Betsy Bruce
John Ray

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Sams **Teach Yourself**

# Adobe® Dreamweaver® CS4

in 24 Hours

SAMS

## Sams Teach Yourself Adobe Dreamweaver CS4 in 24 Hours

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# Introduction

There was a time, not long ago, when the idea of using an application to develop websites was considered a travesty! The idea that an application could create code that would be clean, would be efficient, and would display properly in virtually any web browser seemed like pure fantasy.

Dreamweaver has forever changed how we think about web development. It is no longer the realm of the professional programmer. It is no longer a tangled mess of complicated codes and files. With the help of Dreamweaver, web development has become both a structured and a creative process. As a website development environment, it keeps your pages nice and neat and your links in working order. As a visual design tool, it frees you from the complexities of coding and allows you to focus on the content and look and feel of your site.

What is truly unique about Dreamweaver is that it can author virtually any type of website with any appearance. You may have heard someone say, "That site was made with such and such a tool." In Dreamweaver, the application helps you create your designs as you envision them, rather than trying to force you into a mold.

## What Is Dreamweaver CS4?

Dreamweaver CS4 is the latest release of Adobe's award-winning HTML editor and web application development tool. Dreamweaver offers tools that can be adapted to a very design-centric environment, or a code-centric programming focus. The depth and maturity of the tools ensure that everyone, regardless of their skill level or needs, will be able to use Dreamweaver effectively.

Dreamweaver, like most Adobe products, is fully cross-platform. The Mac OS X and Windows versions of the software offer the same features, with very slight variations in look and feel. Projects that you create in Dreamweaver can easily be shared among Windows and Mac users alike.

Dreamweaver's openness doesn't end at the desktop—it extends to the servers it supports, as well. Using the built-in tools, you can create websites that are ready for almost any modern web server—and transfer them to your remote host without ever leaving the application.

Making use of the latest web technologies, Dreamweaver makes it simple to add design elements using Cascading Style Sheets, and dynamic interfaces with Spry AJAX components. These features can help you create a new, modern website, or transform an existing site into a

compelling online experience featuring animation, drag-and-drop elements, drop-down menus, and much, much more!

# What's New in This Edition?

In Dreamweaver CS4, Adobe has given Dreamweaver a much-needed spring-cleaning. The application is sleeker, is easier to navigate, and gets rid of older, problematic features. A few of the changes you'll find in this edition are listed here:

- An updated user interface with callouts for quick reference
- New CSS features for quickly assigning and working with styles
- Adobe Photoshop Smart Objects for embedding live Photoshop files in your designs
- Adobe Bridge, a central hub for managing CS4 suite resources
- Spry AJAX effects and other third-party AJAX options
- InContext Editing, Adobe's new hosted content management option
- Information on gathering web statistics from finished sites
- New "Try It Yourself" step-by-step guides for testing out some of the most interesting Dreamweaver CS4 features

Dreamweaver never ceases to amaze with the range of features it provides. This update makes those features even more accessible than ever before. As you work through the 24 hours in this book, you'll find information on everything from the basics of site file structures all the way to content management systems and version control.

# Who Should Use Dreamweaver CS4?

One word: everyone. First-time web developers will love the ability to visually develop a site using tools that feel natural and provide instant feedback. Experienced developers may choose to start a layout visually and then switch to a code view to finish it off by hand. Dreamweaver gives you the flexibility to work the way you want, without getting in the way.

# Who Should Use This Book?

This book is for anyone new to Dreamweaver CS4 and anyone already using the application who wants to take it to the next level. Beginners will quickly learn how to create new pages, create and manage CSS, and deploy websites. More experienced readers will find the tips and tricks they need in order to use the application to its fullest.

# Conventions Used in This Book

This book uses several design elements and conventions to help you prioritize and reference the information it contains:

- New terms appear in a **semibold typeface**.
- When you are asked to type or enter text, that text appears in **bold**.
- Menu options are separated by a comma. For example, when you should open the File menu and choose the New Project menu option, the text says "Select File, New Project."
- A special `monospace` font is used on programming-related terms and language, and code.
- Placeholders—words or characters that represent the real words or characters you would type in code—appear in *`italic monospace`*.
- Some code statements presented in this book are too long to appear on a single line. In these cases, a line-continuation character is used to indicate that the following line is a continuation of the current statement.

# HOUR 3
# Setting Up a Website

Dreamweaver makes it very easy to open and edit single web pages—much like you would a word processing document. If you're planning to create multiple pages, however, the very first thing you should do is define a site. That's what you'll do this hour. Defining a site gives you a home base to work from. Without a site definition, Dreamweaver may run into difficulties linking or organizing your files.

