used to view and change a variety of properties for the selected object or text. Each object has different properties.
Files panel	Enables management of files and folders, whether they are part of a Dreamweaver site or on a remote server.

## **TOOLBARS**

Unlike many other applications, Dreamweaver 8 has only a few toolbars, containing mostly basic features. Most of the advanced features are contained within the panels.







To display the standard toolbar:










1. Select the **View** menu and move the mouse over **Toolbar**.
2. From the submenu, check to display the **Standard** Toolbar.

## **The Insert Toolbar**

This toolbar provides a quick way of inserting different types of objects onto a Web page. There are several categories of objects that can be inserted. The table below contains only a short list of the the buttons under the **Common** category that do not require knowledge of HTML.

**Table 2 - Insert Bar, Common Objects**







<b>Icon</b>	<b>Feature</b>	<b>Description</b>
	Hyperlink	This button allows insertion of a hyperlink.
	E-mail link	Inserts an e-mail link.
	Named Anchor	Inserts a named anchor. Hyperlinks can be set to jump to named anchors.
	Insert Table	Inserts a table onto the page.
	Images Drop-down menu	Click on the drop-down list to show the image tool buttons, some of them are listed below.
	Insert Image	Inserts an image onto the page.

Icon	Feature	Description
	Image Placeholder	Inserts an image placeholder. The image can be placed in the placeholder later.
	Rollover Image	Allows insertion of a rollover image. Two images are required for this feature.
	Navigation Bar	Inserts an image navigation bar on the page.
	Media	Click on the drop-down list to show the media tool buttons, some of them are listed below.
	Flash	Inserts an existing Adobe Flash object into the page.
	Flash Button	Allows users to create a Flash button as a hyperlink into the page.
	Flash Text	Allows users to create a Flash text object.
	Date	Inserts today's date onto the page. The date can be updated automatically each time the page is edited.
	Comment	Inserts comments onto the page. Comments are hidden once the page is displayed using a Web browser.

## The Document Toolbar

The page being worked on can be viewed in several different ways in Dreamweaver. The buttons on the Document Toolbar can be used to easily switch the view, simplifying the editing and organizing process.

**Table 3 - Document Toolbar Buttons**

Icon	Feature	Description
 Code	Code View	HTML code editing view of the Web page.
	Code and Design View	A split screen with HTML code on the top and its WYSIWYG (What You See Is What You Get) equivalent of the Web page at the bottom.
	Design View	Displays the Web page in WYSIWYG editing mode.
Title: <input type="text" value="Un"/>	Page Title	In this text box, the Page Title is specified.
	Preview/Debug in Browser	Choose a Web browser from the drop-down list to preview the Web page.
	Refresh	This button refreshes the content of the Design view.
	View Option	Display and hide several features of the Document Window in Design View such as rulers, grids, and guides.

## PANELS

Panels are extremely useful because they contain most of the advanced features in Dreamweaver. Panels are usually located at either to the right or at the bottom of the application screen. However, sometimes several panels are grouped into a single panel, and they are displayed as a tab. Each panel has a specific purpose, and must be brought to view before using.

To display or hide a panel:

1. Select the **Window** menu.
2. Check to display or uncheck to hide any panel(s) on the menu.

## THE PROPERTY INSPECTOR

The **Property Inspector** is context-sensitive, meaning it constantly changes depending on what type of element is selected. This panel controls many settings, including those for text, tables, alignment, and images. The **Property Inspector** will be used extensively throughout the handout.

## Site Definition

Dreamweaver provides an easy way of organizing all of the documents associated with a Web site, which is by creating a site. A site is required to take advantage of many Dreamweaver features, (i.e., managing files, automatically tracking and updating hyperlinks, and uploading the site to the Internet). Organizing the files in the site can also simplify the process of creating Web pages. Within a site, inserting images and hyperlinks can be done by just drag and drop.

## CREATING A DREAMWEAVER SITE

Dreamweaver provides a Site Definition Wizard that can be used to create a Site.

