

# Introduction to Dreamweaver Part 2



David Nye & Julian Holmes  
IT Services  
Queen Mary, University of London

Updated: October 2011

## ***Contents***

---

<b>Task 1: Inserting Images .....</b>	<b>3</b>
<b>Task 2: Turning An Image Into A Link.....</b>	<b>5</b>
<b>Task 3: Inserting Tables .....</b>	<b>6</b>
<b>Task 4: Modifying A Table.....</b>	<b>7</b>
<b>Task 5: Table Rows And Cells .....</b>	<b>8</b>
<b>Task 6: Setting Up The Remote Server .....</b>	<b>10</b>
<b>Task 7: Uploading Your New Website .....</b>	<b>12</b>
<b>Task 8: Editing A Web Page.....</b>	<b>14</b>
<b>Task 9: Publishing And Editing Non-Web Pages .....</b>	<b>15</b>
<b>Task 10: Using Folders On Your Website .....</b>	<b>16</b>
<b>Task 11: Editing A Web Page Using Check In And Out.....</b>	<b>18</b>

## Task 1: Inserting Images

---

### ***Copying an image into your website's Root folder***


In order to use an image in your website, you need to first place it inside the root folder of the site. If you followed the instructions in Task 2 last week, this will be the folder *firstsite* inside the folder *websites*, which is inside the *My Documents* folder.

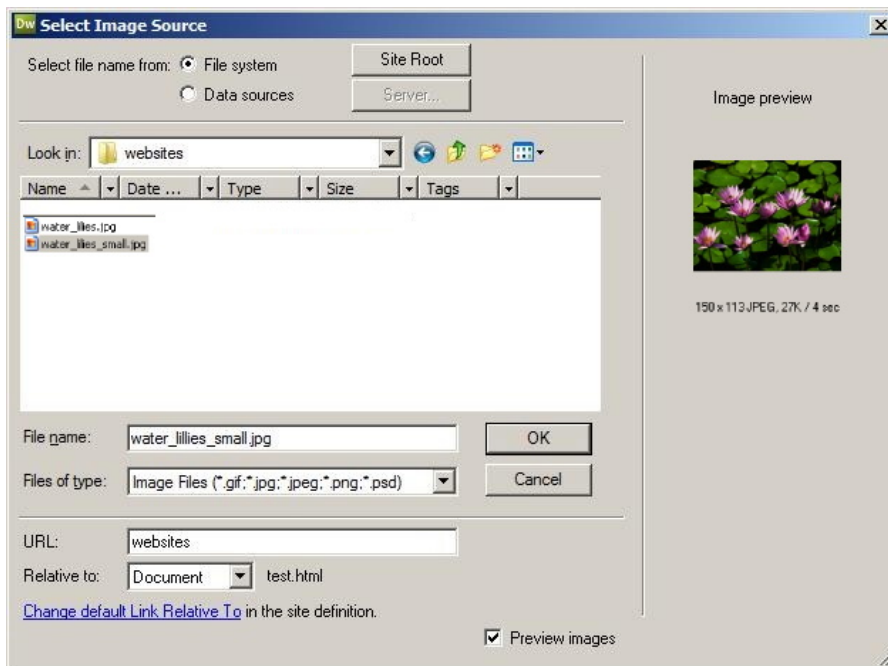
1. First, we'll locate some images we want to use for this task. Minimize Dreamweaver and on the Windows Desktop, double click on *Shortcut to STU (H)* to open the *STU* folder, then, inside this folder, double click on the *Dreamweaver* folder.
2. Inside the *Dreamweaver* folder, you will find two files called *water\_lilies.jpg*. and *water\_lilies\_small.jpg*. Click once on one of the files to select it, then choose **Edit > Copy**, or press **Ctrl + C**, to copy the file.
3. On the Windows desktop, double click the *My Documents* folder to open it, then double-click on *websites* and finally double click on *firstsite*. You have now navigated to the root of your website.
4. Create a new folder for your image called *images*. To do this choose **File > New > Folder** from the menu and name the new folder *images*.
5. Double click to open the *images* folder and choose **Edit > Paste**, or press **Ctrl + V**, to paste the image file into the folder.
6. Repeat the Copy/Paste operation on the other image file so that both image files are in the *firstsite* folder.

### ***Using the Insert Panel***

1. Go back into Dreamweaver and create a new document file by selecting **File > New** from the menu bar or pressing **Ctrl + N**. Select the **Blank Page** category and **HTML** and click **Create**.

Give the document the title *Inserting Images* and save it as *images.html*

2. Click on the **Image** button  on the *Common* tab of the *Insert Panel* then choose *Image* from the available drop-down menu options. The *Select Image Source* window opens.



