

# Dreamweaver 8 Training for iMet

## Objectives

1. Review the importance of file management
2. Discuss the local and remote site relationship (folders from USB drives should be on your home computer)
3. Managing web files in iMet
  - build one imet site
  - folders for each class
  - index page for each class (works as a table of contents for any web work for that class)

*A note about group web projects: it is common for one group member to host a group project in their folder during the process of it's creation. Upon completing group web projects, all group members should have a copy of the web files pertaining to the project. You may decide to upload these files to your folder or keep them on a backup cd. One copy of the project must stay in the same location it was in when the project was completed.*

4. Become familiar with only the necessary parts of Dreamweaver
  - "What you see is what you get"
  - Dropdown Menus
  - Insert bar (Common)
  - Document toolbar (code, **split**, design)
  - Document window
  - Docked panel groups
  - Property inspector
5. Build a local site
  - create an index page for 281
  - Use tables
  - Add color
  - Add text
  - Text links
  - Add graphic (alt tags)
6. Have step by step instructions for moving the site onto a home computer, setting up the FTP connection, and accessing help resources.

## Creating a Dreamweaver Site

### **Start Dreamweaver**

Workspace Setup: Designer

"what you see is what you get"

### **Creating a Local Site**

Welcome screen

Create New: Dreamweaver Site

Name site for organizational purposes (LastName iMet Site)

Skip URL

Server Tech: No

Edit local copies

Click small folder to browse (find imet web folder on your USB key created at orientation)

Open iMet Web folder > Select

Connection: None for this exercise

### **Creating a Home Page**

File Panel

Site dropdown

Right click on site: New File

Name: index.html (this is your imet home page: <http://imet.csus.edu/imet9/lastname/index.html>)

**(File management happens within Dreamweaver using the file panel)**

### **Creating a Course Folder**

File Panel

Site dropdown

Right click on site: New Folder

Name: 281

Right click on 281 folder: New File

Name: index (this is your main page for 281: <http://imet.csus.edu/imet9/lastname/281/index.html>)

Double click on the 281 index to open the file in the document window.

## **Dreamweaver Environment**

Dropdown Menus

Insert bar (Common)

Document toolbar (code, **split**, design)

    Take a look at the code

Document window

Docked panel groups

Property inspector

### **Document Title**

Title document (shows up in top left corner of browser window, should be descriptive)

    Take a look at the code

## **Creating an HTML Page**

### **Create Table**

Insert bar: table

2 rows, 2 columns, 800 pixels wide, 0 borders

Review Properties Inspector

Manually adjust column width (200px left column)

### **Adjust Table**

Change insert bar to Layout

Click once in bottom row

Add 2 rows using insert bar

Highlight 2<sup>nd</sup> row, modify, table, merge cells  
Highlight 1<sup>st</sup> column, 2/3 rows, right click, table, merge cells  
Type indicators (masthead, sub navigation, global navigation, content)

### **Adding Color**

Layout : Layout  
Select blue outline of cell  
Choose a color using the Property inspector (see the small square next to “bg”)

### **Sizing Cells**

Layout : Standard  
Select masthead row (dark arrow to LEFT of row)  
Property inspector : H (100)

### **Adding and Formatting Text**

*Diana Ganju: iMet9*  
Property inspector : Header 1, Arial (san-serif)  
Add color by using the inspector or dragging to table color

### **Global Navigation: stays consistent on every page**

*Home*  
Property inspector : Header 3, Arial (san-serif)  
Link color is determined by browser. Can be controlled through CSS

### **Look at the code**

### **Preview in Browser**

Preview in:  
OR  
Edit browser list  
Edit  
Browse  
My computer, local disk C, program files, internet explorer, IE icon, primary  
Preview in IE

## **Graphics**

### **File Formats**

- **JPEG**  
*Joint Photographic Experts Group (16 million colors)*  
In most cases, this is the best format in which to save photographs.
- **GIF**  
*Graphics Interchange Format (256 colors)*  
GIF is the format to use for line art, illustrations with large areas of solid color and crisp detail, and text. Also, if you want to export an animated image, you must use GIF.