To create a site:

1. From the **Site** menu, select **New Site...**, the *Site Definition Wizard Starts*.
2. In the *What would you like to name your site?* text box, type "Personal". Click on **Next** (see Figure 4).

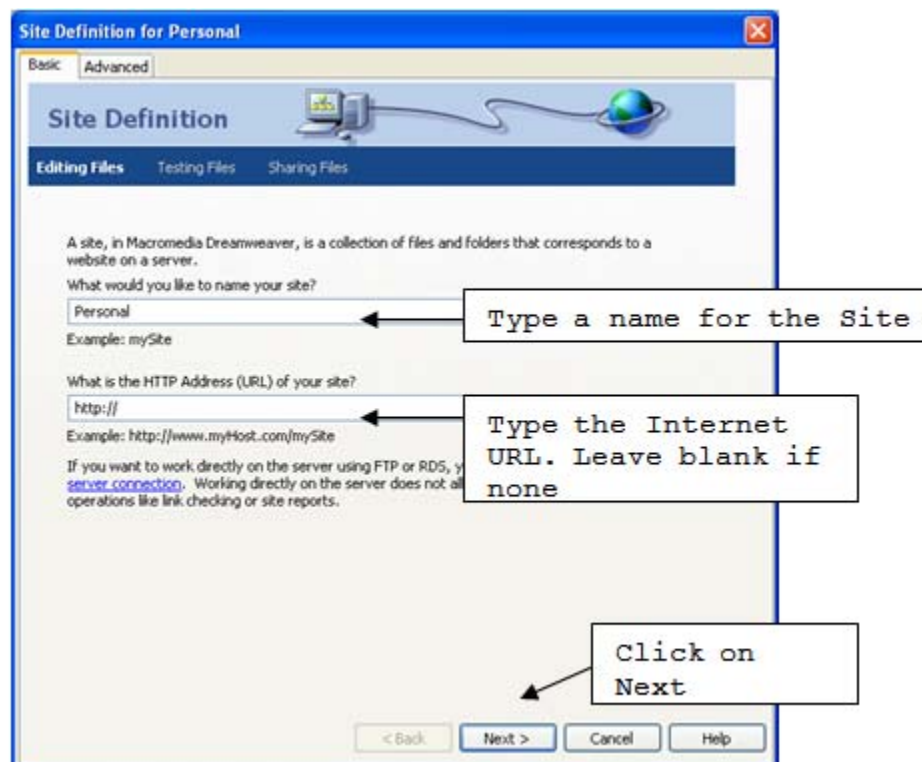



Figure 4 - Site Definition

3. Select the *No, I do not want to use a server technology* option button ► **Next**.
4. Make sure the option button *Edit local copies on my machine, then upload to server when ready* is selected. ► Click on the  button and browse for the folder in which to store all the files in the site (create a folder on the desktop). ► Click **Open** ► Click **Select** ► Click **Next**.
5. Under *How do you connect to your remote server?* drop down list, select the *None* option from the list. ► Click **Next**.

- Review all of the information about the newly created site. ► Click **Done** if everything is correct. A site has been created, now the **Files** Panel should look as follows (see Figure 5).

