

Using Adobe Dreamweaver to Maintain WWU Templated Web Sites

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1. Making a File System Connection for your Computer

On Windows


Windows allows users to easily create permanent connections to network shares (including those that host Web sites). Please be sure that you have the network path to your share (usually provided by Web Services), and that you have been given permissions to access the share. To connect to a network share in Windows, follow these steps (remember that you must be logged in to the computer as yourself for your permissions to be valid):

- Right-click on your “My Computer” icon from the desktop or start menu (or double click and select **Tools**).
- Click on “Map Network Drive.”
- Select a drive letter (or keep the default one), and write it down so you’ll remember later.
- Paste in the network path in the “Folder” text box. Note this is usually `\\ra\sharename` or `\\racer.atus.wvu.edu\sharename` where *sharename* is the folder name you have been give for your site
- Make sure that the “Reconnect at logon” check box is checked.
- Click on “Finish”

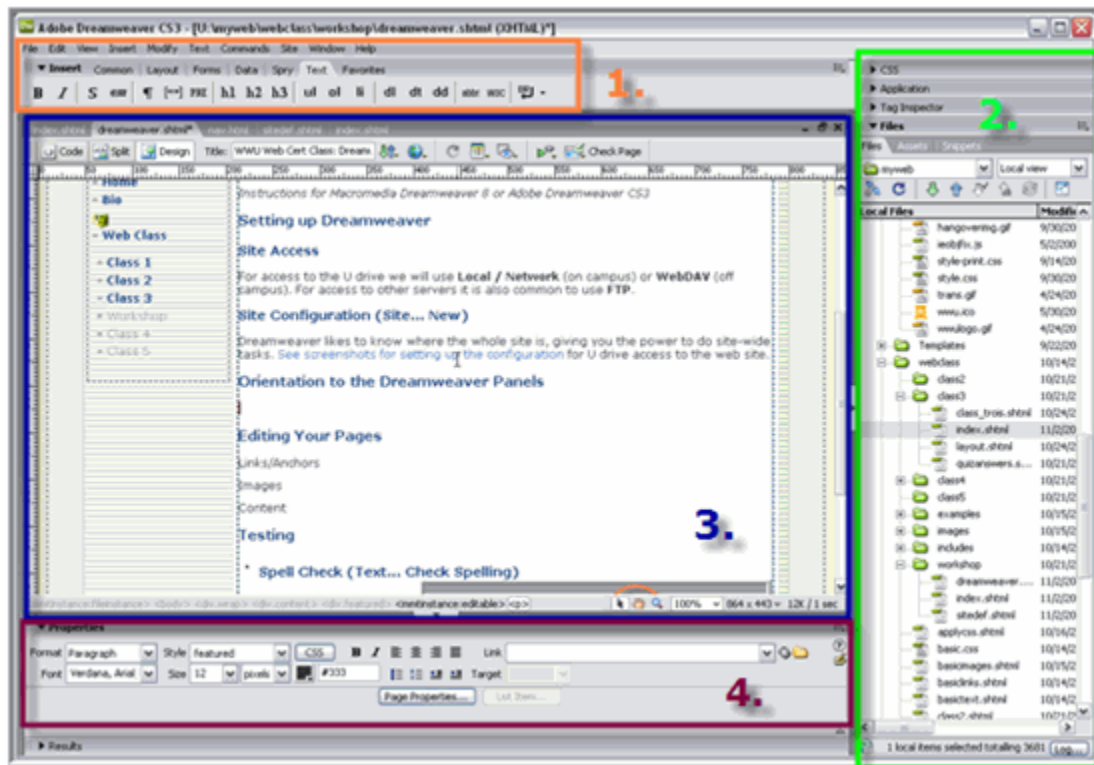
This step **only needs to be performed once** on each machine that you wish to connect to a specific network share. The share will only be available to your user account on that computer; other users of the same computer will need to perform these same steps if they need to connect to the share.

On a Mac

To connect to a network share on a Mac, follow these steps:

1. From the Finder program, click on “Go” and select “Connect to Server”. Or select the Apple key  and K at the same time
2. In the address box, type in your samba share name
 - a. For racer: `smb://racer.atus.wvu.edu/sharename`
 - b. For ra: `smb://ra.cc.wvu.edu/sharename`
 - c. for myweb: `afp://wuf-xxxx-wuf.wvu.edu` (where xxxx is stu1 stu2 stu3 or user1 user2 user3 – call the helpdesk to determine your server).
3. You may be asked to enter your username and password
 - a. Students: `.username.students.wvu`
 - b. Faculty: `.username.users.wvu`
4. You may be asked to select a sub-folder to connect to (make sure that your username and password gives you access to the folder; Web Services can help with this).