### **Naming Web Files**

NO spaces  
NO capitals

## **Adding Images**

Create a new folder at the root level named "images"

File Panel

Site dropdown

Right click on site: New Folder

Name: images

*For this exercise:*

Go to <http://imet.csus.edu/imet9/pics.htm>

Right click on your pic and save the file to the desktop

## **Insert an Image**

Place cursor where you would like image

Insert > Image

Navigate to image file on the desktop

Yes, copy to root folder

Select "image" folder

Alt (new in Dreamweaver 8)

Save in images folder

Refresh files

## **Links**

Open the root index page (home)

Type "281"

Highlight "281"

Drag link pointer to the files panel and then to index.html in the 281 folder

Open index.html in the 281 folder

Highlight Home

Drag link pointer to the files panel and then to index.html in the root folder

## **Other Links**

### **Email Link**

Email Diana Ganju, H4, Arial

Highlight, Insert > Email Link (type full email address in dialog box)

### **Link to an outside resource**

School Web Site

Type or copy and paste school address in properties (<http://www.csus.edu/>)

Target \_blank (to open into a new window)

To link a graphic, insert the graphic, click on it once and use the link pointer in the properties inspector to the desired file or type the address. Always have text equivalent links for graphic links.

## **Preview in Browser**

### **Wrap up**

Look at files on USB Key

Never move files anywhere except in Dreamweaver file panel

## What to do when you get home

1. Copy your imet web folder from the USB key onto the hard drive of your home machine. Put it in a safe place where you can easily find it. Only web files will be saved in this folder.
2. Open Dreamweaver on your home machine
3. Choose Designer if the option appears
4. Create New: Dreamweaver Site on welcome screen
5. Name site for organizational purposes (LastName iMet Site) Skip URL
6. Server Tech: No
7. Edit local copies
8. Click small folder to browse (find imet web folder on your HARD DRIVE. Be sure to select the folder on your hard drive (C) not your USB key)
9. Open iMet Web folder > Select (if you created files at the F2F you will see their icons here)
10. Connection: Use drop down menu to select FTP (file transfer protocol). Then input the following information using your SacLink account.

Basic Advanced

### Site Definition

Editing Files Testing Files **Sharing Files**

How do you connect to your remote server?  
FTP

What is the hostname or FTP address of your Web server?  
imet.csus.edu

What folder on the server do you want to store your files in?  
imet9/lastname/

What is your FTP login?  
csus\username

What is your FTP password?  
.....  Save

Use Secure FTP (SFTP)

Test Connection

**Your FTP login is your SacLink username. Note the backwards slash between CSUS and your username.**

**Your FTP password is your SacLink password**

< Back Next > Cancel Help

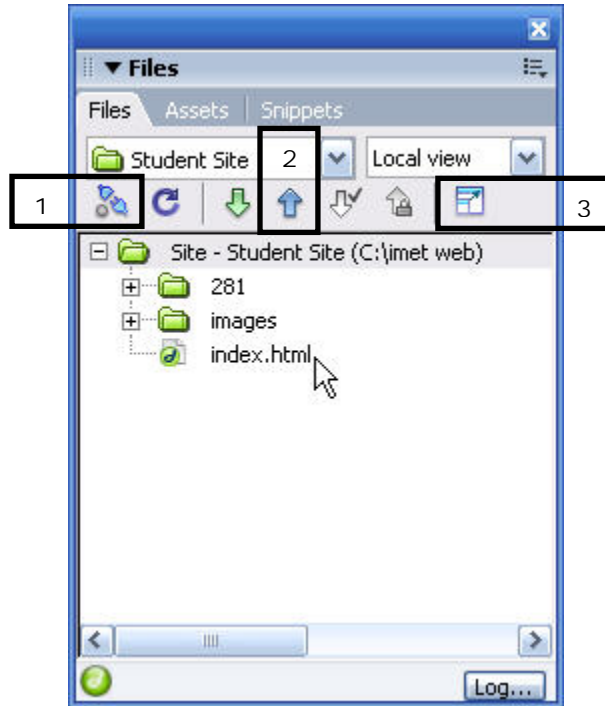
11. Test Connection, click next
12. No, do not enable check in check out
13. Done