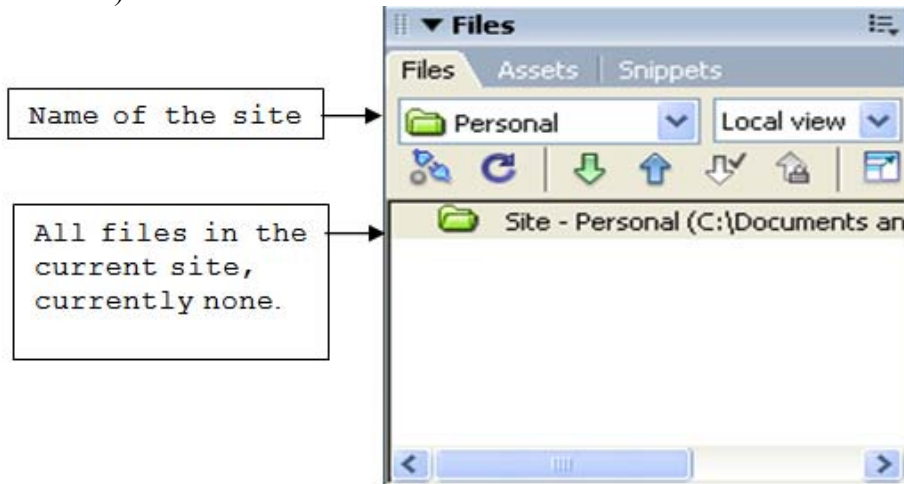


Figure 5 - Files Panel After Site Definition

## **MANAGING WEB PAGES WITH A SITE**

After the Site is created, Dreamweaver can be used to create, rename, or delete Web pages in the site. The **Files** Panel is used to manage all the files within Dreamweaver. This is not only an easy tool to use, but there are also several benefits inherited into using this Panel.

### **Create an Empty Web Page**

Using this method, an empty page is created directly within the site. This is a quick way to create one or several Web pages. Pages created can be opened and edited later on by double-clicking this file name.

To create an empty Web page:

- Right-click in the **Files** Panel, located at the right corner of the **Application** Window. A context menu will appear (see Figure 6).
- Select **New File** from the menu. A new Web page named “*untitled.html*” is created.
- Rename the Web page, “*index.html*”.

NOTE: It is recommended that “*index.html*” or “*index.htm*” be used as the home page of a Web site, because “*index*” is the default page that most browsers search for. For example, when visiting CSULA Web site by typing [<http://www.calstatela.edu>], the actual Web page viewed is “<http://www.calstatela.edu/index.html>”.

- Repeat steps 1 and 2 to create two more pages, “*pics.html*” and “*hobbies.html*”.

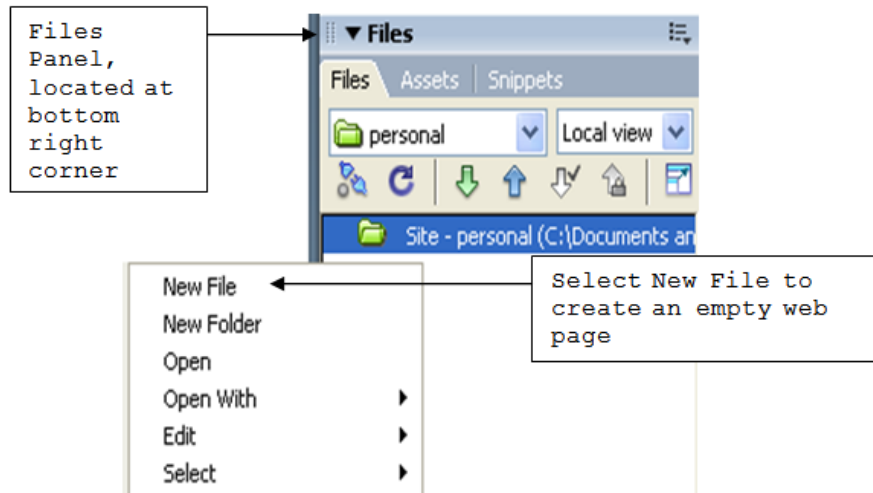


Figure 6 - Create New File

## Rename a Web Page

When a Web page is renamed, Dreamweaver will search for files that has hyperlinks pointing to the old file name and ask whether to update the links to point to the new name.

To rename a file:

1. Select the file to rename in the **Files** Panel.
2. Press **[F2]** on the keyboard to highlight the file name.
3. Type the new name and press **[Enter]**.

## Delete a Web Page

Before deleting a Web page, Dreamweaver will check whether there are files within the site that have links pointing to the file and display an alert. If there are any, those links can be located and modified to avoid the “Dead Link” problem.

NOTE: A Dead Link, also known as a Broken Link, is a situation where the link destination does not exist. This problem may occur because the destination URL is mistyped or the html file of the destination link no longer exists.

To delete a Web page:

1. Select the files to delete in the **Files** Panel.
2. Press **[Delete]** on the keyboard.
3. Click the **Yes** button to confirm deletion.

