

# Web Site Dreamweaver

Dreamweaver is a Web-editing tool for designing, producing, and managing Web sites. The program incorporates such tools as HTML, CSS, JavaScript, and Flash, and is usable by the beginning designer as well as the seasoned professional.

## PRIOR TO BEGINNING

On paper, draw a grid of what will be on your site pages: title, body content, graphics, and links to other pages.

## SET UP NEW SITE STRUCTURE

On your computer hard drive in the location of your choice:

1. Choose *File > New folder*. Name it: MyWebsite.
2. Double click to open that folder.
3. *File > New folder*. Name it: Images. (In it, place the graphics that you intend to use for your site.)
4. If you'll be using a template, go to *File > New folder*. Name it: Templates. (In it, place the template you'll use.)
5. Then, access *Start > Programs > Dreamweaver*.
6. On the menu bar, go to *Site > New Site*.
7. In the left column of the dialog box, select Local Info.
8. In the Site Name field, type the name for your site.
9. Click the folder icon next to the Local Root Folder text field, and browse to the Website folder you just created.
10. Click on the folder. Click *Open*. Click *Select*.
11. Check the box for Enable Cache. Click *OK*.

## BEGIN NEW SITE

A new site window should be open. If not, *File > New*. If using a template, *File > New from Template*.

1. Then immediately: *File > Save*.
2. Browse to the Website folder you just created.
3. Type: index.htm (on Mac: html). *This is the file name for the home page in your site structure*.
4. Click *Open*. Click *Save*.
5. Then, go to *Modify > Page Properties*. Type the title of your home page. Browsers will use this title in searching. Click *OK*.

## USE A TABLE FOR PAGE LAYOUT

1. On the menu bar, *Insert > Table*.
2. Enter the number of rows and columns you will have. Enter 100% for the width. Click *OK*.
3. Drag table borders to the desired size on your page.

## ADD TEXT/IMAGES

1. To add text, position the cursor and type.
2. To insert an image, *Insert > Image*. In the dialog box, browse to the image file and click *OK*.

Note: For single line breaks, press *Shift + Enter/Return*.

## INSERT OR MODIFY A TABLE

1. Place cursor where table is desired. *Insert > Table*. Type # rows, columns, width of table, border size. Click *OK*.
2. To merge or split table cells, insert or delete rows and columns, or change row span, access *Modify > Table*.

## ADD ADDITIONAL PAGES

When your basic page structure is complete, add the number of pages you plan to have by accessing:

1. *File > Save As*. (This will be your second page.)
2. Type a file name for your page 2. Click *OK*.
3. Repeat for the number of pages you plan to have.

## PROPERTY INSPECTOR

This important floating palette is accessed from the menu bar:

**WINDOW > PROPERTIES** Select an element on your page, then place cursor over each option in the Property Inspector to see what actions can be performed. Notice that the options change according to the element selected (text, image, sound, etc.)

**TEXT** Choose or edit the choice of font, size, color, bold or italic, align left, center or right, ordered or unordered lists, indent or outdent.

**IMAGE** Select the name, width, and height of a Web page; hyperlinks; alignment: top, middle, bottom, left, right, center; alt tags; and vertical or horizontal space around images.

**TABLE** Choose or edit the name, number of columns and rows, width and height of cells and tables, size in % or pixels, cell pad, cell space, border size, alignment, and background color or image.

**LINKS** Select text or image to be hyperlinked. Type the URL for the document you want to link to. Press Enter/Return.

**ALT TAGS** Select the image. Type the description in the *Alt* box in the Property Inspector palette. Press Enter/Return.

## PAGE PROPERTIES

From the menu bar, access *Modify > Page Properties*. This dialog box allows you to choose or modify the following: Title of your page; background image or color; text color; link colors: unvisited, visited, or active; and margins.

## PREVIEW IN BROWSER

1. Access *File > Preview in Browser > Click Internet Explorer or FireFox* to test links and/or behaviors.

## PUBLISH/UPLOAD

1. Complete and submit to the Help Desk, ARC 2005, a "Request for Web Server Account" form or complete the form online at <http://www.csus.edu/uccs/forms/webserver/>. You will be assigned a directory path based on your name, i.e., <http://www.csus.edu/indiv/s/smithj/>
2. Access <http://www.csus.edu/web> and click Tutorials for instructions on uploading the appropriate file transfer protocol program (*WS\_FTP for PCs and Fetch for Mac*).