Your Web Space

Before you get started, it is important that you have somewhere to upload your web site when it is completed. You will need your own domain name and server space to upload your website. If this project is for class, your teacher will provide you with this information.

Getting Started

Before you start this you will need to make sure you have your own domain name and server to upload your site too. If you're doing this for class your teacher will provide this for you. First, you need to decide what you want to put on your Web site including: images, buttons, videos, PDF documents, PowerPoint presentations, etc. To create and maintain an organized Web site, you need to establish a hierarchy of folders that contain all of the components that make up your site. This folder is called your **"local root"** folder, it is important because this is where Dreamweaver looks for all of your files.

1. Create a new folder on your desktop. (On a Mac, click **File > New Folder,** on a PC, right click and choose **New Folder**)
2. Give the folder a brief, but descriptive name. Do not use capital letters, spaces or special characters when naming folders and files for your Web site. Eventually, this is where all of your pages will be saved. Open the folder and create another new folder inside. Name this folder **"images."**
3. Put all of your images, buttons, movie files, etc. inside the images folder.

Note: *Make sure that a copy of all of your components are in your root folder or they will not appear the next time your Web site is opened.*

Launch Dreamweaver

Now, you are ready to launch Dreamweaver. On a Mac, click the **Application folder > Adobe Dreamweaver CC**. On a PC, click **Start > Programs > Adobe Dreamweaver CC.**

The most important step you need to take every time you launch Dreamweaver is to "Define your Local Info." The **"local root"** folder is the name for the folder where you are storing all of your Web site's contents.

1. Click **Site > Manage Sites**. (**Note:** *If you are using Dreamweaver MX go to Site > New Site*)
2. Click **New > Site**.
3. Enter a name for the site in the **Site Name** text field. (This name will be for your use only – it will not be published with your site).
4. Click the small folder icon next to the **Local Root Folder** text field.
5. Navigate through the folders on the computer and/or disk and locate the folder that you have designated for your Web site project (local root folder).
6. Select the designated folder and click the **Choose** button.
7. Click on the **Advanced Settings** tab.
8. Follow the same steps above to choose your **Default Images Folder**, which is located in your **Local Root Folder**.
9. Click on the **Servers** tab located on the left side of the toolbar.
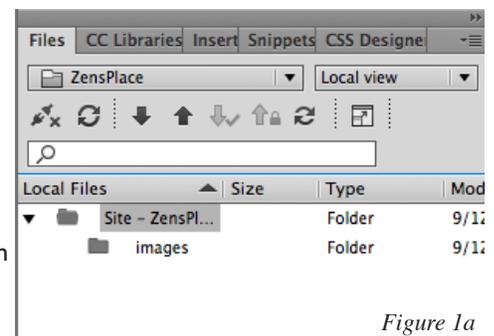
Figure 1a

Next, every time you launch Dreamweaver, you have to define your **Server.** The Servers tab is used to tell Dreamweaver where to put your Web site files when you are ready to upload them to the web. If you are using the BGSU personal server space, use the diagram below to fill out the information (if you are using any other server than you will need to know the host name).

1. Click on the **(+)** icon to add a new server.
2. Select **SFTP** in the Connect Using field.
3. The SFTP address is: **personal.bgsu.edu**
4. The host directory is: **public_html**
5. The username is: **your webmail username**
6. The password is: **your webmail password**
7. Click **Test** to make sure it connects to the server correctly.
8. Click **OK.**
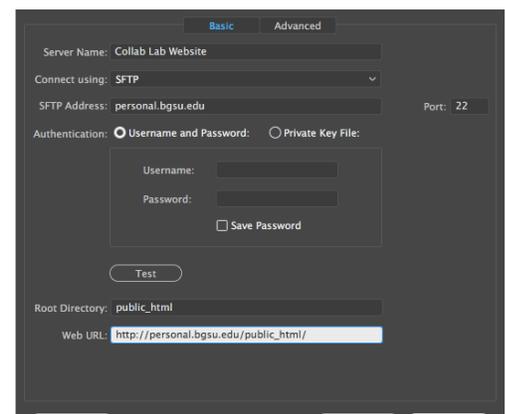9. Select your site name and click **Done.**

Figure 1b

Creating a Home page

Choose a page to be the **"home page"** of your Web site. This will be the first page that users encounter when they visit your site. Save this file to your **local root folder** as **index.html**. Naming the homepage **index.html** tells the web browser that this is the first page it should open when someone visits your site.

1. To add a new page go to **File > New** and choose a basic HTML page
2. Save this page by going to **File > Save As** and name the first page index.html

After your homepage called **index.html** is created, you can use this page as a template layout for all the other pages in your site. Simply click **Save As** and name the file whatever you wish, but be sure to keep them simple (for example, history.html, resume.html, etc.).

Implement Your Design

Using your layout sketches, simply create a table in Dreamweaver that has the same characteristics as the borders drawn on the page.
Note: Everything on each page of your Web site should fit into one large table.

To Insert a Table

1. Click **Insert > Table.**
2. Insert the amount of **Table Rows** and **Columns.**
3. Set **Table Width** to between 600 and 800 pixels.
4. Set **Border Thickness.** To make the border visible to users, type in a 1 or higher, to make the border invisible enter 0.
5. Cell padding adds room inside of a cell. Enter 0 for no space or a number to increase the space.
6. Cell spacing adds space between cells. Enter 0 for no space or a number to increase the space.
7. Click **OK.**

Set Table Alignment

1. Click the **Align** button on the **Property Inspector** and set it to your preferred alignment (Figure 2).

Note: Default is not recommended, because it can cause text or other objects to move positions when viewing in different browsers.
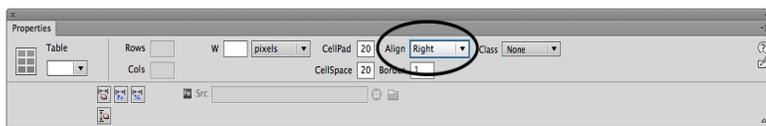
Figure 2

To Merge Cells

1. Select the cells you want to merge by holding shift and clicking inside of another cell (make sure you are in design view).
2. Click **Modify > Table > Merge Cells**

Note: There is also a merge cells button on the property inspector.

Adding Text

To insert text simply click inside of a cell and type in your content. When you click **enter**, Dreamweaver automatically adds paragraph spacing. To add a line space, click **SHIFT + ENTER**.

Inserting Images

1. Click in the cell where you want the image to appear.
2. Click **Insert > Image**.
3. Locate the image you want to insert.
   Remember: All of your images should be saved in the images folder that you established when you started.
4. Click **Choose** to insert the image.

Formatting Page Properties

1. To change the color of the pages background and the overall properties of your website, click **Modify > Page Properties**.
2. Click on the **Links** tab under **"Category"** to modify the property of the links before and after they are visited.

Other Helpful Hints

You can use the **Property Inspector** (Figure 3a and 3b) to adjust the properties and characteristics of tables, images and text in your Web page. The **Property Inspector** changes depending on what kind of object you have selected and has many shortcuts and useful tools needed when working with that particular object.

Cell Property Inspector   *Figure 3a*

Image Property Inspector   *Figure 3b*

In the figures, the circled buttons are used to align the cells spacing both horizontally and vertically.
Note: *This is important to do in each cell because by default it will allow the browser to choose where to place things.*

Ps	Edit	Launches Photoshop to edit indivdual images
	Optimize in Photoshop	Allows compression changes (to jpeg, gif files).
	Crop	Allows you to crop an image
	Brightness / Contrast	Allows the changing of brightness and contrast
	Sharpen	Increases overall image sharpness

Figure 3c