## Working with a Web Page

### EDITING A WEB PAGE

Editing a Web page in Design View is as easy as typing text into a text editor. Although Dreamweaver’s Design View is a WYSIWYG (What You See Is What You Get) environment, after editing the page always use an actual Web browser, i.e., Internet Explorer, Netscape, to view the page.

To edit the home page:

1. Double-clicking “*index.html*” in the **Files** Panel.
2. Type “Welcome to My Web site” at the top of the page and press **[Enter]**.
3. Type an introduction paragraph and press **[Enter]**.
4. Below the introduction paragraph, type a list: “Basics of the program” then press **[Enter]**.
5. Repeat for “Creating Web pages”, “Adding Images”, “Creating Links”, “Advanced features” and “etc...”.
6. Type the footer message; “by ITS Training Program”.

NOTE: A bad introduction may drive people away from browsing the site, so the introduction has to be well written and reviewed. An introduction paragraph can describe the content of this Web site, the goal the site is trying to achieve, and/or what people can expect to find within the site.

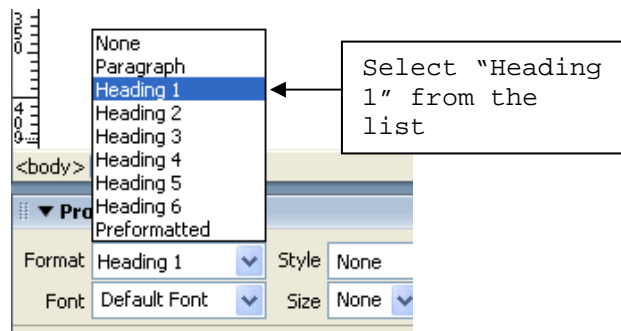
Even a very simple footer is important to a Web page. Without footer, visitors would not have a clear indication as to whether a Web page has completely loaded or not.

## **FORMATTING TEXT CONTENT**

The Property Inspector offers options on manipulating text through such features as fonts, alignment, coloring, and predefined formattings.

To format the page title using predefined formatting:

1. Select “Welcome to My Home Page” text.
2. From the **Format** dropdown list, select “Heading 1” (see Figure 7).



**Figure 7 – Use Predefined Formatting**

To format the introduction paragraph:

1. Select the introduction paragraph.
2. Click on the **Font** dropdown list and select Arial, Helvetica, sans-serif (see Figure 8).

NOTE: This will apply the “*Arial*” font face to the text, and with any computer in which the “*Arial*” font is not available, “*Helvetica*” will be used instead, and so on.



**Figure 8 - Change Fonts**

## CREATING AND APPLYING A CUSTOM FONT LIST

The Font list contains a list of the most commonly used fonts in Web pages and are almost guaranteed to be available in any computer. However, users are restricted to only use fonts on that list. Dreamweaver allows users to define their own font lists and add them to the main Font list.

**NOTE:** If a Web page is formatted by using these fonts, and the visitor's computer do not have those fonts installed, then the Web page would be displayed only in some basic fonts, usually Arial or Times News Roman.

To define a custom font list:

1. Click on the **Font** dropdown list and select Edit Font List..., the *Edit Font List* dialog box appears (see Figure 9).
2. From the **Available fonts:** list, select "Tahoma" ► Click on << to include it to the **Chosen fonts:** list. This is the font that will be applied to the text.
3. Select "Microsoft Sans Serif" and include that in the **Chosen fonts:** list. It is a good practice to always include another font in case the first font selected can not be viewed by a visitor.
4. The **Font list:** list can be reordered by using the ▲ and ▼ buttons.
5. To add more custom lists, click on the + button. To delete a list, click on the - button.

