American University
Kogod School of Business
Information Technology Department

Introduction to Management Information Systems

ITEC 352

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Developing Web Pages

Dreamweaver Basics

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Start Up

When you first open Dreamweaver, your screen may look like the screen shot above or the screen shot on the next page. To create a new site using the first screen just click on Dreamweaver Site under the Create New heading. You will see this screen:

![Site Definition for New Site](image)

A site, in Macromedia Dreamweaver MX 2004, is a collection of files and folders that corresponds to a website on a server.

What would you like to name your site?

[ ] New Site

Example: mySite

If you want to work directly on the server using FTP or RDS, you should create an FTP or RDS server connection instead. Server connections do not allow you to perform sitewide operations like checking or site reports.
Type in a name such as New Site or mySite and click on Next. The next screen asks if you want to use server technology (only to work with databases over the web) or not. Select No and click on Next. The next screen asks if you want to edit locally and then upload to a website or to edit directly on the server the website will reside on.

For this manual we will use the local settings selection which is the recommended method. Click on the first radial button and then type in the directory path in which you wish to store your website then click on Next. The next screen is for connecting to your local server. We will use the Local option so select it from the drop down box as shown in the screen shot below.

*Note:* the location of your files for the MIS homework is **G:\MISClass**
When the screen looks like the shot above click on **Next**. Finally you will see the following screen which shows your new sites details.

Click on **Done** and your new site is created and ready for web pages to be created.
Creating a Link

Creating a link is easy and can be done in several different ways. One easy way is by typing the address (such as a web or email address) in the Link box of the Properties area.

Highlight the text that you wish to create a link with:

Then in the link box type the link address. In this case since we are creating an email link it would be entered like this: mailto:student@american.edu. If it was a website, such as my.american.edu, it would be entered as http://my.american.edu. You must use the http:// or the mailto: before the address or it will not work properly.
Adding a picture to your webpage

Adding an image to a website is done by clicking Insert → Image or Ctrl + Alt + I:

or by clicking on the image button on the common toolbar:
When any of these three are selected, the following window appears:

This will list all of the images currently in your site’s directory. Any images must be put into that directory. Alternatively, if you are linking to a image on another website, you may enter an URL for that image. Choose the image want to add and click on OK. The image will appear where your cursor was on the page.
We'll put a picture on this page.

<\/b>

<\/img>
Adding Buttons and Their Links

Adding a button is done much the same way an image is done. Select Insert from the Menu by clicking on Insert, Media, and Flash Button or typing Alt + I, Alt + M, and then Alt + F as shown in this screenshot:

When this is selected the following screen will pop up:
Select the button style that you want. In the Button text box type in the text that you want to appear on the button. You can change the font and font size to suit your needs. In the Link box you can type in the complete address (such as http://my.american.edu) of the website you want to link with the button. In the Target box you can choose the way that the link will be loaded into the web browser. By default the target is set to _top. Selecting _blank makes the link open in a new browser window.
The finished product appears above. As you can see the text on the button reads “My American” and if you were to click on the button you would directed to my.american.edu.

If you are going to be using a button that looks and is linked to the same address on several different pages of your website create the button as presented above but save it with a different name in the Save As text box. To insert your buttons click on the Assets Panel (or click on Windows -> Assets) and then the Flash Icon. In the Flash section you will see all the buttons (and any other Flash objects) you have created. Just drag the button to the webpage you want to use them on. This will save you the time and effort of continually recreating the same button over and over again. For a single site, you can also drag buttons from the Files Panel to the webpage you want to use them on.
Creating Tables

To create a table on your webpage click on Insert and then Table or enter Ctrl + Alt + T:

You can also click on the Tables button on the Common Toolbar:
After one of those steps, the following window appears:
Select the number of rows and columns you wish to have and the table width and its measurement. If you want a variable sized table select percent from the drop down menu. When you add the table your page will look like this:

If you click on the table itself, the Properties box will have information about the table and clickable options to change various aspects of the table.
To change the background color of the whole table click on the box by **Bg color**. To change the border color of the table click on the box by **Bdr color**. To add a background image to the whole table click on the folder icon next to **Bg Image** and find the image that you want to use. If the image is small it will be tiled in the table. If it is very big it will only show as much as the size of your table in webpage. In other words if the table is very small and you have a very big picture only a portion of the picture will actually be shown.

You can also click on separate columns and rows to display different properties in the Properties box. The first screen shot is for columns and the following screen shot is for rows. Notice the difference in the Properties box.
You can also select a single cell and modify its properties as shown in the next screen shot. For a single cell selection the Properties box shows different attributes for just the cell. If you want to work on the rest of the page (not the table), you must click on Page Properties.

By selecting more than one cell and then clicking on the Merge or Split icons on the Properties box, you can merge two or more cells together or split them apart.
After clicking on the icon you will see this:

Notice that the cells have merged into one row that is as wide as the table. You can merge any number of cells up to the number of cells in the row or column.
Creating a Template

To create a template click on Insert, Template Objects, and Make Template.

This brings up a window that shows the other templates that you have created for your site:

In the Save as: box, type in the name that you want to give your template and click on Save. Once you have created the template you will need to create some editable regions on the template for you to be able to work with. To create editable regions, click on Insert, Template Objects, and Editable Region. Another way is to type some text in the area that you want to make into an Editable Region and then click on Insert, Template Objects and Editable Region. A window pops up for you to name each region that you create. In the following screen shot 3 editable regions have been added to the template:
Once you have the template in the format that you want, save the template so you can use it for your site.
Using Templates

To use a template to create a webpage for your website, click on File -> New or type Ctrl + N. The following window will appear:

Click on the site that you want to use and the templates that you have created for that site will be shown in the center part of the window. Notice that there is a preview of the template to make sure it is the exact one you want. Click on Create on your new web page will be displayed and ready to be edited.

You can also right click the template you want to use in the Assets panel and click on New from Template in the menu.

If you want to use a template and make additional changes outside the template design, you can detach the webpage from the template. To do this, click on Modify -> Templates -> Detach from Template.
Additional Links and Files

American University has a pdf file that will provide additional help for using Dreamweaver. It maybe found at:
http://www.american.edu/cte-consulting/documentation/dreamweaver/dreamweaver.pdf

American also has a collection of links concerning Dreamweaver that you might find helpful:

http://www.american.edu/guidelines/dreamweaver.html

The Center for Teaching Excellence gives 2 hour tutorials and longer courses on Dreamweaver. To view classes and times go to:

http://www.american.edu/cte-consulting/studenttraining.html

To get a copy of a pdf file containing all the Keyboard shortcuts, go to:

http://www.macromedia.com/support/dreamweaver/documentation/dwmx_shortcuts

Links to websites:

http://www.indiawebdevelopers.com/articles/Dreamweaver_tutorial.asp

http://www.smartwebby.com/web_site_design/Dreamweaver_tips.asp

http://webdesign.about.com/cs/dreamweavertips/