2. Introduction to the Dreamweaver Workspace

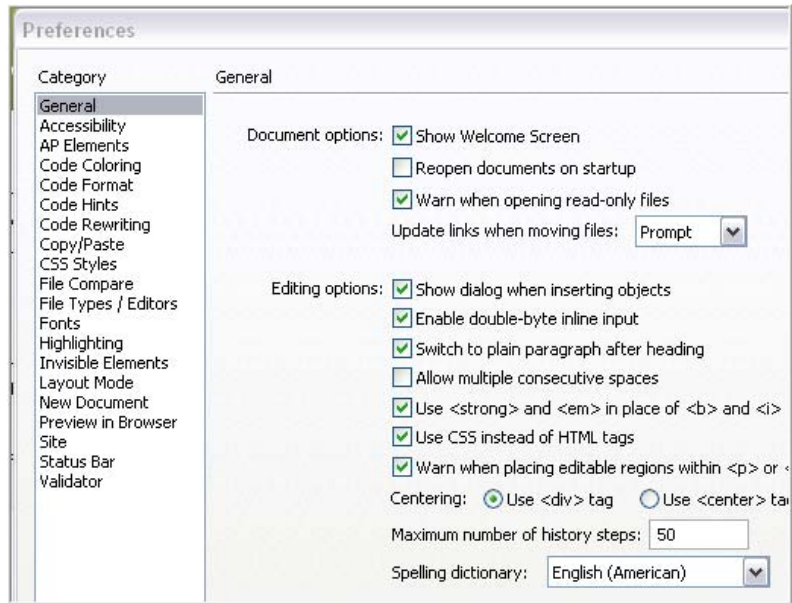


1. **Menu Bar** - File, Edit, Insert, Modify and Text contain most of your commands to change or save the content in area 3. View, Site, Window contain the things you need to do to modify your working area. Note the area under the Menu Bar has another view of frequently-used commands, although most of these can also be found in the menu bar, but here they are grouped differently. Common and Text contain the most basic tools.
2. **File and CSS Panels** - These can be added or hidden using the Window menu item. The Files view is particularly heavily used while creating and editing pages.
3. **Web Pages / Content Editor** - Note the tabs along the top. Every time you double-click an item in the Files Panel it opens it in this panel and leaves the previously open documents as tabs so you can go back and forth between multiple documents. You can Cascade or Tile the files using the **Windows** item on the menu. Note the **Code / Split / Design** buttons directly below the File tabs - this enables you to toggle between HTML code and presentation view. Finally note that the **Title** edit box is also set in the area directly beside the Code / Design view buttons.
4. **Context-Sensitive Properties Panel** - this area allows you to modify HTML attributes and presents the attributes appropriate to the tag your cursor is on in the Content Panel. For images it shows image information, for text, text information, etc.

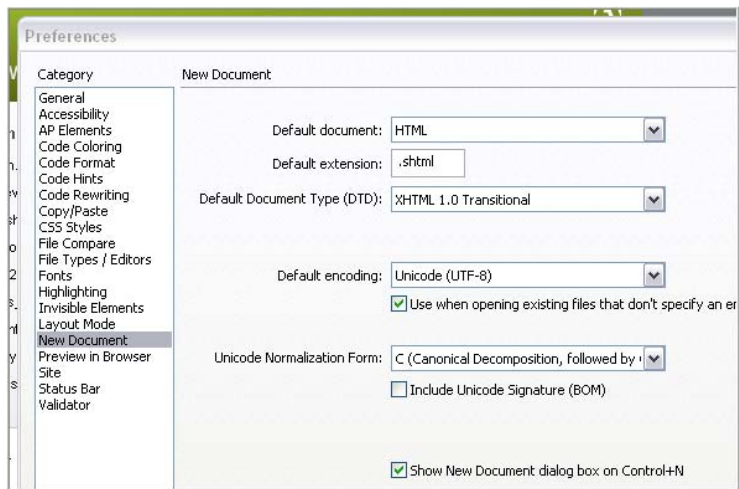
3. Setting up Dreamweaver Defaults

Go to the Dreamweaver Menu at the top of the application window and select **Edit > Preferences**, then select **General** from the Category list on the left of the popup (see screen at right).