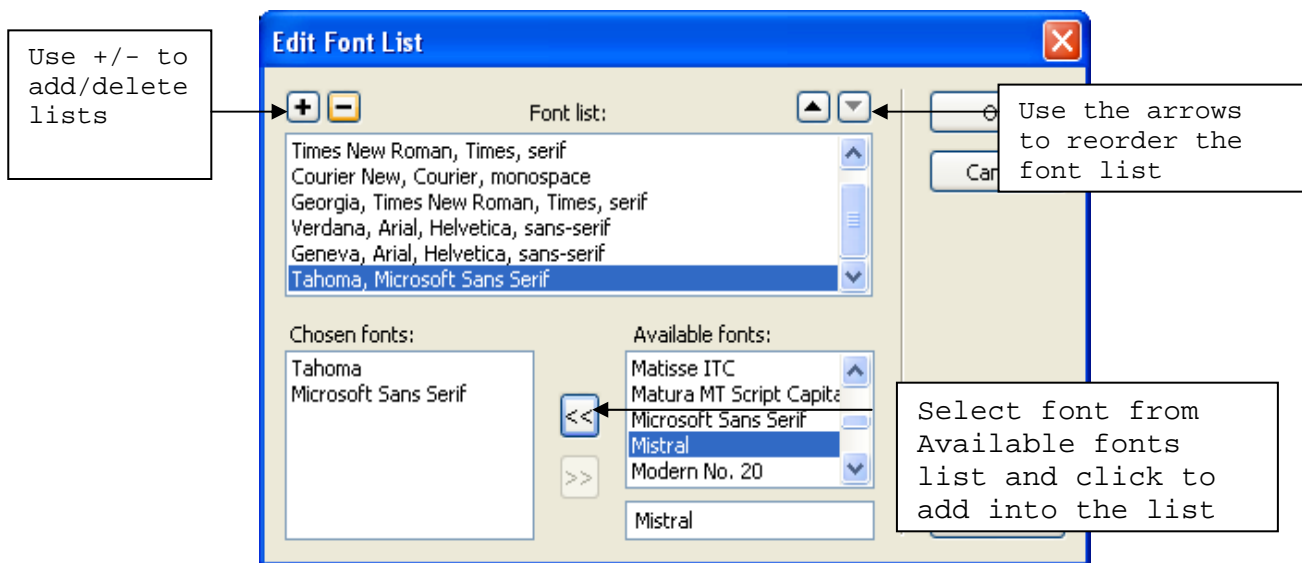


Figure 9 - Edit Font List Dialog Box

To apply the custom list:

1. Select the footer text.
2. Click on the **Font** dropdown list and select Tahoma, Microsoft Sans Serif.

## CHANGING THE FONT SIZE

There are two ways of specifying font sizes: absolute and relative.

In Dreamweaver 8, both ways are combined into the **Size:** dropdown list. Absolute sizes can be set by selecting the specific font size number, while relative sizes are the textual description below.

**NOTE:** It is recommended to specify relative font size, because it changes according to different screen resolution. However, absolute font size is fixed no matter which resolution is used.

To change the font size:

1. Select the footer text.
2. Click on the **Size** dropdown list and select “small” (see Figure 10).

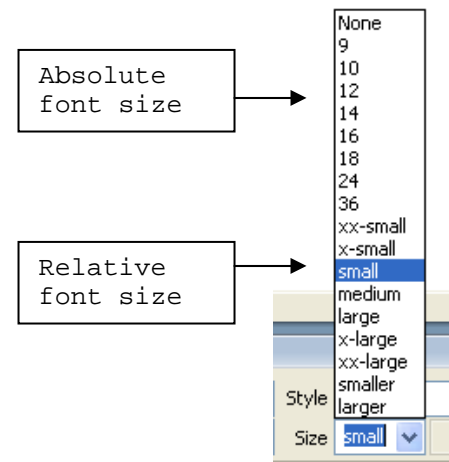


Figure 10 - Font Size Dropdown List

## CREATING AND FORMATTING A LIST

The two most common types of lists used on Web pages are unordered lists and ordered lists. Menu lists and directory lists are used, but much less frequently. Each item in an unordered list has either a square or a round bullet in front of them, and items in an ordered list is preceded by a sequence of numbers, roman numeral, or letters.

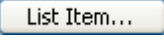
To create an unordered list using the Property Inspector:

1. Select the list of topics on the page.
2. Click on the **Unordered List** button . By default, a round bullet is used in front of each list item.

