

Macromedia
Dreamweaver II

4.0

INSTRUCTIONAL COMPUTING SERVICES



INFORMATION TECHNOLOGY AT PURDUE

Macromedia Dreamweaver 4.0

Part II

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Working With META tags

META tags are HEAD elements that record information about the current page, such as the character encoding, author, copyright, and keywords. META tags can also be used to give information to the server, such as the expiration date, refresh interval, and PICS rating for the page. (PICS, the Platform for Internet Content Selection, provides a method for assigning ratings (like movie ratings) to Web pages.) Most importantly, META tags are used by search engines to allow them to more accurately list your site in their indexes.

If you want to denote additional information about your HTML document, use the META tag and the following properties:

Attribute Specifies whether the META tag contains descriptive information about the page (NAME) or HTTP header information (HTTP-EQUIV).

Value Specifies the type of information being offered. Some values, such as description, keywords, and refresh, are already well defined (and have their own special Property inspectors in Dreamweaver), but you can specify practically any value (for example, creation date, document ID, level).

Content Is the actual information. For example, if you specified level as the Value, Content might be beginner, intermediate, or advanced.

What does a META tag look like?

META tags are inserted at the top of your document, just after the <TITLE> tags. It follows the usual form of tags, ie <META name="something" content="something else"> but note that you don't have to have a </META> at the end of the tag, the way that you do with something like <BOLD> bold </BOLD>. However, make sure that each tag does not include any line breaks, since some search engines don't like this.

There are basically two major META tags that you can use:

<META name="keywords" content="a, list, of, keywords">

Choose whatever keywords you think are appropriate, separated by commas. Remember to include synonyms. So, if you had a page on books, you might want to include keywords such as author, subjects, fiction, non-fiction and so on.

Note: For a "robot friendly" Web page. The maximum number of characters we recommend for this Tag is 150

<META name="description" content="a description of your page">

Depending on the search engine, this will be displayed along with the title of your page in an index. "content" could be a word, sentence or even paragraph to describe your page. Keep this reasonably short, concise and to the point. Its a good idea to keep it relevant to your page and do not stray into other areas.

Note: Try separating each keyword with a comma and avoid multiple keywords. With some search engines this may be considered "word spamming". We would like to caution you regarding these multiple keywords.

To View Elements in the Head Section of Document:

Choose **View > Head Content**. For each element of the HEAD content, an icon appears at the top of the Document window.

To Insert Elements Into the HEAD Section of a Document:

1. Choose an item from the Insert > Head submenu.
2. Enter options for the element in the dialog box that appears or in the Property inspector.

To Edit Elements in the HEAD Section of Document:

1. Click one of the icons in the HEAD section to select it.
2. Set or modify the properties of the element in the Property inspector.

Simple Example Tag

```
<head>
<title>Web Site Design</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
<meta name="keywords" content="credit, webcourse, design, online, course, college">
<meta name="description" content="A one credit course offered totally online by St. Louis
Community College to introduce students to the design issues that take a web site from
mediocre to marvelous in just 4 weeks.">
</head>
```

Refreshing or Redirecting Web Pages

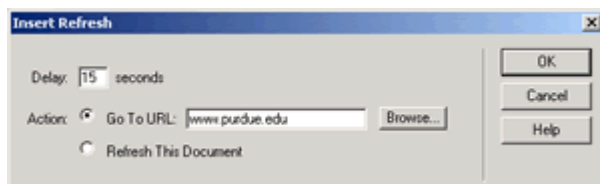
Use the Refresh element to specify that your page should refresh—by reloading the current page or going to a different one—automatically after a certain amount of time.

Delay Is the time in seconds to wait before refreshing the page. To refresh the page immediately, enter 0 in this field.

Action Specifies whether to go to a different URL or to refresh the current page. To go to a different URL, click the folder icon to browse to and select the page to load.

To Insert a Page Refresh or Redirection

Choose **Insert > Head > Refresh**



Working With Cascading Style Sheets (CSS)

CSS gives both Web site developers and users more control over how pages are displayed. With CSS, designers and users can create style sheets that define how different elements, such as headers and links, appear. These style sheets can then be applied to any Web page.

The term cascading derives from the fact that multiple style sheets can be applied to the same Web page. CSS was developed by the W3C. The specification is still evolving and is not fully supported by any current Web browsers.

A style is a group of formatting attributes that controls the appearance of a range of text in a single document. A CSS style sheet can be used to control several documents at once and includes all of the styles for a document. The advantage of using a CSS style sheet over an HTML style is that in addition to being linked to multiple documents, when a CSS style is updated or changed, the formatting of all the documents that use that style sheet are automatically updated as well.

CSS styles are identified by name or by HTML tag, allowing you to change an attribute of a style and see all text to which that style applies instantly reflect the change. CSS styles in HTML documents can control most of the traditional text formatting attributes such as font, size, and alignment. CSS styles can also specify unique HTML attributes such as positioning, special effects, and mouse rollovers.

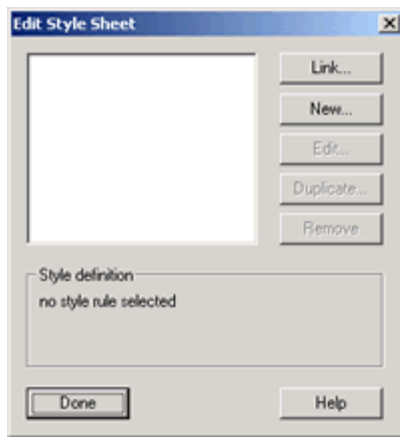
CSS style sheets reside in the HEAD area of a document and define a series of styles. CSS styles can define the formatting attributes for HTML tags, ranges of text identified by a CLASS attribute, or text that meets criteria conforming to the Cascading Style Sheets (CSS) specification.

CSS style sheets work in 4.0 and later browsers. Internet Explorer 3.0 recognizes some CSS style sheets, but most earlier browsers ignore them.

Creating a Style

1. Choose Text > CSS Styles > Edit Style Sheet (or Ctrl + Shift + E)

2. Click on the New button

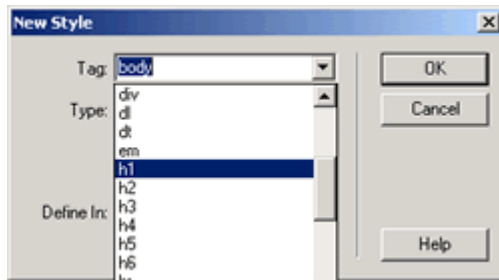


Redefine HTML Tag styles

Redefine the formatting for a particular tag, such as H1. When you create or change a CSS style for the H1 tag, all text formatted with the H1 tag is immediately updated.

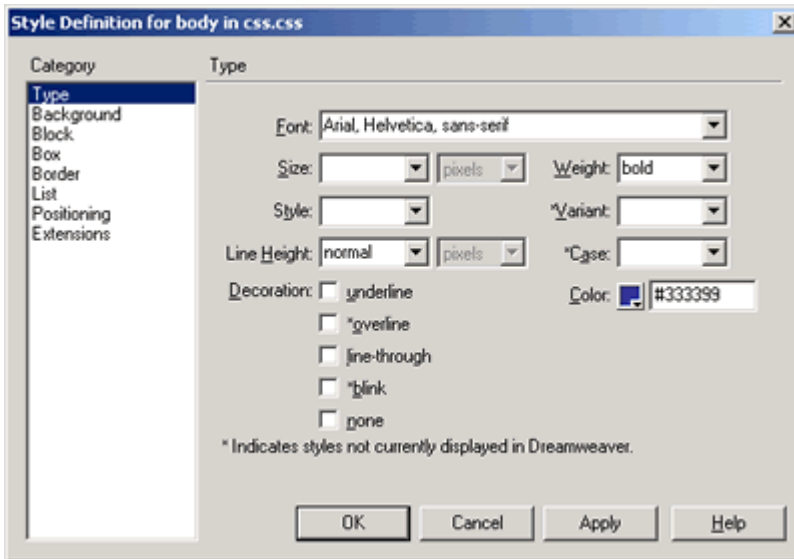
To Redefine HTML Tag Styles

1. Choose Window > CSS Styles
2. In the CSS Styles palette, click the New Style button.
3. Under Type, select Redefine HTML Tag.
4. From the Tag list, select the HTML tag.