2. Navigate to the images folder of your website in the *Look in:* box and select *water\_lilies\_small.jpg* from the list of files.

Ensure *Preview images* is checked and that *Relative to* is set to **Document**.

When you select the image, its dimensions and size are shown in the preview section. In this case the image is:

- 150 pixels wide and 113 pixels tall
- Stored in the JPEG format
- 27 Kilobytes in size which would take a 56K modem 4 seconds to download

4. Click **OK**.
5. When prompted, enter some *Alternate Text* for the image, for example, *Picture of Water Lillies*. This text can be used by speech browsers or any situations where images are not loaded for some reason.
5. Save and preview the page in a web browser.

### ***Dragging images into the page from the Files panel***

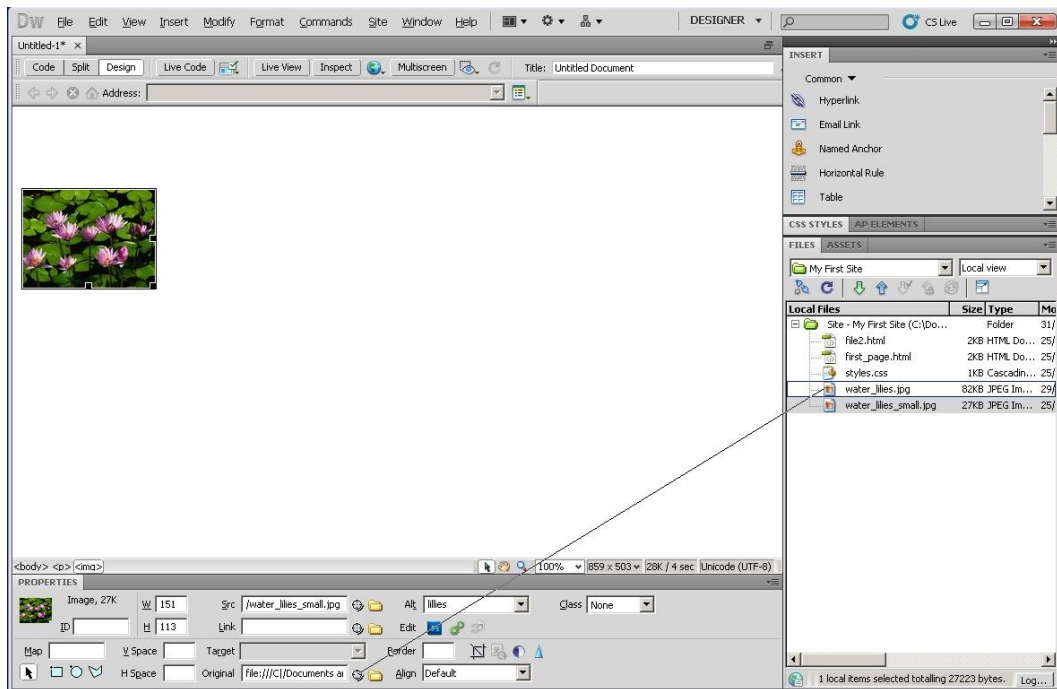
1. In the *Files* panel, open the *images* folder and drag the image *water\_lilies\_small.jpg* into your document.
2. When prompted, enter the *Alternate Text* and click **OK**.

**Further exercises:** Try downloading an image from any website by right-clicking over an image and choosing **Save As** in Internet Explorer, then saving it to your website's images folder. Then try including that image on the page.

## Task 2: Turning An Image Into A Link

An image can be a link to a new page, or even another image. Let's link our small 'thumbnail' image to the larger image.

1. Make sure you can see *water\_lilies.jpg* in the *Local files* view (open the images folder if necessary by clicking on the + symbol beside the folder).
2. In your web page, click on the image to select it, then drag the *point-to-file* button beside the *Link* box in the *Property Inspector* over to the *water\_lilies.jpg* file in the site tab to link to the larger version of the image



3. Save the file and preview in a web browser.


Try clicking on the image. You should be shown the larger version of the image. Click **Back** to return to the thumbnail.