To change into an ordered list using roman numerals:

1. Select or click on one item in the list.

**NOTE:** Selecting the entire list will not activate the **List Item...** button.

2. Click on the **List Item...** button  on the Property Inspector. The *List Properties* dialog box will appear (see Figure 11).
3. Click on the **List type:** dropdown list and select Numbered List.
4. Click on the **Style:** Dropdown list and select Roman Small (i, ii, iii...).
5. Click **OK**.

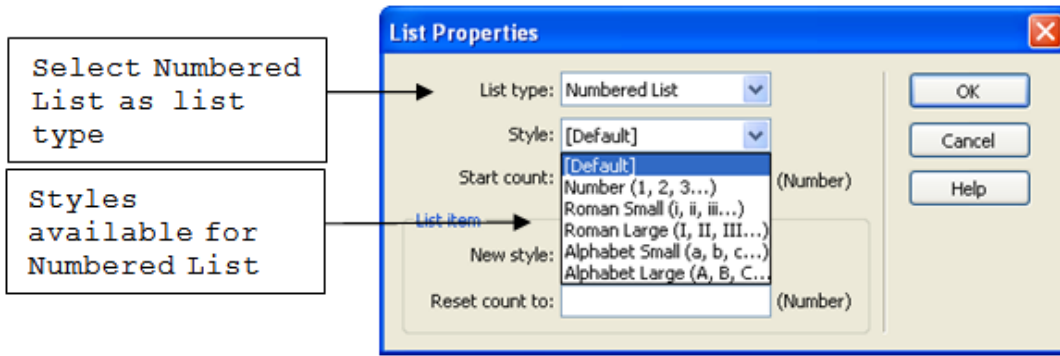


Figure 11 - List Properties Dialog Box

## PAGE PROPERTY

The Page Property feature controls many important attributes of the Web page, including the document title, colors set for text and links, and background color or image.

To open the *Page Properties* dialog box (see Figure 12), go to **Modify** menu and select the Page Properties command or simply press [Ctrl + j]. See Table 4 for a description of commonly used features in this dialog box.

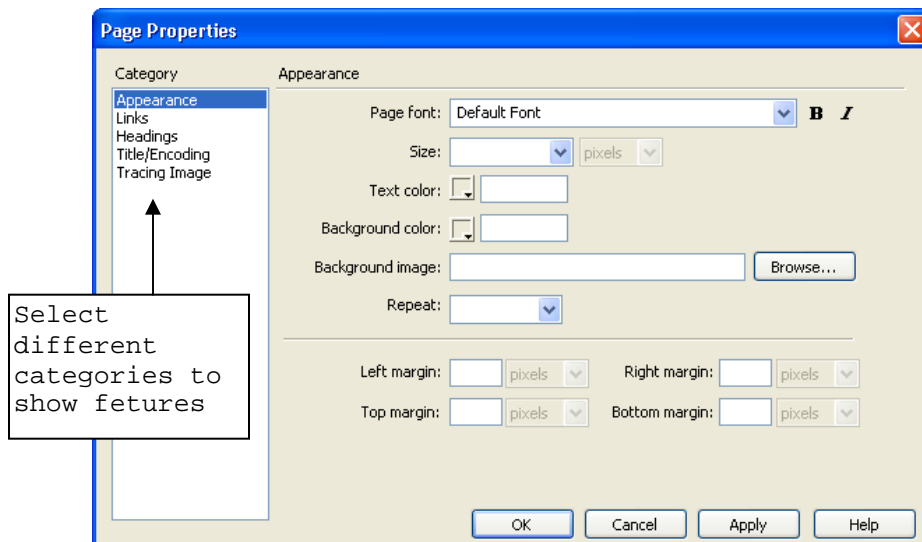


Figure 12- Page Property Dialog Box

Table 4 – Commonly used Functions

Property	Description
Title	The title of the page is what will appear in the title bar of the Web browser and when the page is bookmarked. This name can contain as many characters as necessary, including special characters.
Background Image	An image could be optionally used as a background for the Web page. A background image can be any .GIF or .JPG file. If the image is smaller than the Web browser viewing area, it will repeat (tile).
Background	Sets the background color. The values can be in hexadecimal format or in color name.
Text	Sets the default text color. It can be overwritten for specific areas of the text.
Links	Sets the color for links. This option can be overwritten for specific links.

