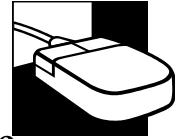


Ohio University
Computer Services Center
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Dreamweaver MX Introduction Reference Guide

Introduction to the Internet

The **Internet** is a worldwide “network of networks.” Government, education, and businesses are joined by individual computer users accessing the Internet. Individuals as well as businesses can also publish information on the Internet.

Web pages are viewed in a Web **browser**, and stored on another computer, called a Web **server**. The Web server contains folders, and files much like your own computer. A viewer accesses a document by typing a **URL** or address into a browser.

The pages you view on the Web are created using the Hypertext Markup Language, or **HTML**. The documents contain text, graphics and links to other files, plus the **HTML tags**. The viewer’s browser will interpret the tags and display the page. When you click on a hyperlink, the viewer goes to a new page, or to new location.

The software you will need for web authoring includes:

- A Web browser to view the page,
- A text editor to edit the HTML file,
- An FTP program to upload the page

Planning Web Sites

When creating a Web site, it is helpful to do some planning before starting work in Dreamweaver.

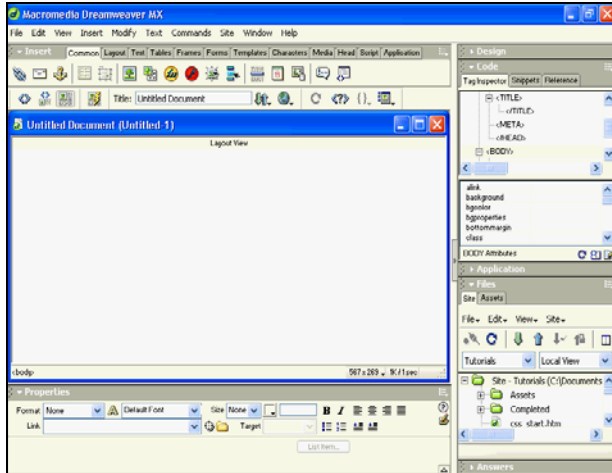
- First think about the purpose of your Web site. What do you want your Web site to do?
- After that, think about who will visit your site. Are they new to the Internet or experienced Web surfers?
- Next, start to organize the content. What topics will you have on your site?
- The next step is to group topics into pages. Create an outline or diagram for your site. How will the information flow? How will visitors navigate the site?
- Finally, think about what you want the site to look like. Looking at other Web sites can be helpful in choosing what colors you to use, and other design ideas.

Introduction to Dreamweaver

The Dreamweaver work environment makes it easy to build Web pages. You can visually lay out your pages using techniques similar to those you’d use with a word processing or page layout program. In addition, you access tools directly related to Web content.

The Dreamweaver working environment contains many of the same features as any other Windows application, but it also has some added elements.





- The **Templates** category includes tools for creating a template.
- The **Characters** category lets you add typographic characters to your pages.
- The **Media** category can be used to add objects such as Flash files or Java applets.
- The **Head** category lets you add meta tags to your pages.
- The **Script** and **Application** categories allow you to add scripts and database features to your Web pages.

Menu Bar

The top bar, the Menu bar, is similar to other word processing menu bars with the addition of a few extra menus: Modify, Text, Commands, and Site.

Insert Bar

The Insert bar contains tools that allow you to add a wide variety of content to your pages. The default category in the Insert Bar is the **Common** category, which contains a number of buttons that allow you to add various elements to Web pages, including images, hyperlinks, tables, rules, and objects such as Flash or Shockwave files. In addition, the tabs across the top of the Insert Bar allow you access to other categories such as:

- The **Layout** category contains tools for working with tables.
- The **Text** category contains additional buttons to apply formatting to your pages.
- The **Tables** category lets you add rows and columns to a table while working with the HTML code.
- The **Frames** category contains buttons that assist you in building a frameset.
- The **Forms** category contains tools to help you build forms.

Document Toolbar

The Document toolbar contains buttons to toggle between different views, as well as file management commands.

Status Bar

The Status bar contains the Tag Selector, the Window Size drop-down list, and the Document Size and Download Time field.