5. Click OK.

6. In the Style definition dialog box, select the formatting settings for the new CSS style.



7. Click OK.

3 Common Style Definition Panels

Type Panel

Font Sets the font family (or series of families) for the style. Browsers display text in the first font in the series that is installed on the user's system. For compatibility with Internet Explorer 3.0, list a Windows font first.

Size Defines the size of the text. You can choose a specific size by selecting the number and the unit of measurement, or you can choose a relative size.

Style Specifies Normal, Italic, or Oblique as the font style. The default setting is Normal.

Line Height Sets the height of the line on which the text is placed. Select Normal to have the line height for the font size calculated automatically, or enter an exact value and select a unit of measurement. This attribute is not supported by current browsers and causes problems in Internet Explorer 3.0 browsers.

Decoration Adds an underline, overline, or line-through to text, or makes the text blink. The default setting for regular text is None. The default setting for links is Underline.

Weight Applies a specific or relative amount of boldface to the font. Normal is equivalent to 400; Bold is equivalent to 700.

Variant Lets you select a variation of the font, such as small caps. Dreamweaver does not display this attribute in the Document window.

Case Capitalizes the first letter of each word in the selection or makes it all uppercase or lowercase. Dreamweaver does not display this attribute in the Document window.

Color Defines the color of the text.

Box Panel

Width and Height Determine the size of the element. Dreamweaver displays this attribute in the Document window only when it is applied to images or layers.

Float Moves the element out of the page flow and places it at either the left or right page margin. Other elements wrap around the floating element as usual. Dreamweaver displays this attribute in the Document window only when it is applied to the IMG tag.

Clear Defines the sides that do not allow layers. If a layer appears on the clear side, the element with the clear setting moves below it. Dreamweaver displays this attribute in the Document window only when it is applied to the IMG tag.

Padding Defines the amount of space between the content of the element and its border (or its margin if there is no border). Dreamweaver does not display this attribute in the Document window.

Margin Defines the amount of space between the border of the element (or the padding if there is no border) and any other element. Dreamweaver displays this attribute in the Document window only when it is applied to block-level elements (paragraphs, headings, lists, and so on).

Block Panel

Word Spacing Adds extra space between words. Word spacing may be affected by text justification. You can specify negative values, but the display depends on the browser. Dreamweaver does not display this attribute in the Document window.

Letter Spacing Adds extra space between characters. You can specify negative values, but the display depends on the browser. Letter spacing overrides any extra space between letters caused by justification. Dreamweaver does not display this attribute in the Document window.

Vertical Alignment Specifies the vertical alignment of the element, often in relation to its parent. Dreamweaver displays this attribute in the Document window only when it is applied to the IMG tag.

Text Align Determines how text is aligned within the element.

Text Indent Specifies how far the first line is indented. A negative value may be used to create an outdent, but the display depends on the browser. Dreamweaver displays this attribute in the Document window only when the tag is applied to block-level elements.

Whitespace Determines how white space within the element is handled. Choose from three options: Normal collapses white space; Pre handles it as if the text were enclosed in PRE tags (that is, all white space, including spaces, tabs, and returns, is respected); Nowrap specifies that the text only wraps when a BR tag is encountered. Dreamweaver does not display this attribute in the Document window.

Custom Style Class

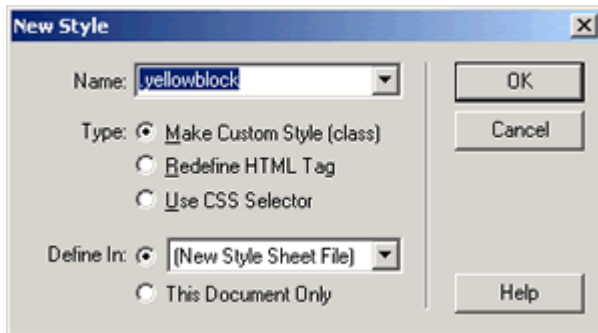
Creates a style that can be applied as a CLASS attribute to a range or block of text.

To Make a Custom Style Class

1. Choose Window > CSS Styles

2. In the CSS Styles palette, click the New Style button.
3. Under Type, select Make a Custom Style (class).
4. Enter a name.

Custom CSS style names must begin with a period. If you don't enter the period yourself, Dreamweaver enters it for you.



5. Click OK.
6. Select the attributes you want to add.
7. Click OK.
8. Click Done.

To Apply a Custom Style

1. Choose Window > CSS Styles (or F7).
2. Select the text to which you want to apply a CSS style.

Place the insertion point in a paragraph to apply the style to the entire paragraph.

To specify the exact tag to which the CSS style should be applied, select the tag with the tag selector at the bottom left of the Document window. You can also change the tag selection with the Apply To pop-up menu in the CSS Style palette.

If you select a range of text within a single paragraph, the CSS style affects only the selected range.

3. Click a style name in the CSS Style palette.



4. Your style will be updated.

Note: Disable the Apply check box if you do not want the style automatically applied upon selection.

To Edit, Duplicate or Delete a Custom Style

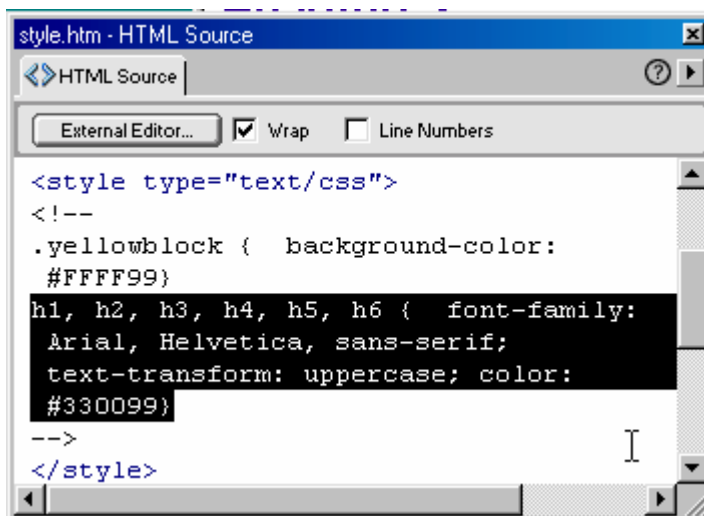
1. Left click a style name in the CSS Style palette and choose your action from the shortcut menu.

Use the CSS Selector

Defines the formatting for a particular combination of tags or for all tags that contain a specific ID attribute. This is useful when you want to modify a group of tags. For instance you might want all of the different kinds of heading tags to be a certain color. Or you may use the CSS Selector style to apply styles to the various states of a link.

To Define a Group of Tags

1. As a shortcut, define a single tag out of your group (for example the h1 tag).
2. Open the HTML inspector (F10) and locate your new style inside the <head> tag.
3. Type the additional tags you want to modify using commas to separate them.



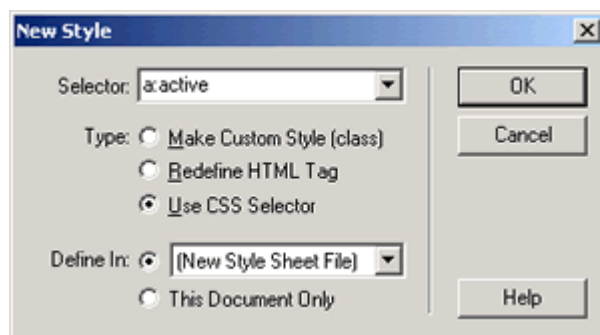
The screenshot shows a window titled "style.htm - HTML Source". The editor contains the following CSS code:

```
<style type="text/css">
<!--
.yellowblock { background-color:
#FFF999}
h1, h2, h3, h4, h5, h6 { font-family:
Arial, Helvetica, sans-serif;
text-transform: uppercase; color:
#330099}
-->
</style>
```

4. Close the HTML Inspector

To Apply Styles to the Various States of a Link.