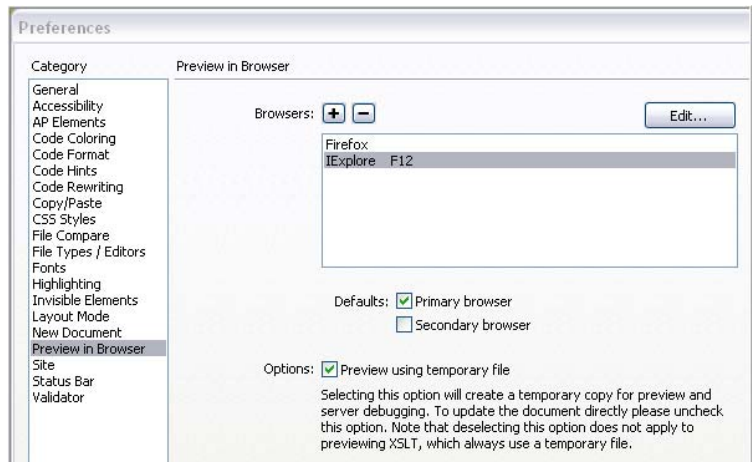
Select the choices shown here to adhere to WWU standards.



Next, select **New Document** from the Category list. Make sure the **Default extension** is set to “.shtml” as shown. This enables your templates to use included files such as navigation, headers and footers.



Next select **Preview in Browser** from the Category list. Verify that the browsers you use are listed and that the **Preview using temporary file** is selected as shown at right.



4. Setting up a Site for Dreamweaver

If you set up your site properly you avoid many problems such as links that don't work and images that can't be seen and other problems that result from Dreamweaver not understanding how the browser and server will view your page.

From the Dreamweaver Menu select **Site > New Site ...** and choose the **Advanced** tab as shown below. Then select **Local Info** from the Category window on the left side of the dialog.

a. Set up Local Info

Site Name:

This is a name you'll remember the site by - it doesn't matter to dreamweaver what it is.

Local root folder:

is your working directory. This is usually the mapped drive you set up in the first section.

Links relative to:

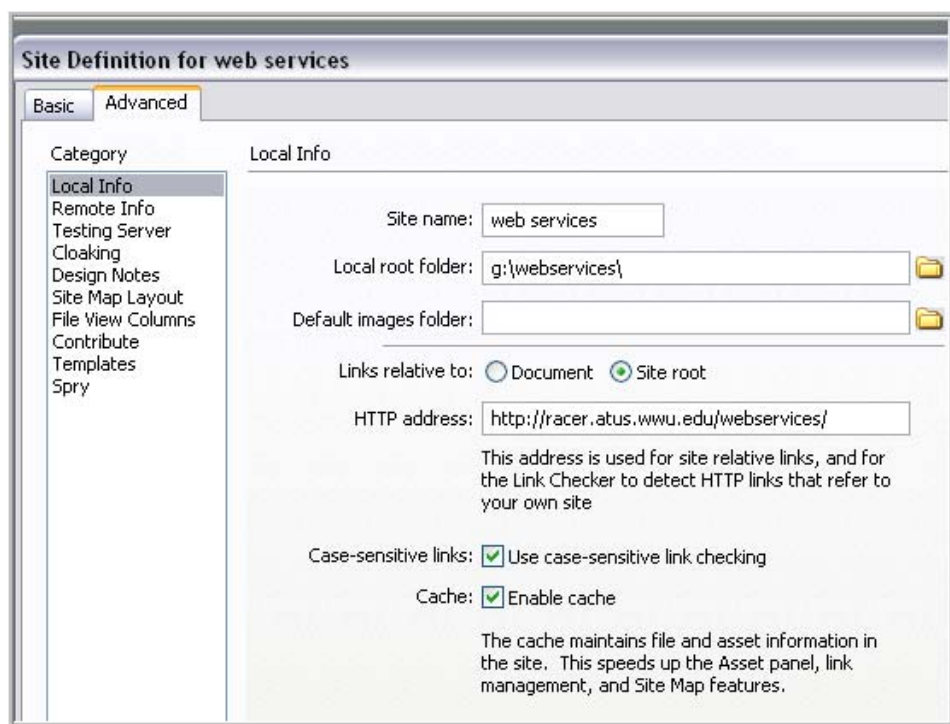
indicates how you want Dreamweaver to edit your links. For WWU servers use "**Site Root**" so that your links start with "/" indicating the root folder of the site.