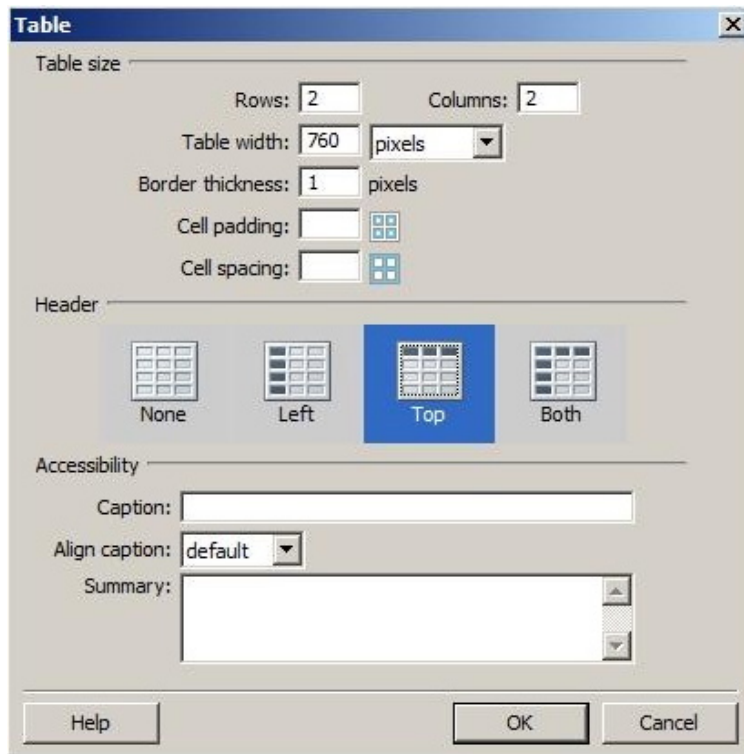
**Further exercises:** Try changing the link so that you go to *firstpage.html* or *report.doc*. Save and preview in a web browser. Try turning other images you may have inserted into links.

## Task 3: Inserting Tables

---

Tables in web pages are supposed to be used to present tabular data, but most of the time they are used as a tool for controlling the layout of web documents.

1. Create a new document *tables.html* and title it *Using Tables*.
2. Click on the **Insert Table** button on the *Common* tab of the *Insert* panel or choose **Insert > Table** 
3. The *Insert Table* dialogue box will appear. Choose a table of 2 rows down and 2 columns across with a width of 760 pixels and a border of 1 pixel.



In the *Header* section, highlight the *Top* row option. This identifies the top row of our table as a header row and this information could be used by assistive technologies (speech browsers, for example).

Click **OK** and the outline of the table should appear in your document.

4. Click in the top left cell and type `Photo`. Use the **tab** key to move to the next cell. Enter `Description`. Since this is a header row, the text is centred and bold by default.
5. Drag the *water\_lilies\_small.jpg* image into the bottom left hand cell. Click in the bottom right cell and type `A picture of water lilies`.

**Note:** if you accidentally dragged the larger water lilies image in the table will expand to accommodate the picture. When you delete the picture you need to click outside of the table for Dreamweaver to redraw the table at the correct size

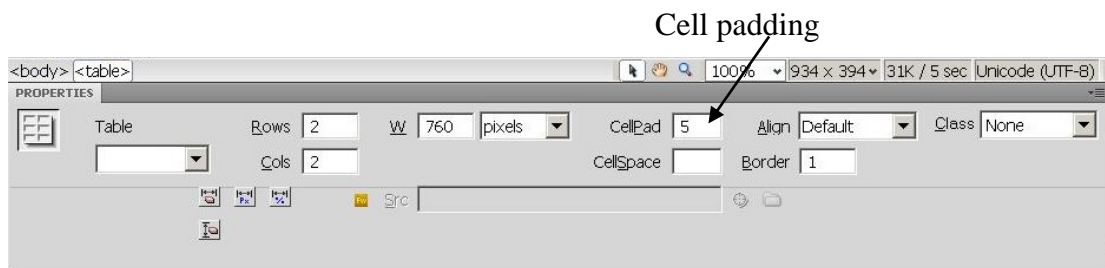
6. Save and preview the document in a web browser.

## Task 4: Modifying A Table

---

### Cell Padding

1. Select the table in *tables.html* by clicking once in the table and choosing **Modify > Table > Select Table**. Alternatively, move the cursor to the top left hand corner of the table until it becomes a four-headed arrow and click.
2. Once the table is selected, the *Property Inspector* will have changed to show all the properties of the table that can be altered (see below). Make sure the panel is fully expanded to see all the properties.
3. Set *Cell Padding* to **5**. This adds 5 pixels space around the inside of each table cell.