You use Dreamweaver's Files panel to plan, create, and manage projects. Eventually you'll have lots of files: web pages (HTML, or hypertext markup language, files), image files, CSS (Cascading Style Sheets) files, and other types of files. It's important that you define your website to start off on the right foot.

WHAT YOU'LL LEARN IN THIS HOUR:

- How to define a website by using the Site Definition Wizard
- How to modify a website definition
- How to organize a website

## Defining a New Website

This hour introduces creating a storage directory for your website and then telling Dreamweaver about it. This directory will be the home of your site, and you'll build a logical structure beneath it with directories to hold supporting files such as images, scripts, and style sheets (more about this in later hours). Many beginning web developers simply start making web pages, skipping the site definition step—this is not recommended. You'll make your web development life easier by completing this important step before any development takes place.

Every website has a root directory. The **root** of a website is the main directory that contains files and other directories. When you define a website, Dreamweaver considers that directory and all the files (or other directories) within it to be the entire universe of that particular website. If you attempt

TIP

### Directories or Folders?

I (and many other people) use the terms *directory* and *folder* interchangeably. Both terms refer to a named container for files and other directories or folders. If you create a reference to a file in another directory, you must provide the name of the directory (also called a "path") that contains the file.

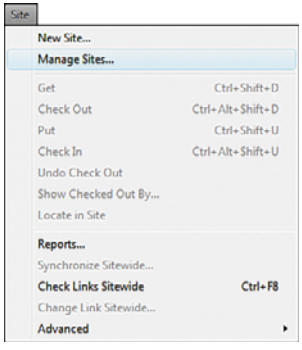



FIGURE 3.1
Select the Manage Sites menu to define a new site in Dreamweaver.

FIGURE 3.2
The Manage Sites dialog box lists all the websites you have defined and enables you to manage them.

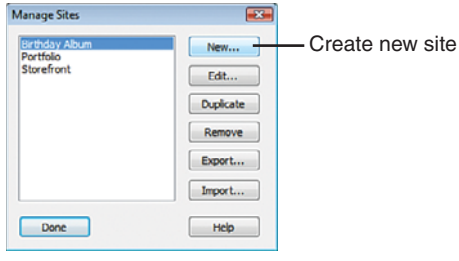
to insert an image from outside that universe, Dreamweaver prompts you to save the file inside the website.

Dreamweaver needs you to define your website so that it knows how to find files. For instance, if an image is located in an `images` directory within the site, Dreamweaver knows how to properly reference the image within a web page. If, however, the image is somewhere outside the defined site, Dreamweaver might not be able to reference it properly, and you might end up with bad links in your website. You learn more about how Dreamweaver links to files in Hour 5, "Adding Links: Hyperlinks, Anchors, and Mailto Links."

You have to define a new website for every project you create. Even when projects are related, you might decide to break them down into smaller sites so that the number of files isn't unwieldy in a single site. For instance, I create websites for a college within a major university. Rather than trying to create a single site for the entire college, I find it easier to break down the information into different sites by department. This creates more manageable chunks of information than lumping everything together. Regardless of the size of your site, you can have only a single site open in Dreamweaver at once.

To begin defining a website, open the Manage Sites dialog box by selecting Site, Manage Sites, as shown in Figure 3.1.

The Manage Sites dialog box, shown in Figure 3.2, is where you can create, edit, duplicate, remove, export, and import Dreamweaver site definitions. The title says it all: This is where you manage your websites! To begin defining a new site, click the New button in the Manage Sites dialog box and choose Site. The Site Definition dialog box appears.




The Site Definition dialog box is where you name your site and point Dreamweaver to where the files are stored on your computer. You can define a site even if you don't have any files; you simply define the site in an empty directory that is ready to hold all the web pages you create.

# Using the Site Definition Wizard

The Site Definition dialog box, shown in Figure 3.3, has two tabs at the top: Basic and Advanced. You begin by using the settings on the Basic tab, so make sure that tab is selected. The Basic tab contains the Site Definition Wizard, which walks you through the site definition. Later this hour, you learn how to edit your site definition using the Advanced tab in the Site Definition dialog box.