1. Choose Window > CSS Styles
2. In the CSS Styles palette, click the New Style button.
3. Under Type, select Use CSS Selector.



4. From the Selector list, select a link state.

5. In the Style definition box select the formatting settings.
6. Click OK.

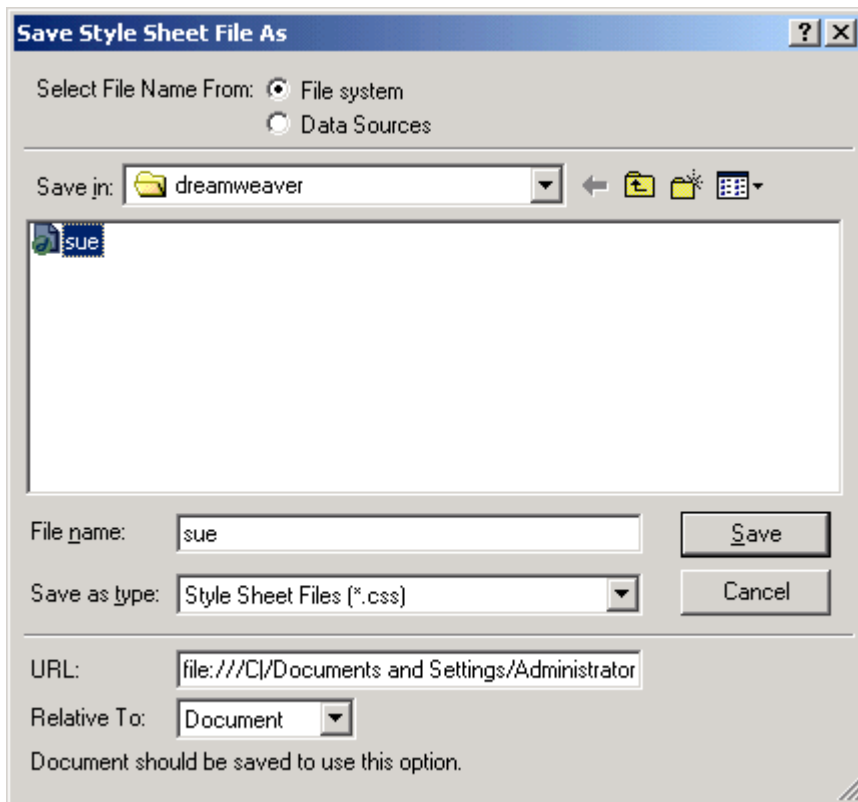
<A> tag state	Description
Active	How the link appears in the HTML document.
Hover	State occurs when you place the pointer over the link and point changes to a hand shape.
Link	State occurs when you click a link to make it active.
Visited	State occurs when you click the link and the linked resource appears in the browser.

Linked and Imported Style Sheets

A CSS style sheet is an external text file containing styles and formatting specifications. If you edit an external CSS style sheet, all documents linked to that CSS style sheet are updated with the changes.

To Create an External CSS Style Sheet:

1. Choose Text > CSS Styles > Edit Style Sheet (or Ctrl + Shift + E).
2. In the Edit Style Sheet dialog box, click Link.
3. Enter a new file name (one that doesn't already exist at the specified location). The file name must end in the .css extension.

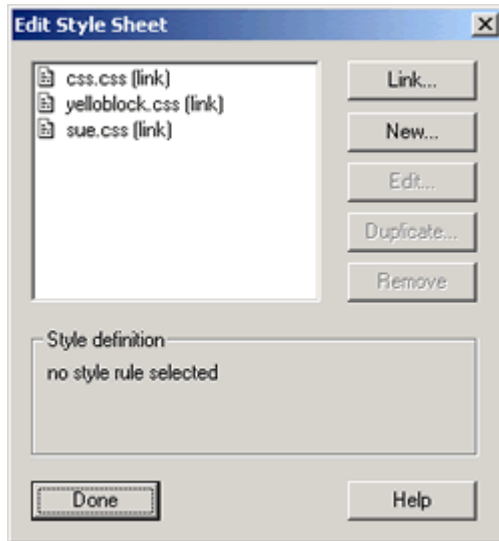


4. Select the Link to specify and create the tag used to attach the external CSS style sheet to the document.
5. Click OK.

The name of the external CSS style sheet appears with the identifier (link or import) in the list of styles in the Edit Style Sheet dialog box.

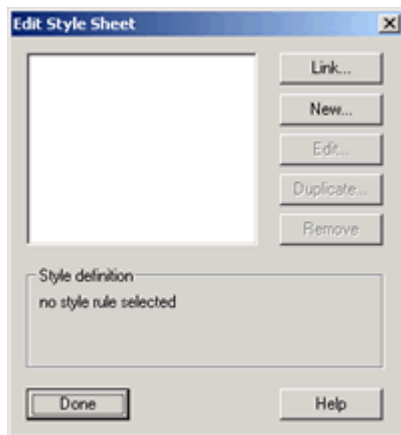
To Edit Your New Style Sheet

1. In the Edit Style Sheet dialog box, select the name of the external style sheet and click Edit.



The Edit Style Sheet dialog box appears for that style sheet.

2. Click New to define styles in the external CSS style sheet.



3. In the New Style dialog box, define the new style.
4. Click Save when you have finished defining styles.

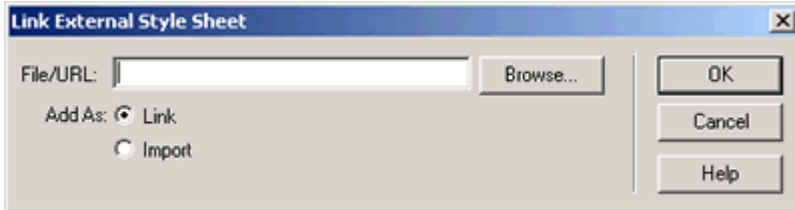
Note: Your new style sheet will be saved in the same directory as your file.

Import External Style Sheets

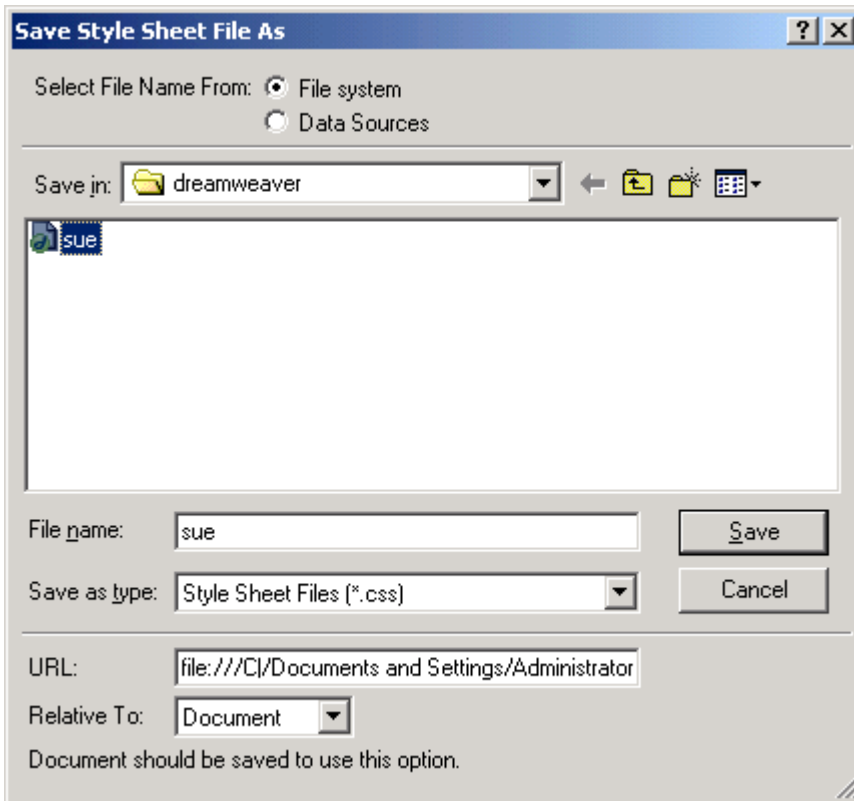
Import brings the information in the external CSS style sheet file into the current document, while Link accesses and relays the information without transferring it.