Property Inspector after selecting a table

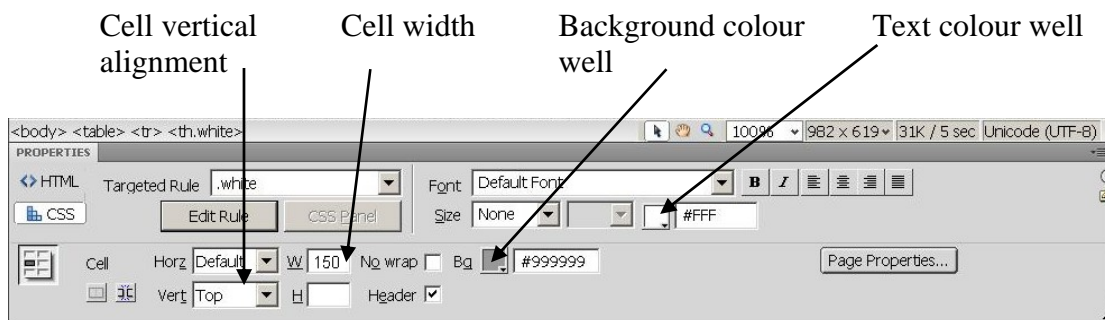
4. Save and preview in a web browser, then try changing the *Cell Padding* value to see its effect.

### Table width - percentage or grow to accommodate

1. With the table selected. Change the **W** value (short for width) on the *Property Inspector* to 100 and change the drop down beside it to %.
2. Save and preview in a web browser. Try resizing the web browser. Notice how the table expands and contracts.
3. Back in Dreamweaver, select the table. Delete the **W** value in the *Property Inspector*.
4. Save and preview in a web browser. The table is now only big enough to accommodate the contents of the table.
5. In Dreamweaver once more, select the table, and revert to a width of 760 pixels.

## Task 5: Table Rows And Cells

1. Select the top table row by moving the cursor to the far left of the top table row and clicking (the cursor will turn into a right pointing arrow when it is the correct place).
2. With the row selected, make the row background a light grey by clicking on the background colour well (see below) and choosing a grey colour.
3. With the *Property Inspector* in *CSS* mode, make the text of one of the headings white by selecting it, and choosing white from the text colour well (see below). The new CSS Rule dialogue box will appear. Save the style as a Class called *white*.
4. Apply the Style *white* to the other heading using the *Targetted Rule* menu.
5. Select the *Description* column by moving the cursor above the column with the heading *Description* and clicking. The cursor will turn into a downward pointing arrow when it is in the right position.
4. Set the vertical alignment of these cells to *Top* using the drop down menu beside *Vert* in the *Property Inspector*.
5. Set the cell width of the Photo column by clicking above the Photo column to select it then specifying 150 next to **W** in the *Property Inspector*.

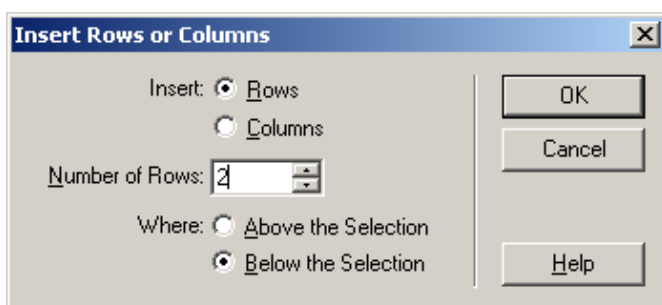


7. Save the changes and preview in a browser.


### Inserting and deleting rows and columns

There are several ways of inserting or removing rows and columns from tables.

1. Choose **Modify > Table > Insert Row**. A row is inserted above the current one.
1. Choose **Modify > Table > Insert Row or Columns**. The **Insert Rows or Columns** dialogue box will appear enabling you to add multiple rows or columns.