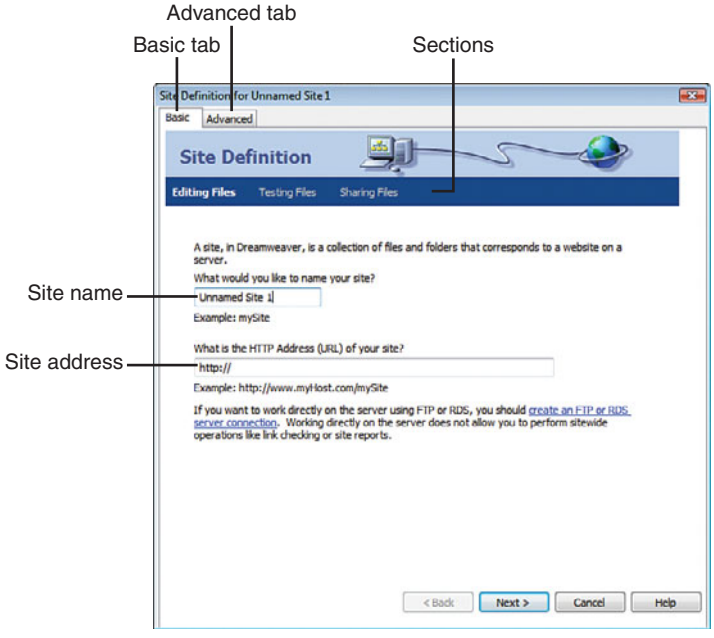



FIGURE 3.3
The Basic tab of the Site Definition dialog box walks you through setting up a site definition.

The Site Definition Wizard has three stages, shown as the section names at the top of the wizard:

- **Editing Files**—This section enables you to set up the local directory where you'll store the website. You tell the wizard whether your site uses server-side technologies. The sites and web pages in this book do not use these technologies, which connect web pages, servers, and often databases.
- **Testing Files**—This section is needed only for sites that use server-side technologies. We can skip over it!

TIP

### Open Manage Sites from the Site Menu

You can open the Manage Sites dialog box from the Files panel or from the Site menu. Many of the commands available in the Site menu are repeated in the Files panel so that you can access the commands from either location.

- **Sharing Files**—This section enables you to tell Dreamweaver how you want to transfer files to a server or another central location to share. You explore this functionality in Hour 22, "Uploading, Sharing, and Managing Website Projects."

## Filling In the Editing Files, Part 1, Section

Make sure that you have the Basic tab selected at the top of the Site Definition dialog box.

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### Filling In the First Editing Files Site Setup Section

Fill in the Editing Files section of the wizard using the following steps:

1. In the Site Definition Wizard (refer to Figure 3.3), give your site a name. This name is used only inside Dreamweaver, so it can be anything you want. The site name should be meaningful—it should identify the purpose of the website when you drop down the Site menu to change sites.

   My Dreamweaver installation has about 30 to 40 sites defined at times, so clear names help me quickly find the site I want to edit.

2. If you know the final HTTP address of your site, you can enter it here on the first page of the wizard; it's also fine to leave this empty.

3. Click the Next button.

## Filling In the Editing Files, Part 2, Section

The next page of the wizard, Editing Files, Part 2, enables you to specify whether you will be using server-side scripting to create dynamic web pages.

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### Completing the Editing Files, Part 2 Site Setup Section

Fill in the Editing Files, Part 2, section of the wizard:

1. Your web pages in this book are regular HTML pages, so you should click the top radio button that says No, I Do Not Want to Use a Server Technology, as shown in Figure 3.4.

2. Click the Next button.

TIP

### HTML and Dynamic Websites

Although we concentrate on HTML web pages, that doesn't mean they can't be interactive and dynamic experiences for the end user. You learn how to create pages with animation and how to change content later in the book.

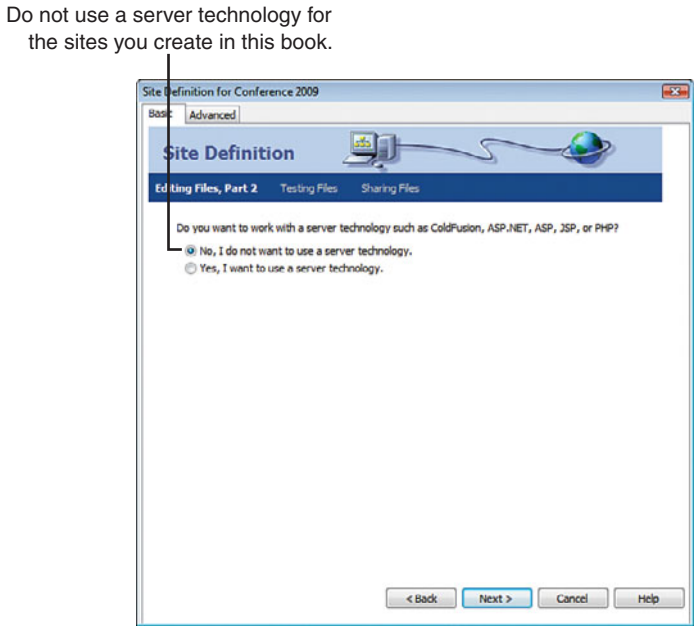


FIGURE 3.4
You indicate whether you will be using server-side scripting in your site.