Property Inspector

The Properties inspector contains settings that allow you to specify the properties of text and other objects that you place on Web pages. The settings in the Properties inspector change to reflect the particular object you are working with. You can use the Properties inspector to format text, set table borders, specify link destinations, and specify many other attributes of page objects.

Panel Groups

The panel groups on the right let you view and change information about the pages and their contents. There are Design, Code, Application, File, and Answer panels. You will work with a part of the Files panel group called the Site panel.



Site Panel

The Site panel allows you to view and manage the various files that comprise the site. In addition, you will use the Site panel to upload files to a Web server.

Preview a Page

When you build pages directly in Dreamweaver, you can see what they will look like as you work with them. However, in order to test the various page links or view any JavaScript or Flash or Shockwave files, you need to actually preview the pages in a Web browser. You can set multiple browsers to be available in the Preview in Browser in the File menu.

Examining a Page

1. From the **Start** button, go to **Programs**, then choose **Macromedia** and finally launch **Dreamweaver MX**.
2. Choose **File** and **Open**. Navigate to the **Example** folder in the **Dreamweaver MX** folder.
3. Select the **index.htm** file, and click **Open**. The page opens in Design view.
4. Choose **File** and **Preview in Browser** and [**Installed Browser**].
5. Click the **Store Info** text link at the bottom of the page.
6. **Close** the browser to and **return to Dreamweaver**.

Dreamweaver Views

As you build your Web page, Dreamweaver MX generates the HTML code for a browser to read the Web file that you create. You can choose from three Views:

- In **Design view**, you see the page as it would look like to the viewer, but the links are not “live.”
- In **Code view**, you can see and edit the HTML and other code on the page.
- In **Code and Design view**, your screen is split so that you can see the HTML code created, and you can see the changes on the page as you alter the code.



You can also work with the HTML code using the Tag Selector in the Status bar.

Looking at HTML Code

1. On the **Document toolbar**, click the **Show Code View** button.
2. On the **Document toolbar**, click the **Show Code and Design Views** button.
3. On the **Document toolbar**, click the **Show Design View** button.
4. You can use the tag selector in the Status Bar to select parts of your document. In the **Status Bar**, click on the first **<p>** tag. The entire first paragraph is selected.
5. **Close** the **index.htm** document. Click **No** to discard the changes.



Creating a Web Site

In Dreamweaver, a defined Web site is the folder containing all of the files necessary for the site's operation, including HTML, graphics, and other files. Before you create a Web page you must create the Web site for it.

When defining the site, you can set up certain site attributes, and leave others to be set up at a later time. For example, you do not have to specify remote settings that you will need for uploading when you initially set up the site. You will now define the Edens Gardens site.

Defining a New Web Site

1. Choose **Site menu** and **New Site**. A dialog box appears. Make sure the **Basic tab** is active.
2. Type *Edens Gardens* for the **site name**. The site name is used only by Dreamweaver.
3. Click **Next**.
4. You will not use advanced server technology (ASP or ColdFusion) in this Web site. Click on the **No, I Do Not Want To Use A Server Technology** button, then click **Next**.
5. While developing the site, you will edit the site files locally. Make sure **the Edit Local Copies Directly on my Local Machine** radio button is selected.
6. You now need to select the folder where you will store the site files for the Edens Gardens site. Click the **folder icon** to select the **local folder**. A dialog box appears.
7. Navigate to the **Dreamweaver MX** folder. Double click the **Edens Gardens** folder and click **Select**. Then click **Next**.

8. You will add the remote server information at a later time. From the **Remote Server** drop-down list, choose **None**. Click **Next**.

9. You now see a summary screen. Click **Done** to complete the site definition.

Creating a Basic Web Page

You can add and edit text in a Dreamweaver document using the same basic techniques that you would use in a word processor. You will now begin building the Web site by creating a simple Web page that contains store information for Edens Gardens.

