

Lawrence University
Information Technology Services

DREAMWEAVER

Reference Guide

This Reference Guide is a publication of ITS.
Please contact the Helpdesk with questions:

920.832.6570

helpdesk@lawrence.edu

Seeley G. Mudd Library, Room 201

www.lawrence.edu/dept/its

Introduction

Dreamweaver is a versatile HTML (Hyper Text Markup Language) editor that allows you to create and design your own web pages without having to fully understand HTML.

The Dreamweaver Window

Insert Bar - contains icons for inserting objects such as images, tables, named anchors, and hyperlinks.

Document Bar - contains icons and drop-down menus for switching to different views of the Document window such as Code, Split, or Design.

Document Window - displays the current file you are working on.

Property Inspector - allows you to view and change the properties for the selected text/object.

Site Panel - contains all the folders and files of a site. From the site panel you can manage files, open pages for editing, upload, or download files from remote sites.

Open a Site in Dreamweaver

Before editing a site or adding pages to a site in Dreamweaver, it is necessary to first open the site in Dreamweaver. (Complete these steps on each computer which will be used to modify the site.)

1. Open Dreamweaver.
2. From the horizontal menu bar at top, choose **Site - New Site**.
3. At the Basic Site Definition window, enter a name for your site and the complete URL.
4. Click **Next**.
5. At the server technology question select "**No, I do not want to use a server technology.**"
6. Click **Next**.
7. At the "work with your files during development" prompt, choose "**Edit local**

copies on my machine, then upload to server when ready."

8. Choose where you will save local copies of the files, such as My Documents – ITS Website. (If multiple people will be updating this site, it may be a good idea to save the local files within a share folder as opposed to My Documents.)
9. Click **Next**.
10. At the "connect to your remote server prompt," select **FTP**.
11. At the hostname prompt enter:
www.lawrence.edu
12. At the folder prompt enter the specific part of the LU site, such as: **/dept/its**
13. At the FTP login prompt enter your network username.
14. At the FTP password prompt enter your network password.
15. Click **Test Connection** to make sure you can successfully connect to the web server.
16. Click **Next**.
17. Choose to enable check in and check out if multiple people will be editing this site. Include your name and LU e-mail address.
18. Click **Next**.
19. Click **Done**.

To connect to the Remote (LIVE) site:

Click the **Connect to Remote Host** icon from the Site window.

Format Text

Emphasis

1. Select the text to change.
2. Click either the Bold or Italic icon. (Avoid using an underline to emphasize text, as it becomes mistaken for a hyperlink.)
3. To turn off the emphasis, select the text again and click the appropriate icon.

Alignment

1. Select the text you want to align
2. Click the appropriate text alignment icon (left, right or centered).

Indentation

1. Select the paragraph(s) to indent.
2. Click the right indent icon to move the paragraph(s) to the right. Click again to indent further. Click the left indent icon to move the paragraph(s) back to the left.

Lists

1. Type your list items with hard returns at the end of each item.
2. Select the items and click the bulleted or the numbered list icon to create the preferred list.

Color

1. Select the text to change.
2. Click on the square color box to the right of the size pull-down menu and select the preferred color. (Tip: It is best to use background and text colors that contrast so the text remains easily legible.)

Font

If you would like to change a font, consider sticking with the basics. Not all computers have specialized fonts, nor do some fonts flow nicely with the LU template. Good standard fonts to use include: Arial, Helvetica, Verdana, Times, and Courier. If you leave the font set to "default font," the default font of the person viewing your page is displayed.

1. Select the text to change.
2. Select a font from the font styles pull-down menu. (Note that fonts are listed in groups. These are related fonts that the browser can substitute if the font of choice is not available.)

Size

Most browsers are set to present text at roughly 10 to 12 points. If size is set to "none" the text will follow whatever setting the reader has set in their browser. To override this:

1. Select the text to change.
2. Specify size by choosing an "absolute" size from very small (1) to very large (7) or choosing a relative size (+1, +2, -1, -2, etc.).

Insert Links and Anchors

External Links - Links to pages that are not within your site folder.

1. Type the text that will contain your link.
2. Select the text that will serve as the link.
3. In the Property Inspector window enter the full URL in the Link field and press Return (Mac) or Enter (Windows).

Internal Links - Links to pages within your site.

1. Type the text that will contain your link.
2. Select the text that will serve as the link.
3. Click the Point-to-File icon to the right of the Link field in the Properties Inspector window.
4. Drag the arrow to the file name in the site panel that you want to link to.
5. Let go of the mouse to insert the link.

Named Anchors

Named anchors let you set markers in a file, which are placed at a specific topic within a file. You can then create links to these named anchors, which quickly take your visitor to the specified position.

1. Place the cursor where you want the anchor.
2. Choose Insert-Named Anchor or click the Anchor icon from the Insert-Common toolbar.
3. Enter a name and click ok.
4. Next select the text that will link to the anchor.
5. Type # followed by the exact anchor name (including any capitalization) in the Link field of the Properties Inspector window.

Remove a Link

1. Select the text that contains the link or anchor.
2. From the Property Inspector window select and delete the text in the Link field.

Add Files to a Site

1. To add a file (such as a PDF) to your site, you will first need to save the file to the local folder on your computer (for example, My Documents

– ITS Website).

2. You will then need to "Put" the file so that it is visible in the Remote folder and on the web:
3. Open Dreamweaver.
4. From the site manager window, in the local view, find the file. Right click the file name and select **Put**. This will transfer the file from the local to the remote site.
5. Switch to the Remote view.
6. Locate the file and, if necessary, move it to the proper folder. Right click the file and select **Check In**.

Add Images to a Site

1. First be sure that the picture you want to insert is the appropriate size and in a web-friendly format such as jpg or gif. (You may choose to use Adobe Elements to modify your image.) Save the image to the local folder on your computer.
2. Open the applicable web page.
3. Select **Insert - Image**. Browse for the image file. Select it and click **OK** (Windows) or choose (Mac).
4. Position the image as necessary.

Save and Put updated Files

To complete changes made to a file so they appear on the remote website:

1. First check your spelling. Go to **Text – Check Spelling**.
2. Then save your changes. Go to **File – Save**.
3. Finally "Put" the file. Select the **File Management icon** in the Insert Bar (represented by up and down arrows) – and select **Put**. Close the file.
4. If you have the check in/out enabled, also remember to check in the file. Right click on the file name in the Site Panel and select **Check In**.

A .pdf version of this guide is available online at: www.lawrence.edu/dept/its/services/training.shtml