## Filling In the Editing Files, Part 3, Section

The next page, Editing Files, Part 3, helps you specify where the files in your site are located. The site that you are creating here is your **development site**, not the final site that other people will view over the Web. You have to move the files in your development site to a server for people to view the files over the Web (doing so is the subject of Hour 22). The website located on a web server and available to the public is called the **live site**. I always work on an up-to-date copy of a website that is located on my local hard drive. You can store your development files in two places:

- On your local machine
- On a network drive

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### Completing the Editing Files, Part 3 Site Setup Section

Fill in the Editing Files, Part 3, section like so:

1. Select the top radio button, Edit Local Copies on My Machine, Then Upload to Server When Ready (Recommended), to elect to store the development files on your local machine; this is where most web developers store their files. If you are working in a networked environment (at your office, for instance), you could use the Edit Directly on Server Using Local Network selection.

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### Completing the Editing Files, Part 3 Site Setup Section

continued

2. As shown in Figure 3.5, the text box at the bottom of the dialog box asks you to enter the location of the site directory. Click the folder icon to the right of the text box to navigate to the directory where you will store your local site, the files you will work on in Dreamweaver. Either use an existing directory on your hard drive or create a new directory for your site.

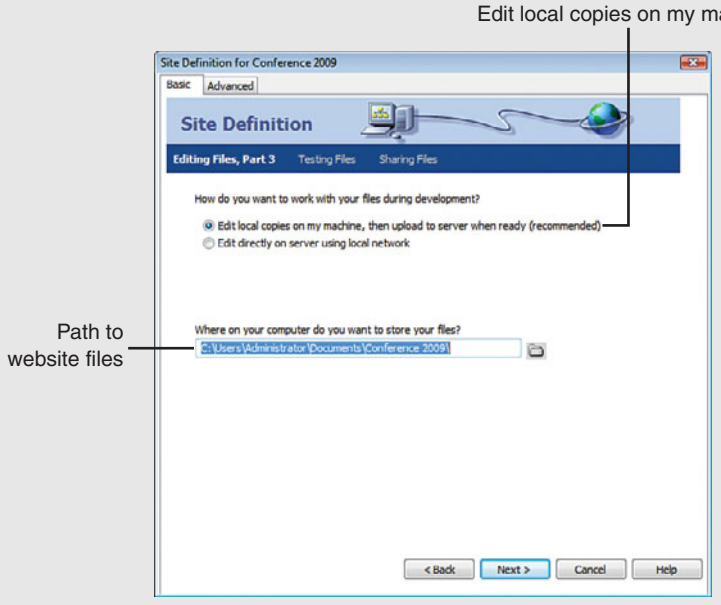



FIGURE 3.5
You enter the directory that houses your development files.

3. Click the Next button.

CAUTION

**Don't Develop on the Live Site**

Never edit directly on the final live site during development. You do not want to make a mistake on the real site; always make sure that you are working on a copy of the site.

## Filling In the Sharing Files Section

The next section in the Site Definition Wizard enables you to configure how you upload files to a server and share them with the world. You can also set up a central location where members of your team can share files. You learn how to configure remote servers and transfer files in Hour 22. Fill in the Sharing Files section in the following way:

1. Drop down the top menu and select None, as shown in Figure 3.6.
2. Click the Next button.

## Reviewing the Summary

The last page of the wizard displays a summary of your site, as shown in Figure 3.7. You can come back to this wizard at any time to change your site

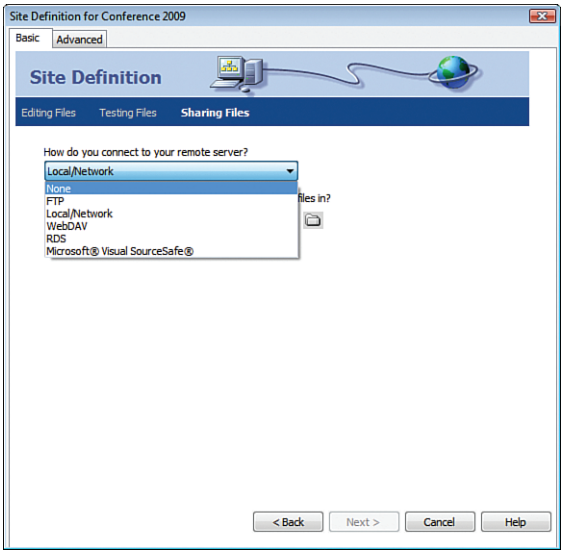



FIGURE 3.6
To set up the remote connection information later, simply select None.

definition by selecting the Edit Sites command from the Site menu (either the one in the Files panel or the one in the Document window). Click the Done button to finish defining your site to finish creating your site definition.