Adding Text

1. You will create a new store information page for Edens Gardens. Choose **File menu** and **New**. A dialog box appears. Make sure the **General tab** is active. Choose the **Basic Page** category if necessary, and choose the **HTML page**.
2. Click **Create**.
3. Type the following text, pressing **Enter** at the end of each line:

Store Information

Edens Gardens

567 Nursery Lane

Atlanta, GA 30089

Phone:

(717) 555-1234

E-mail:

info@edensgarden.com

Store Hours:

Mon-Sat 7am - 9pm

Sun 9am - 7pm



4. Each time you press Enter, you create blank lines. This is because you are actually inserting a paragraph break. You will remove the extra line by using line breaks instead of paragraph breaks.

Click to the **left of “Atlanta”** and press **Backspace**. You have removed the paragraph break.

5. Hold down **Shift** and press **Enter**. This inserts a line break.

6. You will also remove the paragraph breaks between the “store hours” lines, the “phone” lines, the “email” line. Then replace them with **line breaks**.

*Edens Gardens
567 Nursery Lane
Atlanta, GA 30089*

*Phone:
(717) 555-1234*

*Email:
info@edensgarden.com*

*Store Hours
Mon-Sat 7am-9pm
Sun 9am-7pm*

Text Formatting

To bold or to italicize text, press the “B” or the “I” button in the Properties inspector.

Font Size

When you select the size for text, those sizes are based on the default size in each viewer’s Web browser. You can select from two types of sizes: absolute and relative.

To select **absolute** sizes, you can choose the values “1” through “7” from the Size drop-down list in the Properties inspector. A “1” is

the smallest size, and “7” is the largest. A value of “3” is the default font size.

You select **relative** sizes by choosing the values “-7” through “+7” in the Size drop-down list in the Properties inspector. The relative size of “+2” is two sizes larger than the default size, which is an absolute size of “5.”

Paragraph Formats

You can also apply sizes to headings and paragraphs using the Format drop-down list in the Properties inspector. There are six heading levels, with “Heading 1” being the largest. The various heading formats will change sizes and bold. In addition, you can select the “Paragraph” format which uses the default text size set in the browser.

Font Style

When selecting a font style for text, use fonts that are likely to be installed on the viewer’s computer. The default font is Times New Roman or Times. You apply fonts to selected text by choosing a font set from the Font list in the Properties inspector.

Font Color

There are 216 Web safe non-dithering colors. These colors will display the same in any browser and any platform. You can select a color by choosing it from the palette or typing in the 6-digit hexadecimal value in the Properties inspector.

Formatting Type

1. First, **Click** to place the insertion point in the text “**Store Information.**” In the **Properties inspector**, choose **Heading 2** from the **Format** drop-down list.



2. Select “Edens Gardens.” In the **Properties inspector**, click the **Bold** button.

3. You will also set an absolute size for the text. In the **Properties inspector**, choose the **4** from the **Size** drop-down list.

4 Next you will select a font style. With the “Edens Gardens” text still selected, choose **Verdana, Arial, Helvetica, Sans-Serif** from the **Font** drop-down list.

5. With the “Edens Gardens” text still selected, choose the **fourth blue color** in the **first column** from the **Color palette** in the **Properties inspector (#000099)**.

Edens Gardens
567 Nursery Lane
Atlanta, GA 30089

Phone:
(717) 555-1234

Email:
info@edensgarden.com

Store Hours
Mon-Sat 7am-9pm
Sun 9am-7pm

Page Properties

The Page Properties submenu of the Modify menu allows a number of settings that you apply to the entire page. For example, the text color, and the background color.

Page Title

A Web page may contain a title that is separate from the actual name of the file. The title will appear in the title bar of the browser window and be used for the bookmark.

Page Background

You can change the page background. You can select a solid color or a background image. If you use a background image, it will tile to fill the current page size. Web pages can display two types of images: **GIF** and **JPG** formats.

Saving Web Pages

When you save a Web page and name it, the file name should only include lower case characters, and no punctuation and spaces. The file should end with a **.htm** or **.html**.

Specifying Page Properties

1. Choose **Modify** and **Page Properties**. A dialog box appears.
2. In the **Title** field, type: **Store Information**.
3. From the **Background** drop-down list, type in **#669900**. Click **OK**.
4. Choose **File** and **Save**. It should save it in the **Edens Gardens** folder.
5. In the **File Name** field, type **store**. Click **Save**. Dreamweaver will add the “.htm”. Close the **store.htm** file.