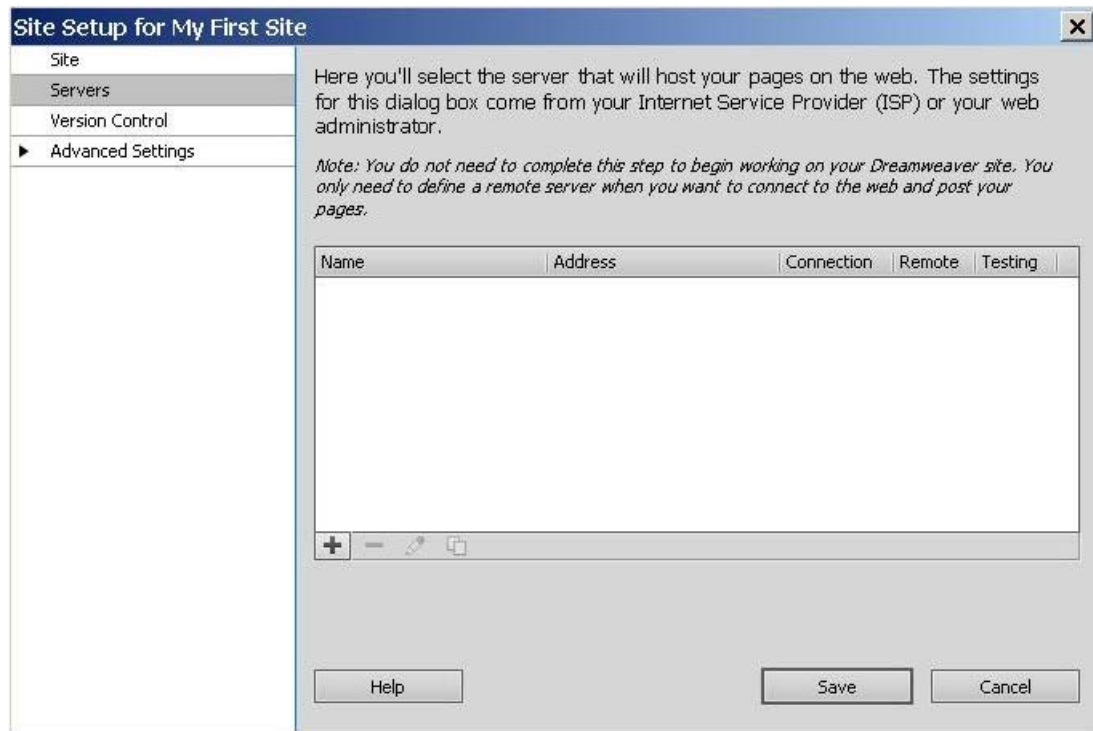
3. Choose to insert 2 rows below the selection. Click **OK**

4. Click in the bottom right hand cell of the table and press Tab key to create a new row.
5. To delete a row or column, first select the cells by clicking in one and dragging over the rest, then press delete, or choose **Edit > Cut (Ctrl + X)**.
6. Merge two cells by selecting them as above, then clicking on the *Merge cells*  icon in the *Property Inspector*.

## Task 6: Setting Up The Remote Server

In order to 'publish' web documents, they need to be uploaded onto a web server using the file-transfer protocol (FTP) built into Dreamweaver. This task involves adding the web server and transfer details to the existing Site Definition.

1. Close all your open files and the *Styles* and *Insert* panels.
2. Choose **Manage Sites** from the **Sites** menu.
3. With the site name highlighted, click **Edit**
4. Select the *Servers* option.



5. Click on the + sign to add a server and add the following details:

Server Name: *Course Web Server*

Connect Using: *FTP*

FTP Address: *ftp.web.qmul.ac.uk*

Username: *use the username given on your PC screen*

Password: *use the password on your PC screen*

Root Directory: */other/test1/public/dwcourse/username/*

6. Click on the *More Options* and check the box alongside *Use Passive FTP*

The screenshot shows the 'Basic' tab of the 'FTP Site Setup' dialog box. The 'Server Name' is 'Course Web Server'. 'Connect using' is set to 'FTP'. The 'FTP Address' is 'ftp.web.qmul.ac.uk' and the 'Port' is '21'. The 'Username' is 'ugzz95' and the 'Password' is masked with dots. There is a 'Save' checkbox next to the password field and a 'Test' button below it. The 'Root Directory' is '/other/test1/public/dwcourse/ugzz95 /' and the 'Web URL' is 'http://ftp.web.qmul.ac.uk/other/test1/publi'. A 'More Options' section is expanded, showing several checkboxes: 'Use Passive FTP' (checked), 'Use IPv6 Transfer Mode' (unchecked), 'Use Proxy, as defined in Preferences' (unchecked), 'Use FTP performance optimization' (checked), and 'Use alternative FTP move method' (unchecked). The 'Use FTP performance optimization' option has a sub-note: 'Deselect this option if Dreamweaver cannot connect to your server.' The 'Use alternative FTP move method' option has a sub-note: 'Select this option if you get errors either when rollbacks are enabled or when moving files.' At the bottom are 'Help', 'Save', and 'Cancel' buttons.

7. Click **Save** twice to return to the Site list, then click **Done**.

At this point Dreamweaver may inform you that it is recreating the site cache.