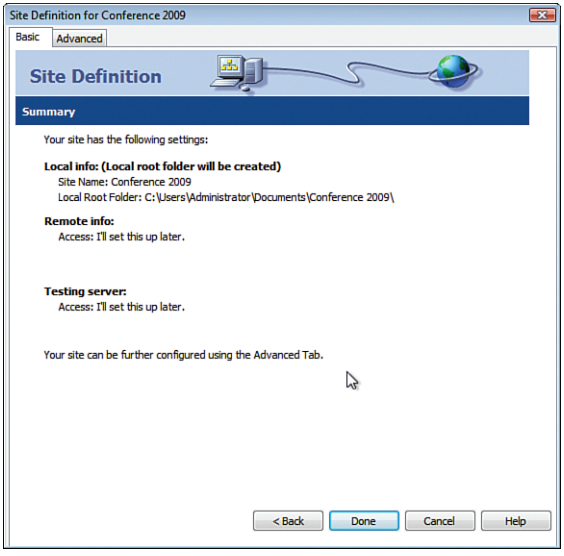



FIGURE 3.7
The Site Definition Wizard displays a summary of your site definition.

## Building the Site Cache

After you click the Done button, Dreamweaver displays a message, telling you that it will now create the initial site cache. When you click OK, a

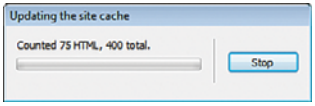


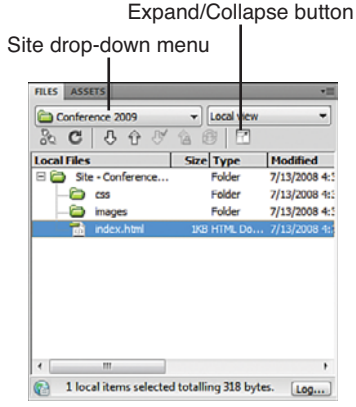

FIGURE 3.8
You might see a progress bar as Dreamweaver creates a cache for your site. This file speeds the updating of links when you move or rename a file.

progress bar like the one in Figure 3.8 appears (and disappears very quickly if you have nothing in your site). The initial site cache is created each time you create a new site. The **site cache** stores information about the links in your site so that they can be quickly updated if they change. Dreamweaver continues to update the cache as you work.

# Using the Files Panel

After you've defined your site, the site title you specified appears in the Site drop-down menu at the top of the Files panel (shown in Figure 3.9). As you create web pages and save them to your site, they appear in the Files panel. You use the Files panel to open web pages to edit in Dreamweaver. Right now you might not have any web pages in your site, but eventually you'll want to use the Files panel to create folders to organize the many web pages you've created.

FIGURE 3.9
The Files panel enables you to change sites and open web pages.




The Site drop-down menu is where you access the websites you have defined. If you work on multiple projects, you have multiple sites to choose from. For instance, you might have your own personal website defined, plus a site for your child's school or a site for a client whose website you are creating.

There is no special procedure for importing an existing website into Dreamweaver. If a copy of the existing website exists in a folder on your hard drive, simply define a site in Dreamweaver which points to that folder. That is all you need to do. All the files are available to edit in Dreamweaver, and you can easily modify web pages and then save them. Open a web page by double-clicking the filename listed in the Files panel.

So far you've used the collapsed version of the Files panel, but the next section introduces the expanded version of the Files panel.

## Expanding the Files Panel

There is a larger version of the Files panel, available to use when you need to work with files in your site and need access to more site-oriented commands. To open the expanded Files panel, perform the following actions:

1. Click the Expand/Collapse button in the Files panel, shown earlier in Figure 3.9.

   The Expanded Files panel, shown in Figure 3.10, is a larger representation of the Files panel and has two panes: Local Files (on the right, by default) and Remote Site (on the left), which you set up in Hour 22. Because you have not yet defined a remote site, you should not have any files in the Remote Site pane at this point.