Adding Content to a Page

Lists

There are three types of lists available on the Web: ordered lists, unordered lists, and definition lists. In an **unordered list**, each item is preceded by a bullet. In an **ordered list**, each item is preceded by a number. In a **definition list**, each alternating item is formatted as a term or its definition. In addition, you can use the Text Indent and Text Outdent buttons to indent list items. This allows you to have sub-items in a list.

Creating a List

1. Using the **Site panel**, open the **store.htm** document.
2. Select the text from "**Edens Garden**" through "**Store Hours.**"
3. First format the selection as an ordered list. In the **Properties inspector**, click the **Ordered List** button.
4. Now with the **text** still selected, in the **Properties inspector**, click the **Unordered List** button.

- *Edens Gardens*
567 Nursery Lane
Atlanta, GA 30089
- *Phone:*
(717) 555-1234
- *Email:*
info@edensgarden.com

- *Store Hours*
Mon-Sat 7am-9pm
Sun 9am-7pm

Images

Graphic File Types

There are two types of graphics you may use on your pages: GIF and JPEG. **GIF** images are limited to 256 colors, and are most useful for images with few colors. In addition, GIF images support transparency, so you can have page backgrounds show through parts of the image.

JPEG images use compression to greatly reduce file size, allowing for faster downloading. JPEG images are best for photographs and other images that contain more than 256 colors. These images do not support transparency.

Inserting Images

Adding an image to a page is simple. You can either use the **Image** button in the **Common** pane of the **Insert** bar, or you can choose the **Insert••Image** command. An inserted image is placed at the insertion point on the page. The HTML establishes a link from the Web page to the image file. The image itself is a separate file.

Inserting Images on a Page

1. **Click** to place the insertion point after "**Directions**" and press **Enter**.
2. Choose **Insert** and **Image** command. A dialog box appears.
3. Navigate to the **graphics folder** inside the **Edens Gardens folder**. Select **directions.gif**,



and click **OK**. The image is inserted at the insertion point.

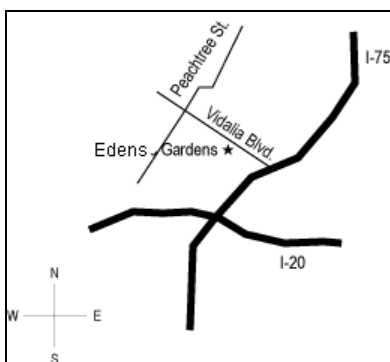


Image Properties

Once you add an image to the page, you can change the way the image will display on the page. You can specify the display height and width of the image, its alignment, spacing between the image and other page elements, and an alternate text label.

Image Size

The Width and Height fields in the Properties inspector allow you to control the display size of the image on the page.

Image Spacing

You can place blank space vertically or horizontally around an image by entering a value in the V Space or H Space fields. The values are expressed in pixels.

Alignment

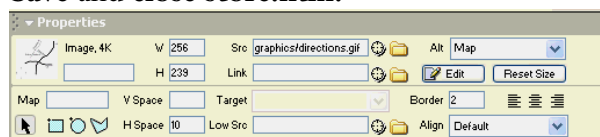
You can set the horizontal alignment of an image using the Alignment list in the Properties inspector. The default alignment will align the bottom of the image with the baseline of the surrounding text.

Image Label

It is helpful to the viewer to have a label for the image that appears along with a placeholder. The alternate text is also used by software that reads Web pages aloud. To specify a label, you type it into the Alt field in the Properties inspector.

Setting Image Properties

1. You will begin by labeling the image. Make sure the **directions image** is selected. In the **Properties inspector**, type *Map* in the **Alt field** and press **Enter**.
2. You will also add horizontal spacing around the image. In the **Properties inspector**, type **10** in the **H Space field**, and press **Enter**. Ten pixels of space is added to the left and right side of the image.
3. In the **Properties inspector**, choose **Middle** from the **Align** drop-down list. Next, in the **Properties inspector**, choose **Right** from the **Align** drop-down list.
4. Return the **alignment** setting to **Default**. **Save and close store.htm**.