Property	Description
Visited Links	A visited link color specifies how the link will appear after a visitor has clicked it.
Active Links	The active link color specifies how the link will appear while someone clicks it.
Document Encoding	Specifies the language for the characters and fonts used in the document.
Tracing Image	Tracing images are used as guides to set up the layout of the page. They can be any .GIF, .JPG, or .PNG file.
Transparency	Sets the transparency level of the tracing image.
Left Margin	Sets the left margin value in pixels.
Top Margin	Sets the top margin value in pixels.
Margin Width	Sets the margin width value in pixels.
Margin Height	Sets the margin height value in pixels.

## Managing Site Definition

Once a Dreamweaver site is created, site information is only stored within the computer used to create the site. This could be a problem if the user transfers the files to a different machine, then the site must be defined again. Fortunately, Dreamweaver allows exporting of all the site information. Later on, this information can be imported back into Dreamweaver to re-create the site.

### EXPORT SITE DEFINITION

All the site definition, such as site name, location, etc... , will be exported to a definition file with extension “.ste”. During exporting, only site definition is exported, none of the files in the Web are included in the export process. Therefore, to create a copy of the site in a different machine, both the “.ste” extended definition file and the folder containing the Web pages must be copied.

To export site definition:

1. From **Site** menu, select **Manage Sites...** The *Manage Sites* dialog box opens (see Figure 13).
2. Select the site, and click the **Export...** button, the *Export Site* dialog box opens.
3. Click on the **Desktop** button to save the site information on the Desktop.
4. Click on the **Save** button. The site information has been saved into personal.ste file on the Desktop.
5. Click **Done** to close the dialog box. Site information will be saved on the desktop in the file “*personal.ste*”.

NOTE: The root folder needs to be saved together with the “.ste” extended definition file in the same storage device. This way can prevent data missing when importing the site.

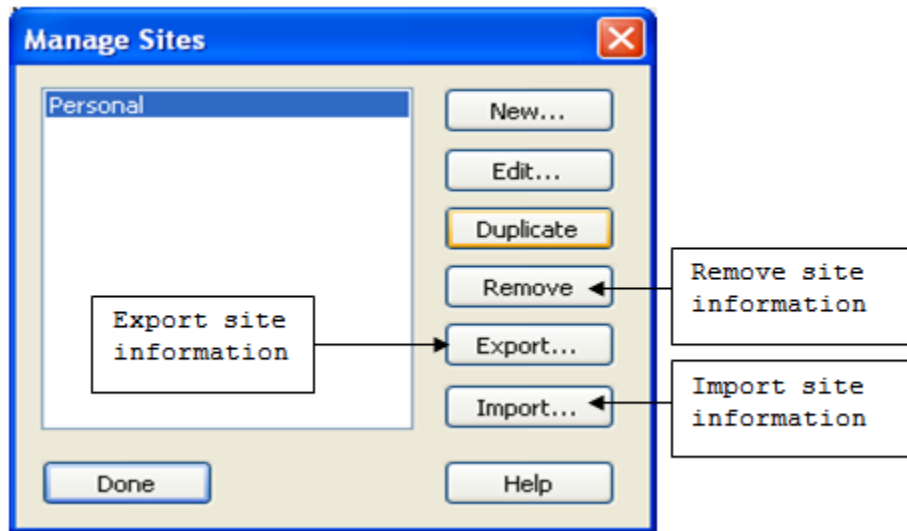


Figure 13 - Manage Sites Dialog Box

### **REMOVE SITE DEFINITION**

Removing a site in Dreamweaver will only delete the site definition, none of the actual Web pages, images, or other files within the site are affected. Therefore, to completely delete a site, first remove the site definition within Dreamweaver, then manually locate the folder containing the Web pages and delete it.