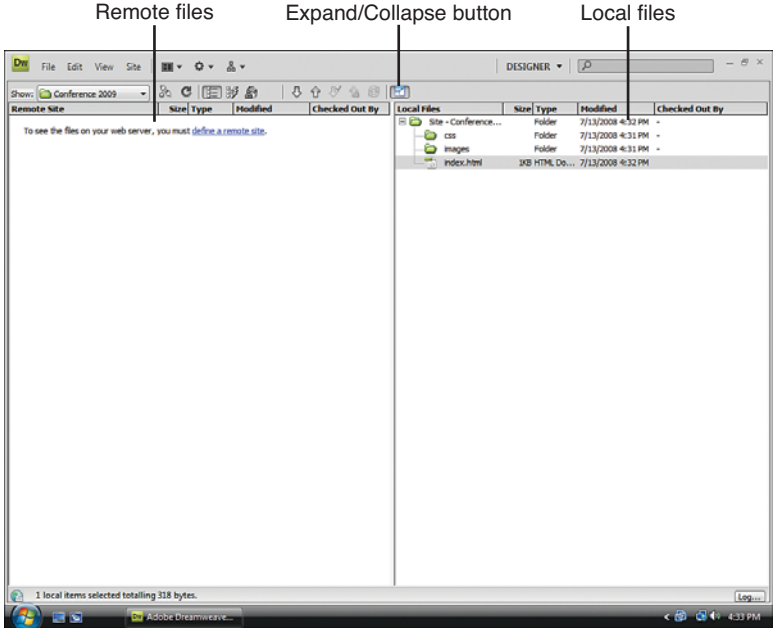



FIGURE 3.10
The Expanded Files panel has two panes: Local Files and Remote Site.

   When you click the Files Expand/Collapse button on the Macintosh, the Expanded Files panel opens in a new window. On Windows, it expands to fill the majority of the screen.

2. Click the Expand/Collapse button again to return to the smaller version of the Files panel.

## Creating New Files in the Files Panel

You can create new files and new folders right in the Dreamweaver Files panel. Right-click in the Files panel to open the Files panel menu. This context menu, shown in Figure 3.11, has two commands of interest at the top: New File and New Folder. You use those commands to create files and folders (also called **directories**) in the Files panel.

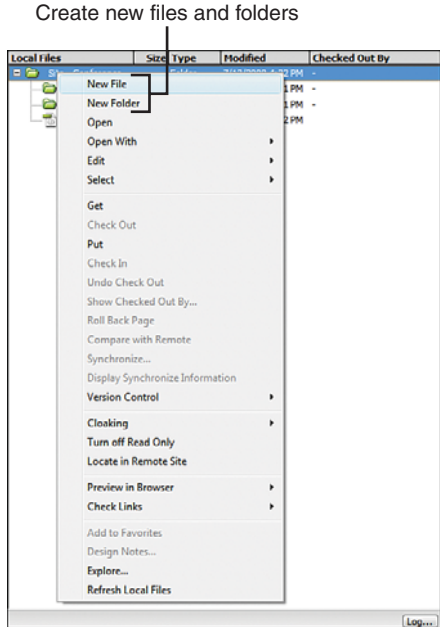



FIGURE 3.11
The Files panel context menu contains commands to create new folders and files in a website.

### ▼ TRY IT YOURSELF

### Creating an Images Directory

The websites you create need directories for organization; probably every site will at least have an images directory for all the images in the site. To create an images directory, follow these steps:

1. Right-click in the Files panel.

   You need to be careful about what is selected when you select the New Folder command so that you do not nest the folder within another folder. To add a folder at the site root, select the top line in the Files panel, which begins with the word *Site*.

2. Select the New Folder command. An untitled folder is added to your site.
3. Name the new folder **`images`**.
4. Repeat steps 1 and 2 and create a folder called **`css`**.

Now try adding a new file to your site with these steps:

1. Right-click on the root folder and select the New File command.
2. A new untitled web page is created in the website. Name the web page `index.html`, which is one of the popular default page names for many servers.

Using the **default page name** enables users to find your page more easily by just entering a basic web page address without the specific page appended. Another common default page name is `default.htm`. Both the `.htm` and the `.html` file extensions are acceptable. The `.htm` file extension became popular because the older versions of Microsoft Windows could handle only three-character file extensions; this is no longer a limitation in newer versions of Windows. After you add the new folder and a new file, the site should look as shown in Figure 3.12.

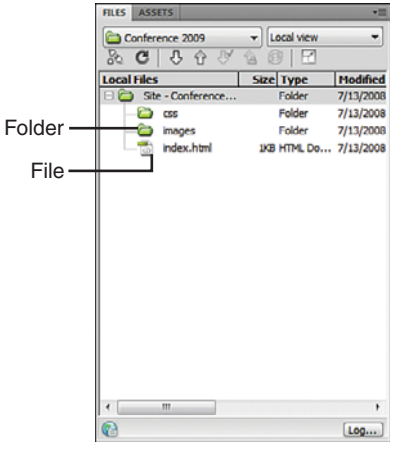



FIGURE 3.12
You can add files and folders in Dreamweaver's Files panel.