Tables

It can be difficult to place elements on the page where you want them. As the viewer resizes their browser window, text and images will move within the borders of the browser window. Many authors use tables to place page elements in specific places, and to control text flow.



Creating Tables

To add a table to a page, you can click on the **Insert Table** button in the Insert bar, or you can choose the **Insert** and **Table** command. Then, you select how many rows and columns will be in the initial table. In addition, you can set the table's width, the cell border, cell padding, and cell spacing.

Table Width

When you select the width for a table, you can set a specific width in pixels, or a width in percentage of the browser window. If you choose a pixel width, the table's width is fixed. If you choose a percentage width, then if the viewer widens their browser window, the table will also widen.

Cell Borders

The Cell Borders setting puts borders between the table cells and around the outside of a table. The larger the value in the Cell Borders field, the thicker the border. If you do not want borders for the table, set the Cell Borders value to 0.

Cell Padding and Cell Spacing

The Cell Padding setting controls the space between the edge of the cell and its contents. The larger the value in the Cell Padding setting, the further the distance between the cell's edge and its contents.

The Cell Spacing setting controls the amount of space between table cells. The larger the value in the Cell Spacing setting, the larger the space between the cells.

Inserting a Table

1. Using the **Site panel**, open the **index.htm** file. Place the cursor below the logo.

2. You will place a table in the file. Click on the **Common tab** in the **Insert bar**.

3. Then, click the **Insert Table** button. A dialog box appears.

4. In the **Rows** field, **type 3**. In the **Columns** field, **type 2**.

5. You will set a width for the table that is a percentage of the screen. From the **Width** drop-down list, choose **Percent**, and in the **Width field**, **type 80**.

6. You will set the **Cell Padding to 0** and **Cell Spacing** are set to **5**. Click **OK**.

7. You will now type some text into the table. **Click** in the cell in the **first column** and **third row** of the table. Type:

Welcome to Edens Garden. We have been around since nearly the beginning of time, when Adam, Eve and later their sons decided to turn their love for flowers and for helping people into a business.

For more information, click on one of the images above.

You may expand the column to fit the text, by grabbing the border and dragging it.

<i>Welcome to Edens Garden. We have been around since nearly the beginning of time, when Adam, Eve and later their sons decided to turn their love for flowers and for helping people into a business. For more information, click on one of the images here.</i>	



Inserting Graphics in Table

8. Next you will place an image into the table. Click in the cell in the **first column and first row** of the table.

9. In the **Insert** bar's **Common** panel, click the **Image** button. In the dialog box, navigate to the **graphics** folder, choose **flower.jpg**, and click **OK**.

10. You will now label the image you just placed. Make sure the image is **selected**, and type *flower* in the **Alt** field in the **Properties inspector**.

11. You will add another image to the table. Widen the **second column** by **dragging** the border separating the first and second columns. Now click in the second column.

12. Then, in the **Insert** bar's **Common** panel, click the **Image** button. This time, choose **monthly.jpg**, and click **OK**. Type *monthly* in the **Alt** field. In the second row, insert the image **whats.jpg** and **store.jpg**. Type their names in the **Alt** field.

13. Before finishing, we will merge the two cells of the last row together. First, **select** the entire row. Now click the **Merge Cell** button in the **Properties inspector**.

14. Save the **index.htm** file.

15. Go to the **File** menu and choose **Preview in Browser** and then select **Installed Browser**.



Adding Hyperlinks

Types of Links

When you click on a hyperlink, whether it is text or an image, you are sent to a new location. It could be to a new file in a new site, or to a new file in the same site, or to a named spot in the same file.

Types of Addresses

Just like there are three types of links, there are three different types of addresses you may need to specify.

- The Absolute address (URL) is the complete address that includes the domain or server name, the folder or directory name, and the file name.
- The Relative address is the short address that only includes the folder or file name.
- The Anchor address is the address to a named location within a file.