To Link to a Style Sheet

1. Choose Text > CSS Styles > Edit Style Sheet (or Ctrl + Shift + E).
2. In the Edit Style Sheet dialog box, click Link.
3. In the Link External Style Sheet dialog box, click the Browse button.



4. Select the CSS style sheet and click on Select



Note: Import brings the information in the external CSS style sheet file into the current document, while Link accesses and relays the information without transferring it. While both Import and Link call all styles in the external CSS style sheet into the current document, Link offers more features and works in more browsers.

About Conflicting Styles

When you apply two or more CSS styles to the same text, the styles may conflict and produce unexpected results. Browsers apply style attributes according to the following rules:

- If two styles are applied to the same text, the browser displays all attributes of both styles unless specific attributes conflict. For example, one style may specify blue as the text color and the other style may specify red.
- If attributes from two styles applied to the same text conflict, the browser displays the attribute of the innermost style (the style closest to the text itself).
- If there is a direct conflict, the attributes from CSS styles (styles applied with the CLASS attribute) overrule attributes from HTML tag styles.

In the example that follows, the style defined for H1 might specify the font, size, and color for all H1 paragraphs, but the custom CSS style .Blue applied to this paragraph overrules the color setting in the H1 style. The second custom CSS style .Red overrules .Blue because it is inside the .Blue style.

```
<H1><SPAN CLASS="Blue">This paragraph is controlled by the  
.Blue custom style and H1 HTML tag style.<SPAN  
CLASS="Red">Except this sentence is controlled by the .Red  
style.</SPAN> Now we're back to the .Blue  
style.</SPAN></H1>
```

Layers and Positioning

Layers provide Web page designers fine control over the exact pixel placement of elements. By putting page elements in layers, you can control which objects appear in front of each other and which ones are displaced or hidden. You can also use a timeline to move a layer or several layers simultaneously across a screen.

To Create a Layer

- 1 Place the insertion point in the Document window where you want to position the layer
- 2 Choose Insert > Layer.

To Insert an Image or Text into a Layer

1. Mouse Click in the layer, and either start typing or choose Insert > Image

Manipulating Layers

As you work with your page layout, layers can be activated, selected, or resized. Activating layers lets you place content in them. Selecting layers lets you align, reposition, or resize them. Resizing layers lets you change the dimensions of a single layer or make two or more layers the same height and width.

To Select a Layer

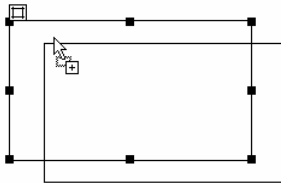
1. Click the layer marker in the Upper left hand corner.

To Select Multiple Layers

1. Shift-click inside or on the border of two or more layers.

To Move a Layer

1. Click the layer marker in the Upper left hand corner, hold down your left mouse button and drag it to a new position.



To Resize a Layer

1. Do one of the following:
 - To resize by dragging, select the layer and drag any of its resize handles.
 - To resize 1 pixel at a time, select the layer and press Control-arrow (Windows) or Option-arrow (Macintosh).
 - To resize by the grid snapping increment, press Shift-Control (Windows) or Option (Macintosh), while pressing an arrow key.
 - In the Property inspector, type a value for width and height.

Resizing a layer changes the width and height of the layer. It does not define how much of the layer's content is visible.

To Resize Multiple Layers:

1. In the Document window, select two or more layers.
2. Do one of the following:
 - Choose Modify > Layers and Hotspots > Make Same Width or Modify > Layers and Hotspots > Make Same Height.
 - The first selected layers will conform to the width or height of the last selected layer (highlighted in black).
 - In the Property inspector, under Multiple Layers, enter width and height values. The values are applied to all selected layers.

Snapping Layers to a Grid

Use the grid as a visual guide for positioning or resizing layers in the Document window. If snapping is enabled, layers are automatically positioned at the nearest snapping position when they are moved or resized. Snapping works regardless of whether the grid is visible.

To Display the Grid

1. Choose View > Grid > Show.

To Snap a Layer:

1. Choose View > Grid > Snap To to turn snapping on (or to toggle it off).
2. Select the layer and drag it; as you drag it, the layer jumps to the nearest snapping position. When released, the layer jumps to the nearest snapping position.

To Change Grid and Snap Settings:

1. Choose View > Grid > Settings to open the dialog box.
2. Select the desired options.
 - **Visible Grid** makes the grid visible. It works in tandem with the Show command (View > Grid > Show).
 - **Spacing** defines the distance between grid markers. Enter a number and then choose pixels, inches, or centimeters from the Units pop-up menu. The minimum unit is 25 pixels.
 - **Color** specifies the color of grid markers. The default color is light blue.
 - **Display** specifies whether the grid displays as lines or as dots.
 - **Snapping** turns snapping on and off. It works in tandem with the Snap To command (View > Grid > Snap To).
 - **Snap Every** specifies a snapping unit. Enter a number of units in the Snap Every box and choose pixels, inches, or centimeters from the Units pop-up menu. The default value is 5 pixels.

To make layers snap to the Visible grid, the grid and snap pixel units must be the same. For example, if Spacing is set to 50 pixels, set Snap Every to 50 pixels.

3. Click OK.

To Align Two or More Layers:

1. Select the layers.
2. Choose Modify > Layers and Hotspots, then select an alignment option.

For example, if you select Align Top, all of the layers move so that their top borders are in the same vertical position as the top border of the last selected layer (highlighted in black).

Layer Preferences

Use Layer preferences to define the default settings for new layers you create. Choose Edit > Preferences and then click Layers to change Layer preferences.

- **Tag** Determines the default tag used to define the layer. SPAN and DIV create CSS layers; LAYER and ILAYER create Netscape layers.

- **Visibility** Determines whether layers are visible by default.
- **Width and Height** Set the default width and height of layers created by Insert > Layer.
- **Background Color** Specifies the default background color.
- **Background Image** Specifies a default background image.
- **Nesting** Makes a layer drawn within the boundaries of an existing layer a nested layer. Press Control (Windows) or Command (Macintosh) to temporarily change this setting while you're drawing a layer.
- **Netscape 4 Compatibility** Inserts JavaScript in the HEAD of a document and fixes how Netscape CSS layers resize in a browser. You can also add or remove the JavaScript, by choosing Commands > Add/Remove Netscape Resize Fix.

Layer Properties

Use the Property inspector to specify the name and location of a layer as well as to set other layer options. To see all of the following properties, click the expander arrow in the lower right corner of the Property inspector.



Layer ID Allows you to specify a name to identify the layer in the Layer palette and for scripting. Enter a name in the unlabeled box on the left side of the Property inspector. Use only standard alphanumeric characters for a layer name. Do not use special characters such as spaces, hyphens, slashes, or periods.

L and T Specify the position of the layer relative to the top left corner of the page or parent layer.

W and H Specify the width and height of the layer. These values are overridden if the content of the layer exceeds the specified size.

For CSS layers, the default values for location and size are in pixels (px). You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent's value). The abbreviations must follow the value without a space: for example, 3mm. The Overflow setting controls how CSS layers react when the content exceeds the layer's size.