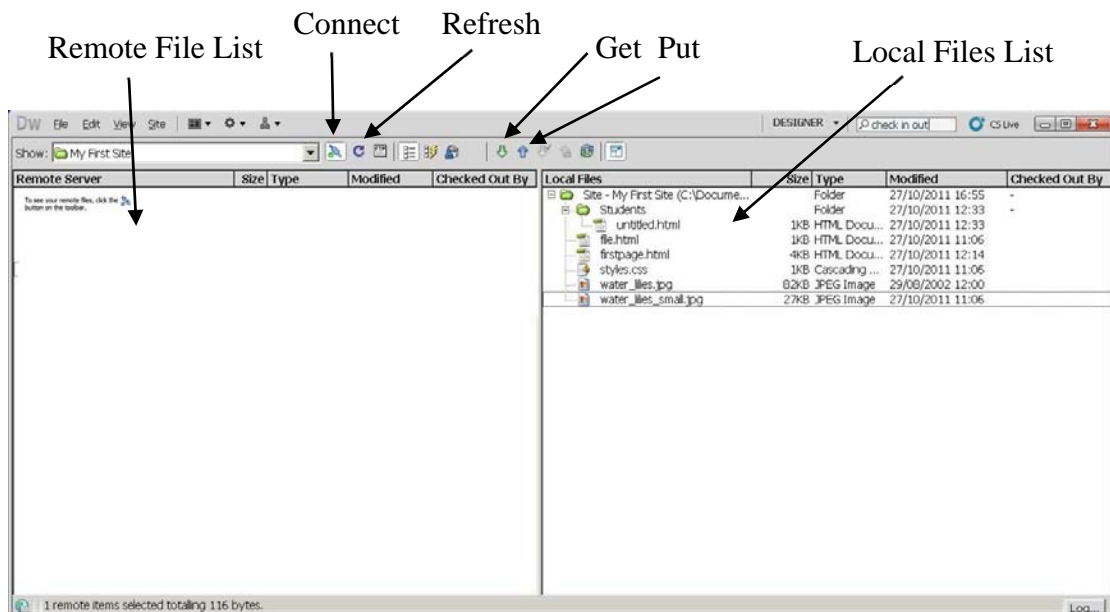
## Task 7: Uploading Your New Website



Before we upload our site, we will expand the *Files* panel so that we can simultaneously view the local files on our computer and the remote files on the web server.

1. Save and close any web pages open in Dreamweaver
2. In the *Files* panel, click on the **Expand/Collapse** button on the toolbar to expand the panel. Notice how the *Files* panel menu bar replaces Dreamweaver's normal menu bar.

If you want to get back to Dreamweaver's normal layout, just click on the **Expand/Collapse** button again.

Using the expanded *Files* panel you can simultaneously see the *Remote Server* list on the left hand side and the *Local Files* list on the right.



3. Click on the **Connect** button  on the toolbar of the expanded *Files* panel. Dreamweaver will attempt to connect to the web server. There shouldn't be any files listed in the *Remote Server* pane yet.
4. In the Local files pane, click on the top, green *Site* folder to highlight it and click on the **Put** button . Dreamweaver will ask *Are you sure you wish to put the entire site?* Click **OK**.
5. Click on the **Expand/Collapse** button again to shrink the *Files* panel back down. You can see the remote files even with the panel collapsed by swapping between *Local View* and *Remote Server* view.

6. Open a web browser and go to:

*http://www.test1.qmul.ac.uk/dwcourse/ugzz9xx/*

where *ugzz9xx* is the username specified in the bottom right hand corner of your PC desktop.

Notice that because you haven't specified a filename in the web address and there is no *index.html* file, you just see a file listing of the web site.

8. Open each of the files listed by double-clicking on them to see how they appear in the browser and check that links you created in the first session are working.
9. Go back to Dreamweaver and click once on the file name *firstpage.html*. This will enable you to rename the file - call it *index.html*. If there are any links to this file in other files, you will be prompted to '*Update files?*', so that the links will still work. Click **Update** if asked.
10. Upload this new *index.html* file to the web site by highlighting it and clicking on the **Put** button.
11. Go back to the web browser and reload the web site:

*http://www.test1.qmul.ac.uk/dwcourse/ugzz9xx/*

Now that you have a file called *index.html* at the top level of the site, you should see that file displayed in the browser window instead of just a file listing.

Note that if any other files had to be updated because they contain links to the *firstpage.html*, then those updated files will also need to be uploaded if all links are to work.

## Task 8: Editing A Web Page

1. With the *Files* panel minimised and in *Remote files* view, click once on the file *index.html* then click on the **Get** button. 

2. Dreamweaver may ask whether to *Include Dependent Files?*


Choose **Yes** and check *Don't show me this message again*.