So when do you use each of these? When your link refers to a file on a different server, you specify the absolute address. When your links refer to files within the same Web server and folder (directory) you do not need to specify the domain name and folder. Or, simply use

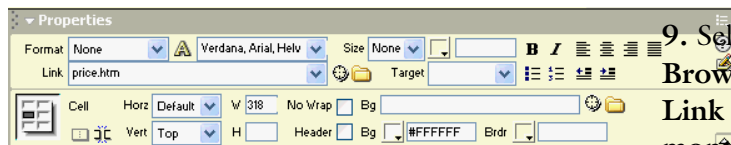
the name of the file as the link. Finally, when your link refers to a named location within a file, you must use # (pound sign) followed by the anchor name you gave it.

How to Create Links

You will now create the various links in your site. Once you select the text or image that you want to use as the link, you can use one of the following methods to create links:

- Type links manually into the Link field of the Properties inspector.
- Use the Hyperlink button in the Insert bar and enter information in the dialog box.
- Use the Browse for File button in the Properties inspector.

Creating Relative Links



1 Next you will add some relative links to the index file. Open the **index.htm** file.

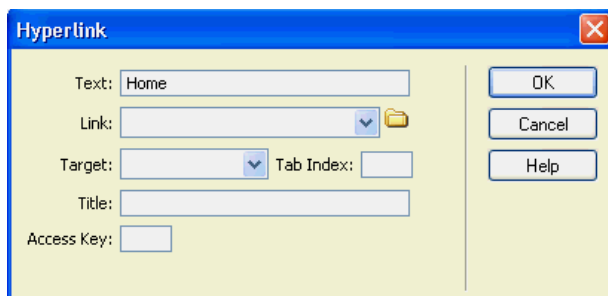
2. Click to place the insertion point after the table. Press **Enter**.

3. Type: | *Flower Info* | *Monthly Pick* |
What's New | *Store Info*.

4. Place the insertion point at the **beginning** of the line you just typed.

5. From the **Common** tab on the **Insert** bar, click the **Hyperlink** button on the **Insert** bar. A dialog box appears.

6. Type *Home* in the **Text** field.



7. Click the **Browse for File** button to the right of the **Link** field. A dialog box appears. Navigate to the **Edens Gardens** folder, and select **index.htm**. Click **OK**. Click **OK** again.

8. Select the text **Flower Info**. In the **Properties inspector**, click the **Browse for File** button to the right of the **Link** field. In the dialog box, find and select **flowerinfomain.htm**. Click **OK**.

9. Select the text **Monthly Pick**. Click the **Browse for File** button to the right of the **Link** field. In the dialog box, find and choose **monthypick.htm**. Click **OK**.

10. Select the text **What's New**. Use any method to create a **link** to **whatsnew.htm**.

11. Select the text **Store Info** and use any method to create a **link** to the **store.htm**.

12. **Save the file**. A dialog box appears.

13. On the **File** menu, click the **Preview in Browser** and choose **Installed Browser**.

14 Click on the “**Store Info**” link. Click the **Back** button to return to the page.

15. Click on the “**Home**” link. Close the browser and **return to Dreamweaver**.



Absolute Hyperlinks

You can use the Link field in the Properties inspector to link to external Internet resources, such as Web pages on other sites, e-mail addresses, etc. When adding an external URL link, you need to type the complete, absolute URL in the Link field in the Properties inspector. When adding an e-mail link, you can type the complete e-mail address in the Link field, or you can click the Insert E-Mail Link button in the Insert bar.

Creating Absolute Links

1. Use the **Site panel** to open the **store.htm** document.
2. Click to place the insertion point to the **right of the map** and press **Enter** and type: *Here are directions to Edens Garden's.*
3. Select the text “**Directions.**”
4. In the **Properties inspector**, click in the **Link** field and type *http://www.directionz.com* and press **Enter**.
5. **Preview** the page in the browser. Click the **Directionz** link. .
6. Go back to **Dreamweaver**.

Creating E-mail Links

7. You will now create an E-mail link, which will produce an E-mail form.
8. **Select** the E-mail address: *info@edensgarden.com*. Click the **Email Link** button on the **Insert bar**. A dialog box appears. The contents of the **Text** field will be the underlined link.