Z-Index Determines the z-index, or stacking order, of the layer. Higher-numbered layers appear above lower-numbered layers. Values can be positive or negative. It's easier to change the stacking order of layers using the Layer palette than to enter specific z-index values. See *Changing the stacking order of layers*.

Vis Determines the initial display condition of the layer. Use a scripting language, such as JavaScript, to control the visibility property and dynamically display layer contents. Choose from the following options:

- Default does not specify a visibility property, but most browsers interpret this as Inherit.
- Inherit uses the visibility property of the layer's parent.
- Visible displays the layer contents, regardless of the parent's value.

- **Hidden** hides the layer contents, regardless of the parent's value. Note that hidden layers created with LAYER and ILAYER still take up the same space as if they were visible.

Bg Image Specifies a background image for the layer. Click the folder icon to browse to and select an image file, or type the path for the image in the text field.

Bg Color Specifies a background color for the layer. Leave this option blank to specify a transparent background.

Tag Determines whether the layer is a CSS layer or a Netscape layer. SPAN and DIV create CSS layers; LAYER and ILAYER create Netscape layers.

Overflow (CSS layers only) determines what happens if the contents of a layer exceed its size. Choose from the following options:

- **Visible** increases the layer size so that all of the layer's contents are visible. The layer expands downward and to the right.
- **Hidden** maintains the layer's size and clips any content that doesn't fit. No scroll bars are provided.
- **Scroll** adds scroll bars to the layer regardless of whether the contents exceed the layer's size. Specifically providing scroll bars avoids confusion resulting from the appearance and disappearance of scroll bars in a dynamic environment. This option works only in browsers that support scroll bars.
- **Auto** makes scroll bars appear only when the layer's contents exceed its boundaries.

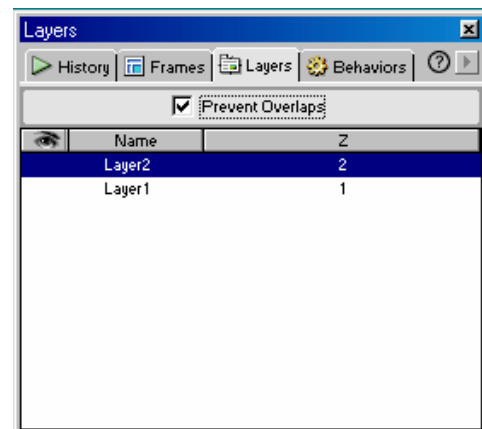
Clip Defines the visible area of a layer. Specify values that represent the distance in pixels from the layer's boundaries. T (top) and L (left) settings are relative to the layer, not to the page.

Use Left, Top or PageX, PageY (Netscape layers only) lets you position a layer in relation to its parent. The Left, Top option places the layer in relation to the top left corner of its parent. The PageX, PageY option places the layer in an absolute location relative to the top left corner of the page, regardless of the position of the parent layer.

Layer Palette

The Layer palette is a visual map of the layers in your document. Choose Window > Layers or press F11 to open the Layer palette. Layers are displayed as a stacked list of names; the first created layer is at the bottom of the list, and the most recently created layer is at the top of the list. Nested layers are displayed as names connected to parent layers. Click the expander arrow to show or hide nested layers.

Use the Layer palette to prevent overlaps, to change the visibility of layers, to nest or stack layers, and to select one or more layers.



To Change the Stacking Order of Layers in the Layer Palette:

1. Choose Window > Layers to open the Layer palette.

2. Select and drag a layer up or down to the desired stacking order. You'll see a line appear as you move the layer. Release the mouse button when the placement line appears in the desired stacking order.

Nesting Layers

A nested layer is a layer created inside another layer. Use the Layer palette or the insertion, drag and drop, or drawing technique to create nested layers.

You can use nesting to group layers together. A nested layer moves with its parent layer and inherits its visibility.

To Create a Nested Layer

1. Place the insertion point inside an existing layer and choose Insert > Layer.
- or -
Drag and drop a nested layer, drag the Layer button from the Object palette, then drop it inside an existing layer.

Changing Layer Visibility

While working on your document, you can show and hide layers to see how the page will appear under different conditions. Use the Layer palette to change the visibility of layers. Use the Layer preferences panel to set the default visibility for new layers. See Layer preferences.

To Change Layer Visibility:

1. Choose Window > Layers to open the Layer palette.
 - In the row of the layer you're affecting, click in the eye-icon column until you set the desired visibility.

-An open eye means the layer is visible.

-A closed eye means the layer is invisible.

-If there is no eye icon, the layer inherits visibility from its parent.

To Change the Visibility of All Layers At Once:

1. Choose Window > Layers to open the Layer palette.
2. Click the header eye icon at the top of the column.

Using Behaviors

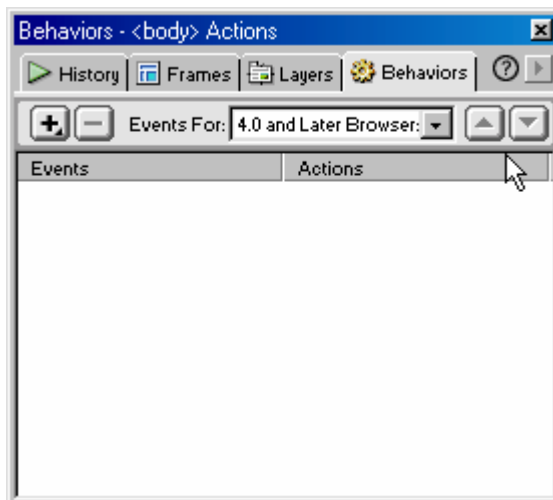
Behaviors allow the user's interaction with the page to change the page, or to cause certain tasks to be performed. A behavior is a combination of an event and an action. For example, when the user moves the mouse over an image (an event), the image might highlight (an action). An action consists of prewritten JavaScript code that performs specific tasks, such as opening a browser window, playing a sound, or stopping a Shockwave movie. Events are defined by browsers for each page element; for example, `onMouseOver`, `onMouseOut`, and `onClick` are events associated with links in most browsers, whereas `onLoad` is an event associated with images and the document body. Events are generated by browsers in

response to user actions; for example, when a visitor to your page moves the pointer over a link, the browser generates an `onMouseOver` event, and calls the JavaScript function (if any) that you've associated with that event. The events that you can use to trigger a given action vary from browser to browser.

When attaching a behavior to a page element, you specify an action and the event that triggers it. Several actions can all be triggered by the same event, and you can specify the order in which the actions occur.

Dreamweaver includes several behavior actions; additional actions can be found on the Dreamweaver Web site as well as on third-party developer sites.

The Behavior Inspector



Use the Behavior inspector to attach behaviors to objects and to modify parameters of previously attached behaviors. Behaviors are listed alphabetically by event. If there are several actions for the same event, the actions appear in the order in which they will execute.

The selected tag appears at the top of the inspector.

To open the Behavior inspector, choose **Window > Behaviors** or click the Behaviors button in the Launcher.

Actions (+) Displays a list of actions that can occur. Choosing an action causes a parameters dialog box to appear.

Delete (-) Removes a chosen action and associated event from the list in the Behavior inspector.

Events For Specifies the browsers in which the current behavior should work. The selection you make from this menu determines which events appear in the Events pop-up menu.

Up and down arrow buttons Move the selected action up or down in the behavior list. Actions are executed in the specified order.

Events Displays all the events that can trigger the action. Different events appear depending on the object selected. If the expected events don't appear, make sure the correct object is selected. Use the tag selector at the bottom left of the Document window to select a tag.

Note: Different browsers recognize different events for various objects. Choose the browsers in which you want the behavior to work from the Events For pop-up menu. Only the events recognized by the selected browsers appear on the Events pop-up menu.