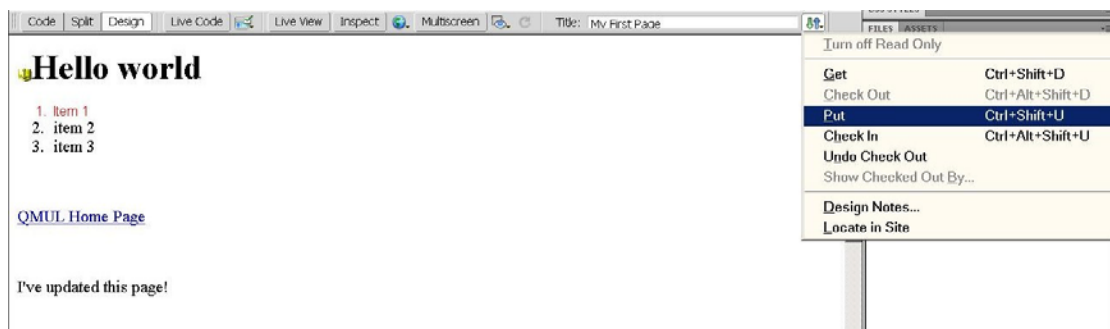
Dreamweaver will now always get copies of images, style sheets and javascript files necessary to view and edit the web page.

**Tip:** You can make this dialogue box re-appear by going to **Edit > Preferences**, and clicking in the *Site* category and then ticking the box *Prompt on Get/Check Out*

3. Make a small change to the web page. e.g., "I've updated this page!"

4. Save and preview the document in a web browser.

5. If you are happy with the change, click on the *File Management* button  and choose *Put* from the drop down menu.



6. Dreamweaver will ask whether to *Include Dependent Files?*

Check *Don't show me this message again*, but this time choose **No**.

Dreamweaver will then only upload the web page you have been editing. We suggest you do not ask Dreamweaver to automatically upload all other files (images, style sheets and javascript) as a precaution. If you have changed these files, you should upload them and download them separately.



**Tip:** You can get this dialogue box to re-appear by going to **Edit > Preferences**, and clicking in the *Site* category and tick the box *Prompt on Put/Check In*.

7. Use your web browser to navigate to *index.html* and make sure the edit is there.

## Task 9: Publishing And Editing Non-Web Pages

---

### ***Adding a new Word document to your website***

1. Create a Word document using Microsoft Word from the Microsoft Office option in **Start > All Programs** menu of the PC.
2. Type some text and save it as *report.doc* in your *firstsite* folder (*My Documents > websites > firstsite*). Close Word
3. In Dreamweaver, refresh the file list in the *Local Files* panel by clicking on the **Refresh** button . You should see *report.doc* listed in your site files.
4. Click on the Word document and then click on the **Put File** button to upload the Word document. The Word document is now on your website, but there are no links on web pages to it.
5. Open one of your web pages, for example, *links.html* and add a link to the word document, *report.doc* then save and upload *links.html* (Click on the File Management button on the Document Toolbar  and choose Put.
6. Close *links.html*
7. Test the revised *links.html* web page using a web browser.

### ***Editing a Word document on your website***

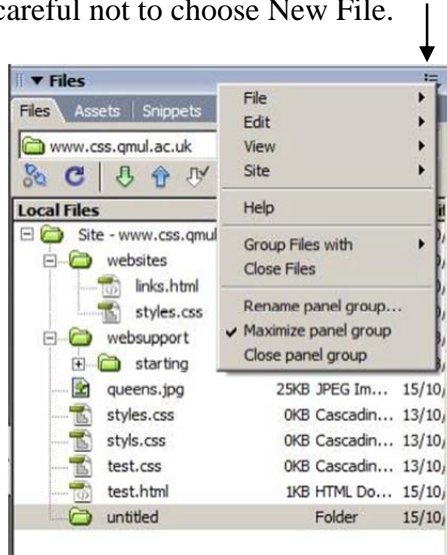
The copies of Dreamweaver in the training room are configured to be able to open Word documents. You can customise which applications Dreamweaver uses to open files by going to **Edit > Preferences** and choosing the *File Types / Editors* category.


1. In Dreamweaver, double-click *report.doc*. Dreamweaver will get the file and open it using Word.
2. Edit the file, save it again and close Word.
3. In Dreamweaver, click on *report.doc* and then click on the **Put File** button on the Files tab toolbar. The changed file is uploaded onto your website.

## Task 10: Using Folders On Your Website

Folders are a useful way of organising your website. Every folder should have a default *index.html* page.