9. In both the **Text** and **E-Mail fields**, type *info@edensgarden.com*. Click **OK**.

10. Save and close the file.

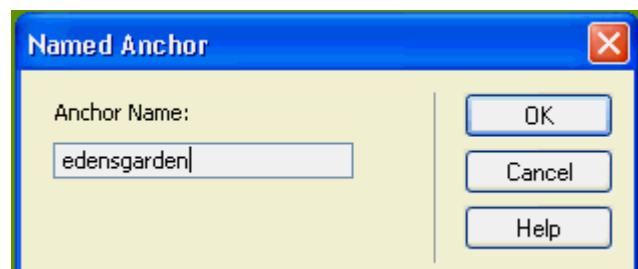
Note: If you type an e-mail address in the Link field, make sure to type “**mailto:**” in front of the e-mail address.

Anchors

Each of the links you have created so far jumps to a new page, whether to this site, or to another site. An **anchor** lets you create a link that jumps to a particular spot on a page, instead of to the top of the page. An anchor is a name to a specific position in a file. Then you can link to the anchor. You will create anchors within the *annuals.htm*.

Creating Anchors

1. Use the **Site panel** to open the **store.htm** page.
2. Position the **insertion point** before the “**Edens Garden**” text.
3. On the **Insert bar**, click the **Named Anchor** button. A dialog box appears. Type *edensgarden* in the **Anchor Name** field. Anchor names are case sensitive, so remember how you typed the name. Click **OK**. An anchor icon appears.



4. Now that you have named the anchor, you will create the link to the anchor. Select the text *Edens Garden* that appears **after** the map.

5. A link to a named anchor is preceded by a # sign. Type *#edensgarden* in the **Link** field in the **Properties inspector**, and press **Enter**.

6. Save the **store.htm** file and **preview** it in the browser. **Close** the browser after **testing** the anchor links.

7. **Close and save** any other open files.

Uploading a Web Site

The Site Map

The *site map* gives you a graphical representation of your site files, allowing you to see the site's structure and various file dependencies. You can display a site map within the Site panel.

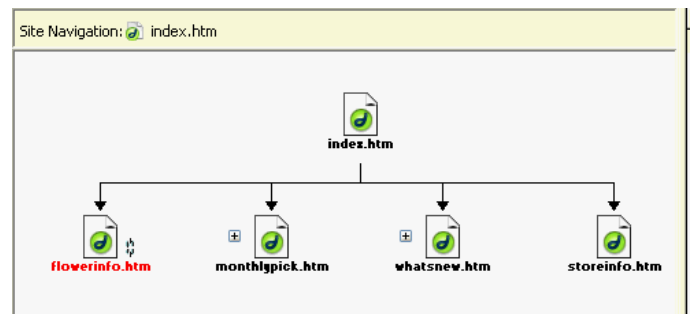
Using the Site Map

1. Click the **Expand/Collapse button** in the **Site panel**.
2. Click the **Site Map** button, and choose **Map and Files** from the **Site Map** drop-down list. The site map appears in the left pane, with the site files appearing in the right pane.
3. You will now view the dependent files for the **store.htm** page. Click the **+ symbol** next to **store.htm** page. A list of all the pages the **store.htm** page links to appears.
4. You can view the structure of linked pages within the current page's list, as well. Click the **+ symbol** next to **index.htm** under **store.htm**.

The files linked to the **index.htm** page appear. **Click the – symbol** to collapse the sub-list.

5. Choose **View and Show Dependent Files**. The site map now lists any images that are used on the page as well.

6. Click the **Expand/Collapse** button to **collapse the Site panel**. The Site panel displays the file list once again.

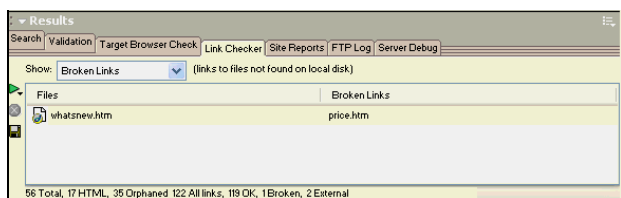


Checking Links

Before uploading a site, you should verify that all links are functional, and that all the files you need will be uploaded when you upload the site. You can perform a check of broken links, external links, and orphaned files (do not have any links associated with them). You can view each of these categories by choosing them from the Show drop-down list in the Results panel.