About Events

The following list describes the events that can be linked to the actions listed in the Behavior inspector's Actions (+) pop-up menu. When a visitor to your Web page interacts with the page—for example, by clicking an image—the browser generates events; those events can be used to call JavaScript functions that cause an action to occur. (Events can also be generated without user interaction, such as when you set a page to automatically reload every 10 seconds.) Dreamweaver supplies many common actions that you can trigger using these events.

The list also specifies which browsers can generate each event. NS3 means Netscape Navigator 3.0; NS4 means Netscape Navigator 4.0; IE3 means Internet Explorer 3.0; IE4

onAbort (NS3, NS4, IE4) is generated when the user stops the browser from completely loading an image (for example, when the user clicks the browser's Stop button while an image is loading).

onAfterUpdate (IE4) is generated when a bound data element on the page has finished updating the data source.

onBeforeUpdate (IE4) is generated when a bound data element on the page has been changed and is about to lose focus (and is therefore about to update the data source).

onBlur (NS3, NS4, IE3, IE4) is the opposite of **onFocus**. The **onBlur** event is generated when the specified element stops being the focus of user interaction. For example, when a user clicks outside a text field after clicking in the text field, the browser generates an **onBlur** event for the text field.

onBounce (IE4) is generated when a marquee element's contents have reached the boundary of the marquee.

onChange (NS3, NS4, IE3, IE4) is generated when the user changes a value on the page, such as when the user chooses an item from a menu, or when the user changes the value of a text field and then clicks elsewhere on the page.

onClick (NS3, NS4, IE3, IE4) is generated when the user clicks the specified element, such as a link, button, or image map. (Clicking is defined as pressing and then releasing the mouse button while pointing to the element.)

onDbClick (NS4, IE4) is generated when the user double-clicks the specified element. (Double-clicking is defined as quickly pressing and releasing the mouse button while pointing to the element.)

onError (NS3, NS4, IE4) is generated when a browser error occurs while a page or image is loading.

onFinish (IE4) is generated when the contents of a marquee element have completed a loop.

onFocus (NS3, NS4, IE3, IE4) is generated when the specified element becomes the focus of user interaction. For example, clicking in a text field of a form generates an **onFocus** event.

onHelp (IE4) is generated when the user clicks the browser's Help button or chooses Help from a browser menu.

onKeyDown (NS4, IE4) is generated as soon as the user presses any key. (The user does not have to release the key for this event to be generated.)

onKeyPress (NS4, IE4) is generated when the user presses and releases any key; this event is like a combination of the **onKeyDown** and **onKeyUp** events.

onKeyUp (NS4, IE4) is generated when the user releases a key after pressing it.

onLoad (NS3, NS4, IE3, IE4) is generated when an image or page finishes loading.

onMouseDown (NS4, IE4) is generated when the user presses the mouse button. (The user does not have to release the mouse button to generate this event.)

onMouseMove (IE3, IE4) is generated when the user moves the mouse while pointing to the specified element. (That is, the pointer stays within the boundaries of the element.)

onMouseOut (NS3, NS4, IE4) is generated when the pointer moves off the specified element. (The specified element is usually a link.)

onMouseOver (NS3, NS4, IE3, IE4) is generated when the mouse first moves to point to the specified element. (That is, when the pointer moves from not pointing to the element to pointing to the element.) The specified element for this event is usually a link.

onMouseUp (NS4, IE4) is generated when a pressed mouse button is released.

onMove (NS4) is generated when a window or frame moves.

onReadyStateChange (IE4) is generated when the state of the specified element changes. Possible element states include uninitialized, loading, and complete.

onReset (NS3, NS4, IE3, IE4) is generated when a form is reset to its default values.

onResize (NS4, IE4) is generated when the user resizes the browser window or a frame.

onRowEnter (IE4) is generated when the current record pointer of the bound data source has changed.

onRowExit (IE4) is generated when the current record pointer of the bound data source is about to change.

onScroll (IE4) is generated when the user scrolls up or down.

onSelect (NS3, NS4, IE3, IE4) is generated when the user selects text in a text field.

onStart (IE4) is generated when a marquee element's contents begin a loop.

onSubmit (NS3, NS4, IE3, IE4) is generated when the user submits a form.

onUnload (NS3, NS4, IE3, IE4) is generated when the user leaves the page.

Attaching a Behavior

You can attach behaviors to the entire document (that is, to the BODY tag) or to links, images, form elements, or any of several other HTML elements. The browser determines which elements can accept behaviors. Internet Explorer 4.0, for example, has a much wider array of events for each element than Netscape Navigator 4.0 or any 3.0 browser.

You can specify more than one action for each event. Actions occur in the order in which they're listed in the Actions column of the Behavior inspector. For information on changing the order of actions, see [Changing a behavior](#).

To Attach a Behavior:

1. Select an object.

To attach a behavior to the entire page, click the <body> tag in the tag selector at the bottom left of the Document window.

2. Choose Window > Behaviors to open the Behavior inspector, or click the Behaviors button on the Launcher.

The HTML tag of the selected object appears in the title bar of the Behavior inspector.

3. Click the plus (+) button and choose an action from the Actions pop-up menu.

Actions that are dimmed in the menu can't be chosen, because they won't work in the current document. For example, the Play Timeline action is dimmed if the document has no timelines. If no events are available for the selected object, all actions are dimmed.

A dialog box appears, displaying parameters and instructions for the action.

4. Enter parameters for the action, and click OK.

All actions provided in Dreamweaver work in 4.0 and later browsers. Some actions do not work in older browsers. See Using the behavior actions that ship with Dreamweaver.

5. The default event to trigger the action appears in the Events column. If this is not the trigger event you want, choose another event from the Events pop-up menu.

Different events appear in the Events pop-up menu depending on the selected object and on the browsers specified in the Events For pop-up menu. Events may be dimmed if the relevant objects do not yet exist on the page or if the selected object cannot receive events. If the expected events don't appear, make sure the correct object is selected, or change the target browsers in the Events For pop-up menu.

If you're attaching a behavior to an image, some events (such as onmouseover) appear in parentheses. These events are available only for links. When you choose one of them, Dreamweaver wraps an A tag around the image to define a dummy link. The dummy link is represented by a number sign (#) in the Property inspector's Link box. You can change the link value if you want to turn it into a real link to another page, but if you delete the number sign without replacing it with another link, you will remove the behavior.

To Change a Behavior:

1. Select an object with a behavior attached.
2. Choose Window > Behaviors to open the Behavior inspector.

Behaviors appear in the inspector alphabetically by event. If there are several actions for the same event, the actions appear in the order in which they will execute.

3. Choose from the following options:
 - **To edit an action**, double-click the behavior name, or select it and press Enter (Windows) or Return (Macintosh); then change parameters in the dialog box and click OK.
 - **To change the order of actions** for a given event, select the behavior and click the up or down arrow button.
 - **To delete a behavior**, select it and click the minus (-) button or press Delete.

Downloading and Installing Third-Party Behaviors

One of the most useful features of Dreamweaver is its extensibility—that is, it offers users who are proficient in JavaScript the opportunity to write their own objects, behaviors, commands, and property inspectors. Many of these users have chosen to share their development efforts with others by submitting files to the Dreamweaver Web site. To download these extensibility files, open the Behavior inspector and choose Get More Behaviors from the Actions (+) pop-up menu.

To Install a Downloaded Third-Party Behavior:

1. Extract the behavior files from the downloaded archive with a file-decompression tool.
2. Drag the extracted files to the Configuration/Behaviors/Actions folder in the Dreamweaver application folder.
3. Relaunch Dreamweaver.

Creating a Rollover

A rollover is an image that changes when the pointer moves across it. A rollover actually consists of two images: the primary image (the image displayed when the page first loads) and the rollover image (the image that appears when the pointer moves over the primary image). When you create a rollover, both images must be the same size; if the images are not the same size, Dreamweaver automatically resizes the second image to match the properties of the first image.