1. In the *Files* tab, click on the menu icon and choose **File > New Folder**, being careful not to choose New File.





2. Call the folder *students*. If you end up with a folder called *untitled*, right-click over the folder and choose **Rename**.
3. Right-click on the *students* folder, choose **New File** from the pop-up menu and call the new file *index.html*.
4. Double-click on *index.html* to open it, give the page the title *Student Page* and add some text like "Student information".
5. Save your changes and upload *index.html* (Click on the *File Management* button  on the Document Toolbar and choose **Put**). Close the file.
6. Switch to *Remote Server* view and notice that the folder *Students* has been created containing the *index.html* file just uploaded.
7. Go to your web browser and in the Address bar enter:

*http://www.test1.qmul.ac.uk/dwcourse/ugzz9xx/students/index.html*

### Linking to folders

You can create links to folders themselves as well as to files. When a user follows a link to a folder they will either see a listing of the files in that folder or, if it exists, the *index.html* file will be displayed.


1. Open the *index.html* file in the site root directory (the one that was originally called *firstpage.html*) by double-clicking on it in the *Remote Server* view.
2. Type 'Go to Students page', highlight it, then use the point-to-file tool  in the *Property Inspector* to make a link to the *students* folder.
3. Save and upload *index.html* (click on the *File Management* button  on the Document Toolbar and choose **Put**).

4. Open the site's `index.html` page in your web browser where you should see the *Go to Students page* link.

Clicking on this link should display the *students/index.html* file.



## Task 11: Editing A Web Page Using Check In And Out

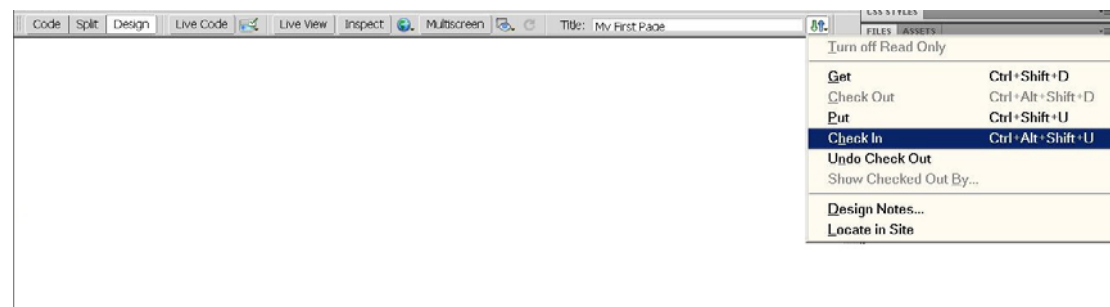
Check in and Check out is useful in situations where more than one person may be maintaining and editing a web site at the same time, as it keeps track of who is working on particular files.

- To enable Check in/out:
  - ⇒ Go to the **Site** menu and choose **Manage Sites**
  - ⇒ Select your site and click **Edit**
  - ⇒ Select the *Servers* section of the *Site Set-up* window, highlight *Course Web Server* and click on the pencil Edit icon.
  - ⇒ Select **Advanced** and check the option '*Enable file check out*' and '*check out files when opening*'
  - ⇒ Enter your username for this course in the *Check out name* box.
  - ⇒ Click **OK** then **Done**.
- With the *Files* tab in **Remote files** view, click on *links.html* to highlight it the click on the **Check out** button.  on the *Files* tab.

A small green tick appears beside the file in the *Site* files list to indicate that it has been checked out by you.

When Dreamweaver 'checks out' a file it:

  - changes our local copy from *Read only* to *Writable*
  - downloads a new copy of the file from the website
  - marks the copy on the website as being edited by you
  - it can also download images, style sheets, and javascript required to view and edit the web page.
- Make another small change to the text of the page.
- Save and preview the document in a web browser (F12 or click on the **Preview** button  on the Document toolbar)
- If you are happy with the change, click on the *File Management* button  and this time choose **Check In**.



When Dreamweaver Checks in a file it:


- checks if there are any unsaved changes. If there are, it prompts you whether you want to save the file
  - uploads the file to the website
  - unmarks the copy on the website as being edited by you
  - marks the local copy as Read-only
  - it can also upload images, style sheets, and javascript required to view the web page
5. Close the web page. **It is very important to close the web page after it is checked back in.** This is because it is now marked as 'Read only'.
  6. Check that the page has been uploaded successfully by viewing it in your web browser.

### ***Editing a Read only or Checked in file***

To demonstrate what happens when an unchecked out file is edited

1. Open and edit *links.html*
2. Check the file back in. Notice a padlock now appears beside *links.html* in the file list in the *Files* tab
3. Make another small change to the page and try to save it.
4. Dreamweaver displays the *Save As* dialogue box. This is because the file is now Read only and can't be overwritten. Click **Cancel**
5. If you edit a file that is Read only because it is not checked out, you have two options:

Close the web page, without saving changes, losing any work you've done.

Choose *Turn off Read Only* from the *File Management* button . You will then be able to save and check in the file, but you have evaded the check out / check in feature.