**You are now connected to the iMet Server, Congratulations!!**

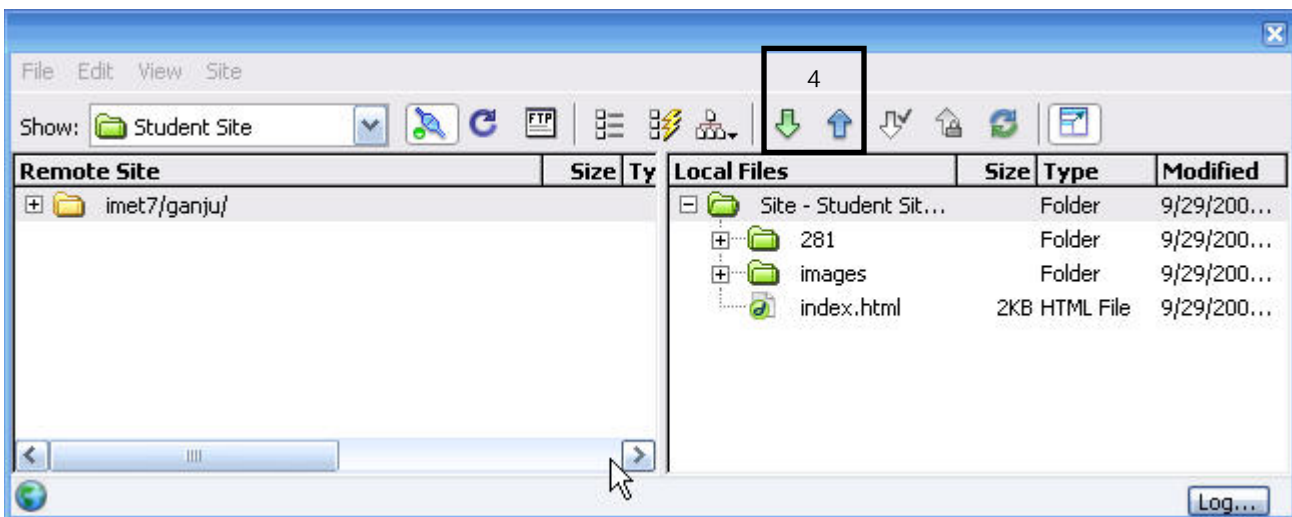
## Connecting to update your remote site to match your local site

To reconnect the next time you work on your site and want to upload, click the PLUG icon (1) on the top left corner of the File Panel.

Then you can select files and click the Up arrow (2) on the File panel.



You may also choose to view the local and remote folders at the same time. Click on the Expand (3) button to see both folders side by side. You can also upload and download folders and files in this view using the Up and Down arrows (4). You must select a folder or file by clicking on it once, otherwise the entire site will be uploaded and downloaded each time. The remote folder should mirror the local folder.



## **Resources**

See the iMet site for numerous online resources for web design and Dreamweaver

<http://imet.csus.edu/resources.htm#web>

Getting Started searchable guide is available in the Help dropdown menu in Dreamweaver

## **Books**

*Macromedia Dreamweaver 8 for Windows & Macintosh (Visual QuickStart Guide)*

by Tom Negrino and Dori Smith

*The Non-Designer's Web Book (3rd Edition)*

by Robin Williams and John Tollett

*HTML in Easy Steps with Cascading Style Sheets*

by Mike McGrath

*Spring into HTML and CSS*

by Molly E. Holzschlag