To Create a Rollover:

1. In the Document window, place the insertion point where you want the rollover to appear.
2. Insert the rollover by using one of these methods:
 - Choose Window > Objects to open the Object palette, and click the Rollover button.
 - Choose Insert > Rollover Image.
3. In the dialog box that appears, enter the following information:
 - Browse and select an image, or type the path and file name of the original image in the Original Image field.
 - Browse and select a rollover image, or type the path and file name of the rollover image in the Rollover Image field.
 - To create a link, browse and select a file, or replace the # in the Link field with a path and file name.
 - To have Dreamweaver preload the images in the browser's cache, select the Preload Images option.
4. Click OK.

To Test a Rollover:

1. Choose File > Preview in Browser.

2. In the browser, move the pointer over the primary image. The display should switch to the rollover image.

Applying Behaviors To Images

You can apply any available behavior to an image or image hotspot. When you apply a behavior to a hotspot, Dreamweaver inserts the HTML source code into the AREA tag. There are three behaviors that apply specifically to images: Preload Images, Swap Image, and Swap Image Restore.

Preload Images Loads images that do not appear on the page right away (such as those that will be swapped in with timelines, behaviors, layers, or JavaScript) into the browser cache. This prevents delays caused by downloading when it is time for the images to appear.

Swap Image Swaps one image for another by changing the SRC attribute of the IMG tag. Use this action to create button rollovers and other image effects (including swapping more than one image at a time). See Swap Image.

Swap Image Restore Restores the last set of swapped images to their previous source files. This action is automatically added whenever you attach the Swap Image action to an object by default; you should never need to select it manually. See Swap Image Restore.

Swap Image

The Swap Image action swaps one image for another by changing the SRC attribute of the IMG tag. Use this action to create button rollovers and other image effects (including swapping more than one image at a time).

Note: Because only the SRC attribute is affected by this action, you should swap in an image that has the same dimensions (height and width) as the original in order to avoid distortion.

To Use the Swap Image Action:

1. Choose Insert > Image or click the Image button on the Object palette to insert an image.
2. In the Property inspector, enter a name for the image in the leftmost text field.
 - The Swap Image action still works if you do not name your images; it names unnamed images automatically when you attach the behavior to an object. However, it is easier to distinguish images in the Swap Image dialog box if all of the images are named beforehand.
3. Repeat steps 1 and 2 to insert additional images.
4. Select an object (generally the image you're going to swap) and open the Behavior inspector.
5. Click the plus (+) button and choose Swap Image from the Actions pop-up menu.
6. From the Images list, select the image whose source you want to change.
7. Click Browse to select the new image file, or enter the path and file name of the new image in the Set Source To field.
8. Repeat steps 6 and 7 for any additional images you want to change.
9. Select the Preload Images option to load the new images into the browser's cache when the page is loaded.
 - This prevents delays caused by downloading when it is time for the images to appear.

10. Click OK.

11. Check that the default event is the one you want.

- If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Events For pop-up menu.

Creating Navigation Bars

A navigation bar consists of an image, or a set of images, whose display changes based on the actions of a user.

Before using the Insert Navigation Bar command, create a set of navigation bar images for the states of an image you want displayed.

An image can have four states:

Up: the image that appears when the page initially loads.

Over: the image that appears when the pointer is rolled over an image.

Down: the image that appears when an image is clicked.

Down and Over: the image that appears when the pointer is rolled over the image after the image has been clicked.

You can create a navigation bar, copy it to other pages in your site, and edit the page behaviors to show different states as pages are accessed.

To Create a Navigation Bar:

1. Choose Insert > Navigation Bar.
2. In the Element Name field, type a name for the navigation bar element.
 - Element names appear in the Nav Bar Elements list. You can use the up or down arrow button to arrange elements in the navigation bar.
3. Select image state options (you must select an Up Image; other image states are optional):
4. In the When Clicked, Go To URL field, select a location in which the file will open by doing one of the following:
 - Select Main Window to open the file in the same window.
 - Select a frame in which the file will open.
5. Select image loading options:
 - **Preload Images** downloads the images when the page loads. If this option isn't selected, there may be a delay when the user moves the pointer over the rollover image.
 - **Select Show "Down Image"** Initially to display the selected element in its down state when the page is displayed. For example, when the home page loads, the home page button should be in its down state.
6. Under Insert, select from these options:

- To insert the navigation bars elements vertically or horizontally in the document, use the Insert pop-up menu.
 - To insert the navigation bar elements in a table, select the Use Tables checkbox.
7. Click the plus (+) button to add another element to the navigation bar, then follow steps 2 through 6 to set the state for that element.
 8. Click OK.

Using Templates

A template is a document that you can use as the foundation for other documents. When you create a template, you can indicate which elements of a page should remain constant (noneditable) and which elements can be changed. For example, if you are publishing an online magazine, the masthead probably won't change, but the title and content of the feature story will change in every issue. To indicate the style and location of the feature story, you can use placeholder text and define it as an editable region. To add a new feature article, the writer just selects the placeholder text and types the article over it.

You can modify a template even after you have used it to create documents. Then, when you update documents that use the template, the locked (noneditable) sections of those documents are updated to match the changes to the template.

Creating Templates

You can create a template from an existing HTML document and then modify it to suit your needs, or you can create a template from scratch, starting with a blank HTML document.

Templates are automatically stored in the Templates folder in the local root folder for the site. If this folder does not already exist, Dreamweaver creates it when you save a new template.

To Save an Existing Document as a Template:

1. Choose File > Open and select a document.
2. Choose File > Save as Template.
3. In the dialog box that appears, select a site and enter a name for the template in the Save As box.
4. Click Save.

To Create a New, Blank Template:

1. Choose Window > Templates.
2. In the Template palette, Click the context menu button, then select New Template.
3. While the template is still selected, enter a name for the template.

To Edit a Template:

1. Choose Window > Templates.
2. In the Template palette, double-click the name of the template.
3. Edit the template in the Document window.

Setting Template Page Properties

Documents created from a template inherit the template's page properties, except for the page title. If a document uses a template, you can change the document's title, but any changes you make to its other page properties are ignored.

You define a template's page properties using the **Modify > Page Properties** command. If you need to change a document's page properties after the template has been applied, you must modify the template's page properties and then update the pages that use the template.

To Define the Template's Page Properties:

1. Open the template and choose **Modify > Page Properties**.
2. Specify the desired options for the page and click **OK**.

Modifying Templates and Updating the Site

When you make a change to a template, Dreamweaver prompts you to update the pages that use the template. You can also use the update commands to manually update the current page or the entire site. Applying the update commands is the same as reapplying the template.

To Open The Template Used to Create the Current Document:

1. Choose **Modify > Templates > Open Attached Template**.

Now modify the content of the template as necessary. To modify the template's page properties, choose **Modify > Page Properties**. (Documents created from a template inherit the template's page properties, except for the page title.)

To Update the Current Document to the Most Current Version of a Template:

1. Choose **Modify > Templates > Update Current Page**.

To Update the Entire Site or All Documents that Use a Particular Template:

1. Choose **Modify > Templates > Update Pages**.
2. In the **Look In** pop-up menu, do one of the following:
 - Choose **Entire Site**, and then select the site name. This updates all pages in the selected site to their corresponding templates.
 - Choose **Files That Use**, and then select the template name. This updates all pages in the current site that use the selected template.
3. Make sure **Templates** is selected in the **Update** option.
4. Click **Start**.

Using Libraries

Libraries contain page elements such as images, text, and other objects that you want to reuse or update frequently throughout your Web site. These elements are called library items.

When you place a library item in a document, Dreamweaver inserts a copy of the HTML source code into the file and creates a reference to the original, external item. The reference to the external library item makes it possible to update the content on an entire site all at once by changing the library item and then using the update commands in the Modify > Library submenu.