HTTP address:

Use your real URL, up to the root folder and "/" but no file name.

Case-sensitive links:

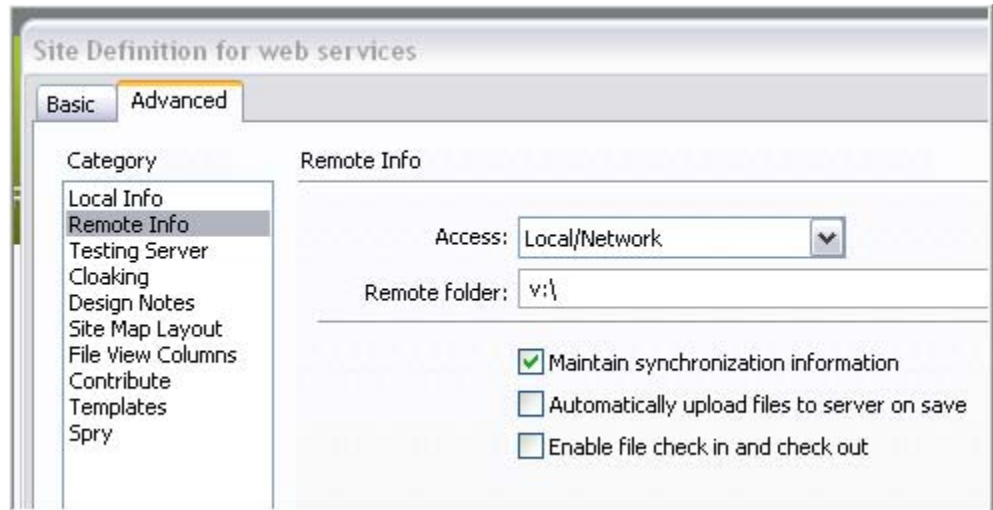
On Ra and all UNIX machines the folder "docs" is different from "Docs" so it's important that when Dreamweaver proof-reads your links it checks for case. However the **best practice** is to use only lower case characters in directories and file names and then there will be no confusion.



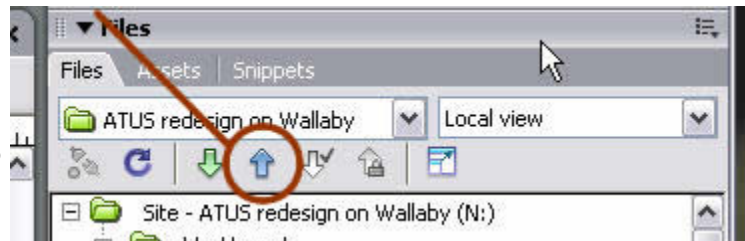
b. Remote Info

If you decide to do your editing locally (on racer or on your hard drive), and then upload to the server (such as ra or myweb), use Dreamweaver's Remote Info dialog to define the server location.

By using the mapped drive you set up in section 1 you can use Dreamweaver to easily move your files to the server after testing them locally. First set *Access:* to "Local / Network" and *Remote folder:* to your mapped network drive.



