# Dreamweaver Training

Creating a Site:

1) To begin we need to set up a site folder. On your desktop, create a folder and name it whatever you like, for example Website.
2) Open Dreamweaver. Go to Site -> New Site on the top menu bar. A site definition wizard will open on your screen.
3) At the top of the wizard, make sure the "Basic" tab is selected. Follow the directions, and keep in mind that you will *NOT* be using a Server Technology, you want to edit copies locally and upload when ready, and that you will be connecting to the server using an FTP connection.
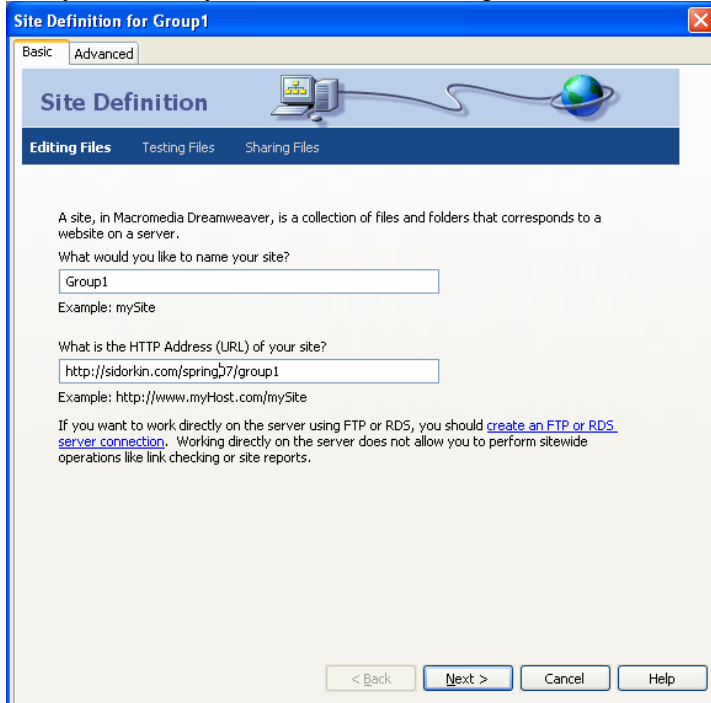
- For you, your web servers Host Name/FTP address will be :
ftp.sidorkin.com
- Server folder:
spring07/group1 **[make sure to change the group number digit, otherwise you will wipe out someone else's work]**
- FTP Login
sidorkin2
- FTP Password
sashasasha
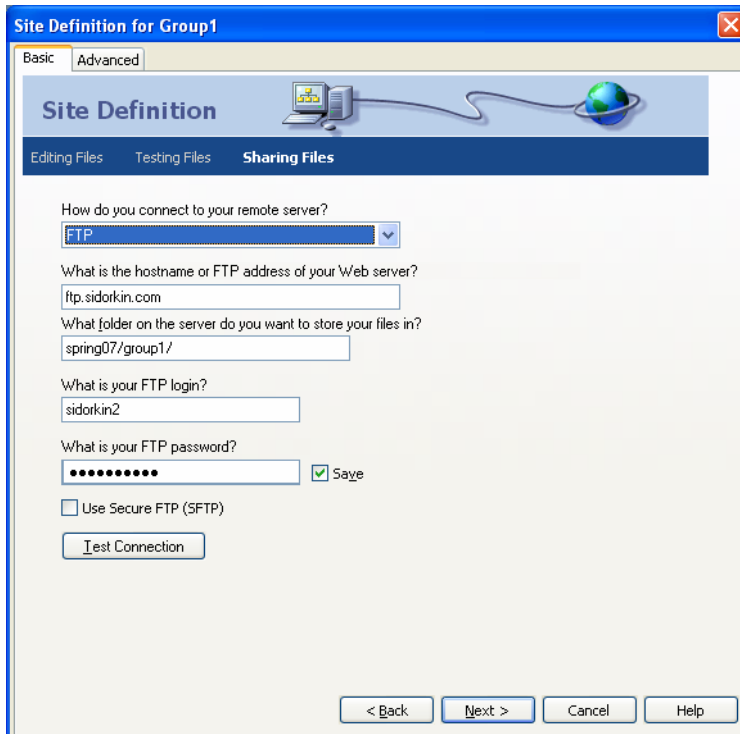
*TEST YOUR CONNECTION AFTER INFORMATION HAS BEEN ENTERED!!

Creating a Page:

1) A page should have opened by default when the program was opened. If it did not, go to File -> New on the top menu bar
2) Create a table with three rows and two columns at 100%
3) Merge the top cells into one row by highlighting, then right-clicking and selecting, Table -> merge cells. Do the same with bottom cells.
4) Highlight lower region (both columns) and align Horizontal- top, and vertical-left in the properties toolbar.
5) Type out title in top region as well as buttons in left column. Text size, color, and font options can be changed by highlighting text and adjusting in the properties toolbar.
6) You can adjust the left column size by placing cursor over the center table line. When arrows appear pointing in both directions, click and hold, dragging column to desired point.
7) Save page as the five pages required in assignment (name them: index, historical, pros, cons, and conclusion – please note that the "index" page is your home page, and when uploaded will automatically open).
8) *Creating Active Links:* In page you have open, highlight the text "Home" in the left column. In the bottom properties toolbar, click on the file folder to the right of the *Link* text area and find the file you named "index.htm". The "Home" text is now an active link to the index page.
9) Repeat this with the remaining buttons, linking them to the corresponding pages so that all words in the left column are now active links.
10) Copy and paste the text (active links) in the left column to all other pages you have created so they all are linked the same way. Save each page as you progress.

You can add body text to the pages you have created by copying them from a word processing program, and pasting them into the right column of the correct page. Save frequently!!! Make sure to keep a copy of the site on your flash drive, because lan computers wipe out everything overnight.

To insert an image:
1) Place cursor in estimated area where you want the image to be.
2) On top menu bar, go to Insert -> Image. You want the image you are inserting to be within your site folder. I recommend having an images folder to store any and all images you may use throughout your site. Find image file and press ok.
3) By clicking on the image, the options in the properties toolbar will change. You can adjust the text wrap around the image by clicking on the down arrow in the align option. Play with the various options to find out what they mean.
4) Spacing/a cushion can also be adjusted by changing the "V Space" and "H Space" of the image (vertical and horizontal spacing). By typing in a numerical value (ie: 5 in the "H Space" section), you are telling the program to give 5 pixels of horizontal space to both sides of the image.

To create an email link:
1) Place cursor where you want the email link to go.
2) On the top menu bar, go to Insert -> Email Link
3) Type in the email address and Text you wish to appear on the page.
4) Press OK.

Other Helpful Hints:
- By highlighting a specific section of the table, you can change the background color of it by clicking on the grey box next to "Bg" in the Properties toolbar. A color pallet will appear and allow you to select a different color.
- Modify -> Page Properties will allow you to change the background color of the entire page as well as the color your links will be.

To Upload your site:
1) In the site window to the right of your screen (if it is not already open, go to Window-> Site on the top menu bar), click the connect tool to the far right of the window (looks like two separate plugs). It may take a few minutes for the computer to connect to the server. When it has, the icon within the button will change so that there is no gap between the two plugs.
2) Highlight you site folder and click the up arrow. You may receive a message that asks if you want to upload the entire site, this is what you want, so click ok.
3) Once the process is complete, open a browser window and type in your sites address to check that it uploaded properly. You are done!!

* If you have to make any changes, do it locally (on your desktop), save changes, and then upload using the above steps.