Checking Links for a Site

1. In the **Site** panel, choose **Site** and **Check Links Sitewide**. The **Results** panel appears at the bottom of the screen.
2. The **Broken Links** category currently appears in the Results panel in the **Show** list. In the **Link Checker** tab, choose **External Links** from the **Show** list. The two links from the store information page are displayed.
3. In the **Link Checker** tab, choose **Orphaned Files** from the **Show** list. The files that do not have any links to them are displayed.
4. In the **Results** panel, choose **Close Panel Group** from the **dropdown list** at the top-right corner.



Uploading a Site

Once you have checked the links, you are ready to set up the site for uploading.

In order to transfer the files to your server, you need several pieces of information. An ISP will issue a user name and password with your account, and will give you the FTP address. If you want to place site files within a sub-directory, you must also know that directory path. Before you transfer site files to your Web space, you will edit your remote site information:

1. In the **Site** panel, choose **Site** and **Edit Sites**.

2. In the dialog box, **select** your site, then click **Edit**.

3. In the dialog box, click on the **Advanced** tab, and select **Remote Info**.

4. Choose **FTP** from the **Access** drop-down list. Enter your **FTP address** in the FTP Host field.

5. If you want your site files to be placed inside a sub-directory within the remote site's root folder, **type** the sub-directory path in the Host Directory field.

6. Type your **user name and password** in the User Name and Password fields. You are now ready to upload your files to your Web space. You can also specify this information when defining your site for the first time.

For this course, you will create a test folder on your hard disk to move the files.

Uploading to Test Folder

1. You will now upload the entire Edens Gardens site. First you will specify a folder to house the “remote” site. Choose **Site** and **Edit Sites**. A dialog box appears.

2. Click on **Edens Gardens** in the **Site list** and click **Edit**. A dialog box appears.

3. Click on the **Advanced** tab, and select **Remote Info** in the **Category** list.

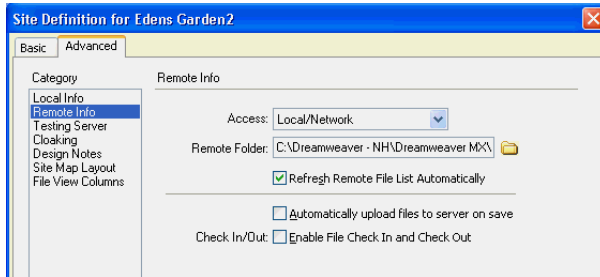
4. Choose **Local/Network** from the **Access** drop-down list.

5. Click the **Browse for File** button to the right of the **Remote Folder** field. A dialog box



appears. **Navigate** to the **Dreamweaver MX** folder. Click the **New Folder** button. A new folder appears. **Name** the new folder “**Test Site.**”

6. Make sure the **Test Site** folder is **selected**, and click **Open**. The Test Site folder appears in the Select field. Click **Select**. You return to the previous dialog box.



7. Click **OK**. You return to the previous dialog box. Click **Done**.

8. Click to select the **root folder** in the **Site panel**. By selecting the root folder, you signify that you want all of the files within the Site folder to be added.

9. Click the **Put Files** button at the top of the **Site panel**. This tells Dreamweaver to load all your pages to the remote site.

10. An alert box appears, asking if you want to upload the entire site. **Click OK**. The files are transferred to the Test Site folder. If you were uploading the site to a Web server, clicking the Put Files button would upload the files.

11. Click the **Expand/Collapse** button in the **Site panel** to expand.

12. Click the **Site Files** button to view the files in the **remote location**. The files have been “uploaded” to the Test Site folder.

13. Click the **Expand/Collapse** button to collapse the Site panel.

Uploading Changed Files

If you make changes to your site on your computer, you must upload those changed files to your Web server. You would choose **Edit** and **Select Newer Local** from the **Site panel**. Only the changed files are selected. At the top of the **Site panel**, click the **Put Files** button. A dialog box appears. Click **Yes** to upload the **dependent files** along with the **changed files**. It uploads the changed files to the Test Site folder.