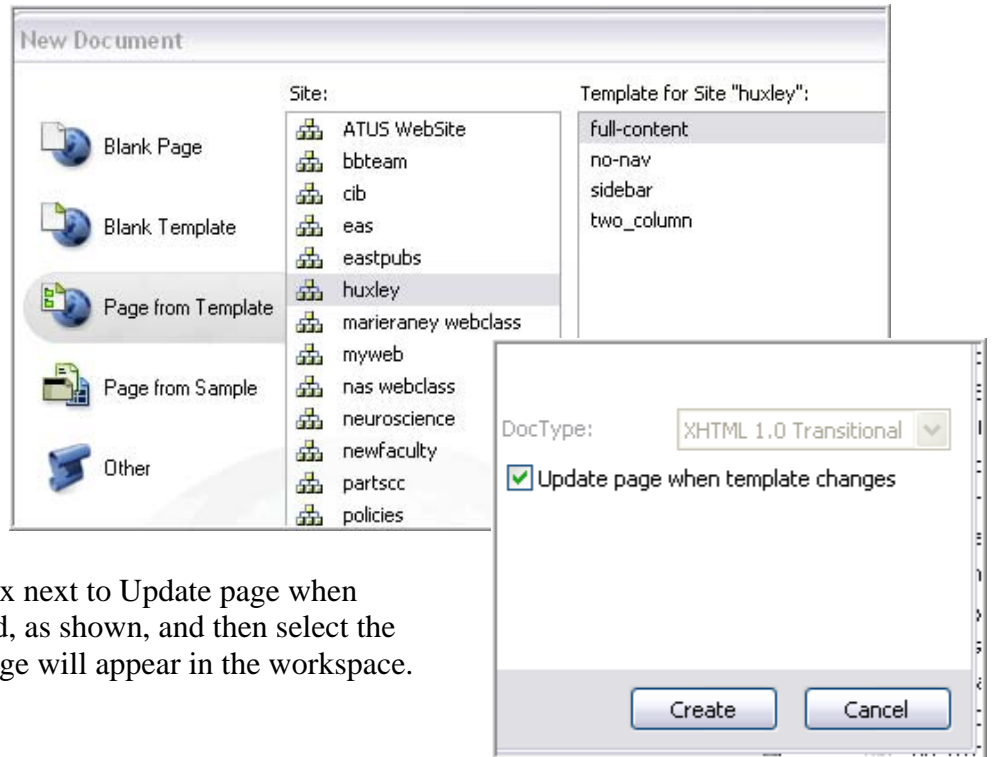
If you set up your remote server this way, then when you select the up arrow on your files tool panel in Dreamweaver (see screenshot right) it will send your updates to the server. Also note that this same screenshot shows the "Local View" pulldown. If "Remote View" is selected you can look at the files on the server. However, whichever view is visible, the blue up arrow (circled) is always used to move the highlighted files UP to the server and the green down arrow is always used to move the highlighted files DOWN to the local site.



5. Using Dreamweaver to Edit your site

Creating a New Page

From menu, select **File > New** and see the dialog at right. Select **Page From Template** in the left column. Select your sitename from the middle column, and then the far right column will list your template layout choices. *(Avoid using the no-nav choice if it is offered unless you are doing advanced popup applications.)*



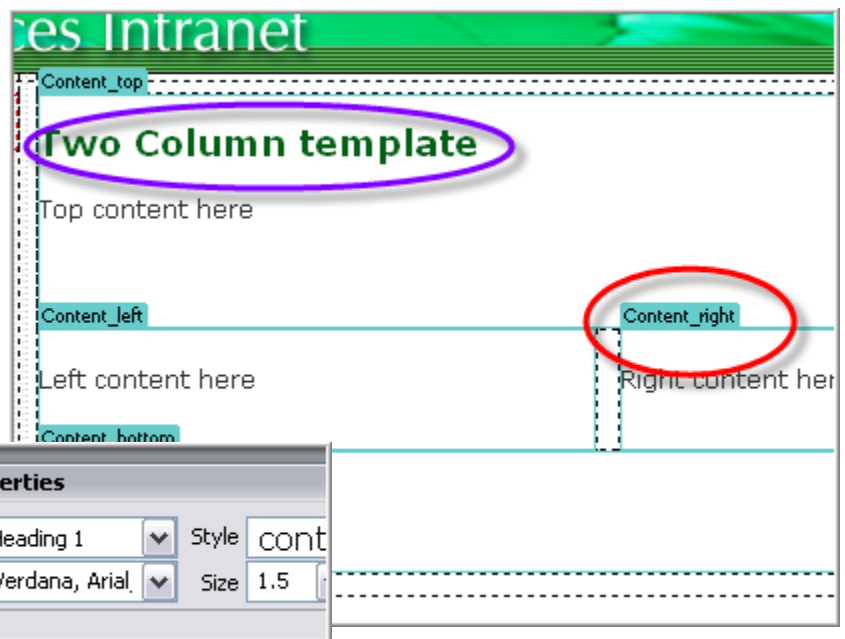
Next verify that the check box next to Update page when Template Changes is checked, as shown, and then select the Create button. An untitled page will appear in the workspace.

Modifying the Content

Note that template pages will have areas outlined in blue and labeled with blue tags. One of these areas is marked with a red circle at right. These markers will not show up in the web page but merely mark the editable areas.

Headers

The Page header is marked with a purple circle at right. If you place your cursor on this header, the Properties box at the bottom of the workspace will indicate that this is a Heading 1 (as shown at right in the inset). Every page must begin with a Heading 1 and this Title should match the



link that is used to get to the page. If the page heading is “Student Information”, the user would expect to arrive at that page from link called Student Information or something similar.