TIP

### Name Files Consistently

I think it's a good idea to name everything with lowercase letters. Some servers and scripting languages are case-sensitive. When you name everything with lowercase letters, you don't need to remember whether you used uppercase letters.

# Editing a Site Definition

So far in this hour, you have used the wizard on the Basic tab in the Site Definition dialog box to define a website. Now let's explore the Advanced tab and use it to edit site settings.

TIP

### A Quick Way to Edit Site Definitions

A fast way to open the Site Definition dialog box is by simply double-clicking the name of the site in the Files panel's Site drop-down menu.

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## Editing the Site Definition

To edit the site definition, follow these steps:

1. Open the Manage Sites dialog box again by selecting the Manage Sites command from the Site menu, or by choosing Manage Sites from the File panel's Site drop-down menu.
2. Select the site you just created from the list and then click the Edit button. The Site Definition dialog box opens again.

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## Editing the Site Definition

continued

3. Click the Advanced tab at the top of the dialog box. As shown in Figure 3.13, this is another view of the information you entered into the wizard.

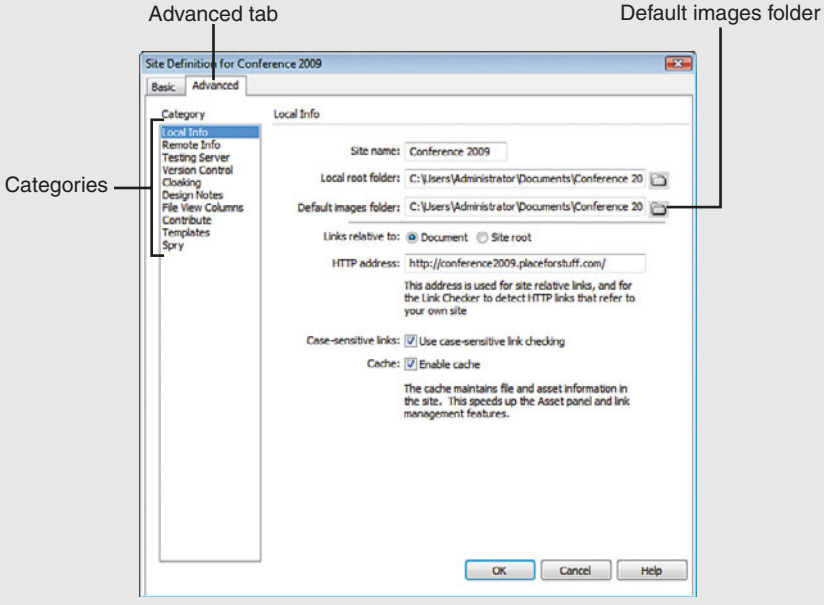


FIGURE 3.13
The Advanced tab contains all the site properties.

The left side of the Site Definition dialog box shows categories, and the right side lists the selected category's properties. Select the Local Info category. Don't some of these fields look familiar? That's because they are the same fields you set up using the wizard.

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## Setting a Default Images Folder

Set up a default images folder in the Local Info category in this way:

1. Select the folder icon next to the Default Images Folder text box.
2. Navigate to the images folder you just created. Now Dreamweaver knows where you keep your images for the site.
3. Click the OK button to save your changes.
4. Click the Done button to close the Edit Sites dialog box.

TIP

### Check Case Sensitivity

In the Advanced tab of the Site Definition dialog box is the Use Case-Sensitive Link Checking check box. If you select this setting, Dreamweaver checks that the links in your site use the same case (uppercase or lowercase) as the filenames. This is very useful if you are eventually uploading your website to a case-sensitive UNIX server.

You learn about other advanced options later in this book. In Hour 22, you set up the Remote Info category in order to upload your files to a remote website. In Hour 23, "Maintaining a Website," you explore the Cloaking and the Design Notes categories.

## Considering Site Organization

There are many opinions about the proper way to organize a website. Some people like to compartmentalize all the files into directories and subdirectories. Some people like to have a very shallow structure, with many files in a single directory. As you get more experienced at web development, you'll find your ideal method of organization. It's nice to exchange ideas with other web developers or hobbyists so that you can learn from the successes and failures of others and they can learn from yours.

I have a `Projects` directory on my hard drive, represented in Figure 3.14. The `Projects` directory contains a directory for each project on which I'm working. Within each project directory is a `Web` directory. This is the directory where I keep all the development files for the site and the directory that I set as the root in Dreamweaver.