To remove a site definition:

1. From the **Site** menu, select *Manage Sites...* The *Manage Sites* dialog box opens.
2. Select the personal site, and click on **Remove** button.
3. Click on **Yes** (site information deleted can not be recovered).
4. Click on **Done** to close the dialog box.

### **IMPORT SITE DEFINITION**

A site can be re-created by importing its site definition into Dreamweaver.

1. From the **Site** menu, select *Manage Sites...* The *Manage Sites* dialog box opens.
2. Click on the **Import** button.
3. To locate the Dreamweaver Site information file, click on the **Desktop** Button and select the file "*personal.ste*".
4. Locate the folder containing all the Web pages and click on **Select**. Now the site "Personal" should be added in the site list.

NOTE: This step is skipped if the folder is the same as the original path exported.

5. Click on **Done** to start the import process.

### **Getting Help**

Dreamweaver 8 has **Help** menu to provide useful information for users. In the *Dreamweaver 8 Help* window, users can use Contents, Index, and Search tabs to look for best answers for particular questions.

To open the *Dreamweaver 8 Help* dialog box:

From the Help menu, select *Dreamweaver Help*. The *Dreamweaver 8 Help* dialog box opens (see Figure 14).

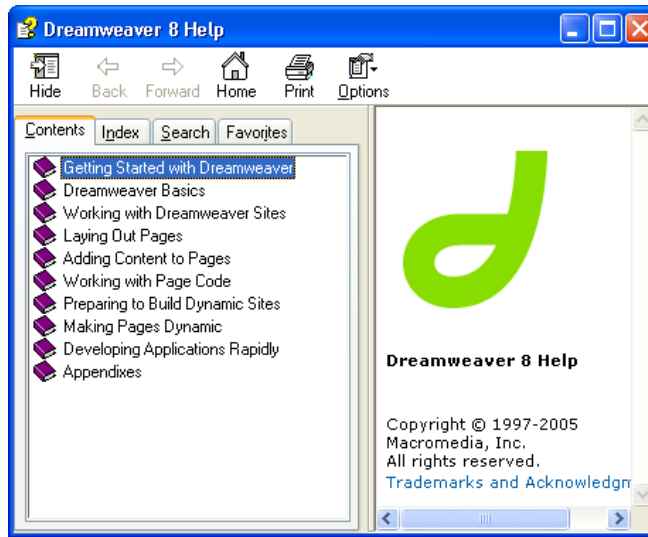


Figure 14 - Dreamweaver 8 Help Dialog Box

To use the *Dreamweaver 8 Help* dialog box:

1. Click on Content tab, click on one appropriate topic. The information will appear on the right side of the window.

Or

2. Click on Index tab, enter keywords in ***Type in the keyword to find:*** text box. Click **Display** button. Select one appropriate topic and the information will appear on the right side of the window.

Or

3. Click on Search tab, enter keywords in ***Type in the word(s) to search for:*** text box. Click **List Topics** button. Select one appropriate topic and the information will appear on the right side of the window.

## Useful Shortcuts

Dreamweaver 8 is rich with shortcut keys. This table will cover only the most common ones (see Table 5).

Table 5 - Shortcuts in Dreamweaver 8

Command	Description
Ctrl + n	New Document.
Ctrl + s	Save Document.
Ctrl + j	Page Property.
Ctrl + f	Find and Replace.
Shift + Enter	Line Break.
Double Click	Select a word.
Triple Click	Select a paragraph.
Shift + F7	Check Spelling.
Ctrl + Shift + i	Insert Images.
Ctrl + F2	Object.
Ctrl + F3	Property Inspector.
Shift + F3	Behaviors.
Ctrl + Shift + F6	Switch to Standard View.

<b>Command</b>	<b>Description</b>
Ctrl + F6	Switch to Layout View.
F8	Site Panel.
F10	Color Inspector.
Shift + F10	History.
F12	Preview in Primary Browser.
Ctrl + F12	Preview in Secondary Browser.