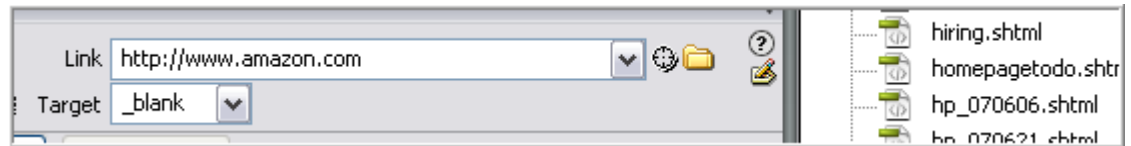
If there is much text on the rest of the page you should also employ Heading 2, 3 and so on in descending order. This outline format allows both visual and auditory scanning (for those people using screen readers) of the page content and is very important for ease of use.

Text Edits

Simply start typing in an editable area to add your text. Remember that for the web a paragraph break is done with a carriage return which adds an empty line. Occasionally, such as typing an address, you will need to add a “break” which starts the next line without the extra space – use Control-Enter instead of Enter for a line break. For clean looking pages do not overuse this feature.

Links

To create a link, highlight the word that you want to be



the link word then go to the Link area in the properties box to enter the link address. If you are going to a link that is NOT on your site, such as the wwU home page, or amazon.com, enter the entire address here and select Target **_blank** (see above). The Target=blank setting causes the link page to open in a new browser window or tab. This is useful for off-site pages and for pdf documents. Both of these situations take the user away from your navigation menu, so it is useful to open these kinds of links in separate windows.

If you are going to a page on your site (a “local” link), then use the little flower symbol to “point” to the file in the Local Files area. Click on the flower symbol, then drag it to the files area until the correct file is highlighted. Then let go of your mouse and the filename will appear in the Link address box. If you hover over a closed folder, it will open and you can continue to browse your file structure in this way. Using this method will ensure that you have the fully qualified path name so that your links will work (assuming you have set up your site correctly as above). Remember that for going to a web page within your site, leave the Target box empty.



Images

To add an image, first size it properly in Photoshop or other image editing software. Then save it in your website folder, preferably in a sub-folder called images or something similar. Then Select **Insert > Image** from the menu and browse to the image you want to use.

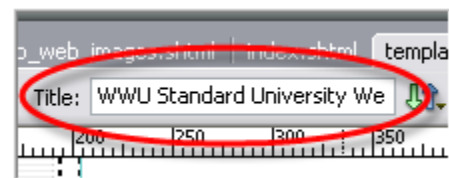
Don't know how to use Photoshop to prepare your images? See this page on the ATUS web site:

http://west.wwu.edu/atus/web/photoshop_web_images.shtml

Then you will be prompted to add a textual description of the image (“Alternate Text”). This is a requirement for the web – please provide a meaningful phrase that would describe the purpose of the image when images are not available.

Page Title

The Title is set at the top of the workspace – see edit box at right. Enter a title in here. This title will show up when the page is Googled and it also appears in the top



of the browser next to the name of the browser tool. This should be 3-10 words that succinctly describe the page contents.

Saving

Select File > Save or File > Save As and browse to the correct folder and enter a filename for this webpage. Please name the file using all lower case letters, NO spaces, and no special characters – underscore or dash could be used if you really need to. **SHORT, SIMPLE** filenames are best. Please don't get elaborate – the filename must be unique for this folder, but it does not have to completely describe the contents! Save that for the title. Short and sweet is much kinder to the user who may want to type it in at some point or who may see it in print.

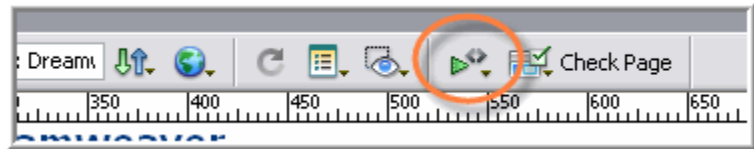
6. Testing

Spell Check

(Text, Check Spelling or Shift-F7) Self-explanatory. Use it frequently!

Validation

Use the validation engine to fix any HTML errors that have crept in. Once the tool runs it displays any error it finds below the Properties Panel in the Results panel. If you click on the items in the Results panel it takes you to the area where the mistake was made.



Quick Preview

The little globe next to the Title box is for previewing your results. If the result doesn't appear to have its template, verify that the Edit, Preferences, Preview in Browser, Options is set on. This is useful for quickly viewing in both Firefox and IE, but should not replace actually testing in the browsers. The quick preview is not exactly like the external environment and cannot replace actual testing once the file is live.