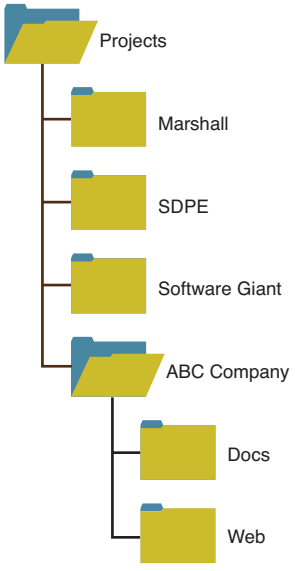


FIGURE 3.14
An example of a directory structure in which the website is housed in the **`Web`** directory.

This directory structure enables me to put other files, such as correspondence, contracts, invoices, and spreadsheets, in the client's folder without making them part of the website. It's good practice to keep other files separate from those you plan to transfer to the Web. You might prefer to have one directory that contains all your websites. Do whatever works best for you.

Put some thought into how you'll organize the files in your website before you start a project. You probably want to create a separate images folder to hold your images, as shown in Figure 3.15. If you have other types of assets, such as sound or video, you might want to create separate folders for those too. I always create a scripts directory to hold external JavaScript files and external Cascading Style Sheets files; you explore these in the later hours of this book.

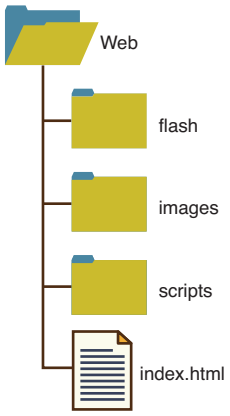


FIGURE 3.15
You can organize your website into images and other directories.

I try to logically break up sections of websites into separate directories. If your website has obvious divisions (departments, lessons, products, and so on), you can create directories to hold the web pages for each division. You'll be surprised at how even a small website becomes quickly unmanageable when all the files are dumped into one directory.

TIP

**Plan Now, Benefit Later**

It's a good idea to set up a common directory structure even if you aren't anticipating an extensive site. Websites have a way of growing over time. As developers come and go, a standardized structure helps ensure that all of the components of the site can be located and maintained.

Most websites use many image files. If you have different sections in your website, do you want to have separate images directories in each section? It might be a good way to organize your site. Then again, if images are used across multiple sections, it might make the images hard to find. Make sure that your organizational logic isn't going to break down as you add files to your site.

Luckily, if you do have to rearrange assets, Dreamweaver updates any links for you. When you move a file, Dreamweaver asks you whether you want to search and update links to that file. That's what the site cache is created for. However, it is still best to make wise design decisions at the beginning of a big project.

# Summary

In this hour, you learned how to define a website and determine its root. You learned how to quickly add files and folders to a site. In addition, you learned how to use the Files panel and expand it into the Expanded Files panel. You also learned how to open a site and edit it using some of the advanced site definition features. And you explored ideas about how to organize a site.

# Q&A

**Q.** **How do I import a website into Dreamweaver?**

**A.** There is no set procedure for importing a site. You simply define a site exactly as you did this hour, pointing to the root directory of the site you'd like to import. Dreamweaver presents all the files in the Files panel, enabling you to open and edit them. If the site you need to import is on a web server, you first need to read Hour 20, "Creating a Form and Collecting Data," and set up remote site settings pointing to the server.

**Q.** **If I need to move files within my site, is it okay to do it within Dreamweaver?**

**A.** If you need to do some housekeeping or rearranging, it's best to do it within Dreamweaver. Dreamweaver automatically updates links to files and warns you if deleting a file will affect other files within your site. Be sure to take care of these tasks within Dreamweaver and not elsewhere; otherwise, you might break links or other dependencies between files in the site.

# Workshop

## Quiz

1. **Why do you need to define a website?**
2. **What is the purpose of the Files panel?**
3. **True or false: You must go through a conversion process to import an existing website into Dreamweaver.**

## Quiz Answers

1. You define a website so that Dreamweaver knows where the root of the site is and what your site management preferences are.
2. The Files panel can be used to create new files and folders, edit existing files, and access site management features.
3. False. No conversion process is necessary to import an existing website into Dreamweaver.

## Exercises

1. Try defining a new website. Add some files and folders to the new site. Name one of the files `index.htm`.
2. Search for *Site Map* in Google (http://www.google.com) and look at the organization of other sites on the Web. The folders used to store web pages might or might not reflect the same structure outlined in the site map. Click some of the pages and look at the folder structure in the URLs.
3. Open up the Site Definition dialog box and explore the other categories in the Advanced tab (Design Notes or Cloaking, for instance). We cover the other categories in upcoming hours.

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