Dreamweaver stores library items in a Library folder within the local root folder for each site. You can define a different library for each site.

Creating a Library Item

When you create a library item, you select a portion of a document's BODY section, and Dreamweaver converts the selected area into a library item.

Library items can include any BODY element, including text, tables, forms, images, Java applets, plugins, and ActiveX elements. Dreamweaver stores only a reference to linked items such as images. The original file must remain at the specified location for the library item to work correctly.

Library items can also contain behaviors, but there are special requirements for editing the behaviors in library items. Library items cannot contain timelines or style sheets, because the code for these elements is part of the HEAD section.

To Create a Library Item:

1. 1 Select a portion of a document to save as a library item.
2. 2 Choose Window > Library and drag the selection into the Library palette.
3. 3 Enter a name for the new library item.

Adding a Library Item to a Page

When you add a library item to a page, the actual content is inserted in the document along with a reference to the original item. After the content has been inserted, the original item does not have to be present for the content to be displayed.

To Add a Library Item:

1. Place the insertion point in the Document window.
2. Choose Window > Library or click the Library button on the Launcher.
3. Drag an item from the Library palette to the Document window, or select an item and click Insert.

To insert the item's content without creating an instance of the item in the document, press Control (Windows) or Option (Macintosh) while dragging an item out of the Library palette.

Making Changes to a Library Item

Editing a library item changes the original item file. Dreamweaver lets you choose to update the edited item in all documents in the current site, rename items to break their connection with documents or templates, and delete items from a library.

Note: The CSS Style palette, Timeline inspector, and Behavior inspector are unavailable when you are editing a library item, because library items can contain only BODY elements. Timeline and CSS

style sheet code is part of the HEAD section, and the Behavior inspector is unavailable because it inserts code into the HEAD as well as the BODY section. For instructions on editing behaviors, see [Editing a behavior in a library item](#).

To Edit a Library Item:

1. Choose **Window > Library** or click **Library** on the Launcher.
2. Select a library item and click the **Open** icon (the folder icon) at the bottom of the palette, or double-click the item.
3. Edit the library item and then save your changes.
4. In the dialog box that appears, choose whether to update the documents on the local site with the edited library item:
 - Choose **Update** to update all documents in the local site with the edited library item.
 - Choose **Don't Update** to avoid changing any documents until you use **Modify > Library > Update Current Page** or **Update Pages**.

To Update Pages That Use an Edited Library Item:

1. Choose **Modify > Library > Update Pages**.
2. In the dialog box that appears, choose the files that you want to update.
 - Choose **Entire Site** to update all documents on the specified site.
 - Choose **Files That Use** to update all documents that use the specified library item.
3. Click **Start**.

The content of the library item is replaced in the specified documents.

To Rename a Library Item:

1. Select a library item in the **Library** palette.
2. Click inside the item name.
3. Enter a new name.
4. When you click **OK**, Dreamweaver asks if you want to update files that use the item.

If you click **Yes**, all documents that previously used the item will update their references to the new name.

If you click **No**, documents that have references to the item under its old name will not automatically update their references to the new name.

To Delete a Library Item from a Library:

1. Choose **Window > Library** or click the **Library** button on the Launcher.
2. Select an item in the **Library** palette.

3. Click the trash icon or press Delete.

Deleting a library item removes the item from the library, but doesn't change the content of any documents.

Editing a Behavior in a Library Item

When you create library items that contain elements with behaviors attached to them, Dreamweaver copies the element and its event handler (the attribute that specifies which event to look for and which action to call when the event occurs) to the library item file. Dreamweaver does not copy the associated JavaScript functions into the library item. Instead, Dreamweaver automatically inserts the functions into the HEAD section of the current document (if they do not already exist) when you add the library item to the document.

The JavaScript functions are not stored with the library item because they are HEAD elements, and library items can only contain BODY elements. Thus the Behavior inspector is unavailable when you are editing a library item, because only half of the behavior code is available to inspect. To edit a behavior in a library item, you must first make the item editable and then re-create it after making changes.

To Edit a Behavior in a Library Item:

1. Open a document that contains the library item.

Note the name of the library item, as well as the exact tags it contains. You'll need this information in steps 8 and 9.

2. Select the library item and click Detach from Original in the Property inspector.
3. Select the element that has the behavior attached to it.
4. Choose Window > Behaviors to open the Behavior inspector, and then double-click the action you want to change.
5. In the dialog box that appears, make the necessary changes and click OK.
6. Choose Window > Library to open the Library palette.
7. Delete the original library item.
8. In the Document window, select the elements that make up the library item.

Be careful to select exactly the same elements that were in the original library item.

9. In the Library palette, use the context menu to select Create Library Item, and give the new item the same name as the one you deleted in step 7.

Be sure to use exactly the same spelling and capitalization.

10. To update the library item in your site pages, do one of the following

Choose Modify > Library > Update Pages.

Use the context menu, then select Update Pages.

11. In the Update Pages dialog box, in the Look in pop-up menu, select Files That Use.

The name of the library item you just created should appear in the adjacent pop-up menu.

12. Select Update Library Items, and then click Start.
13. Click Close to exit the Update Pages dialog box.

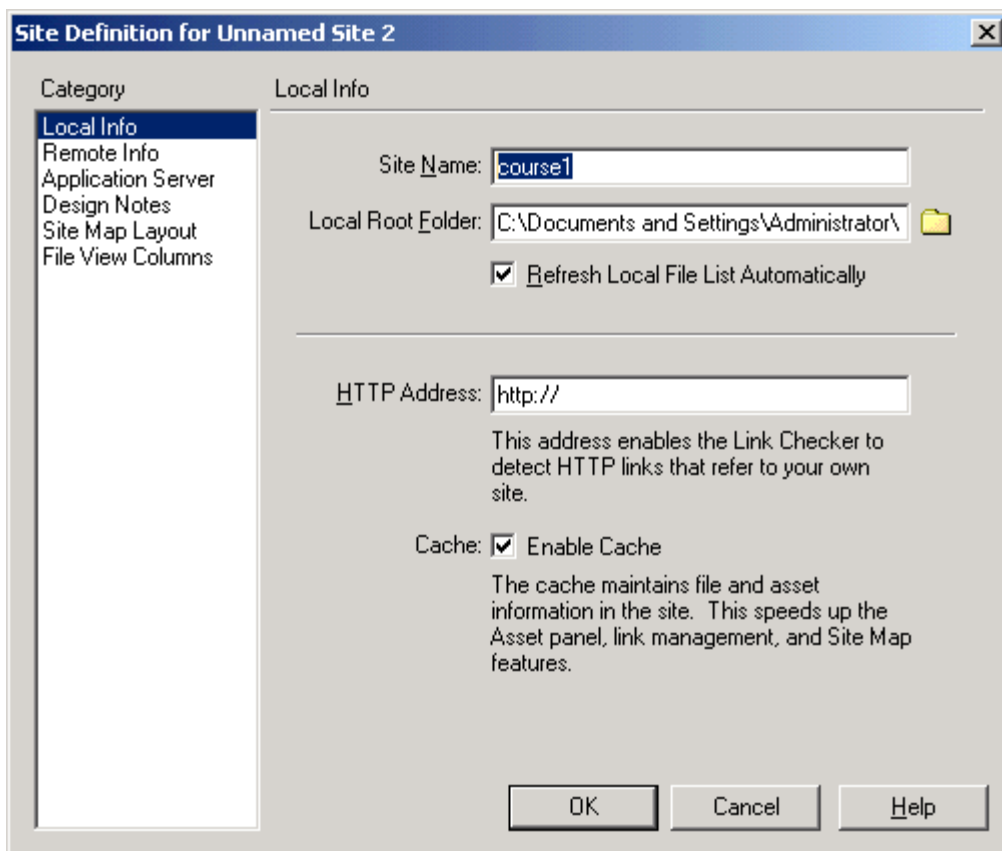
Advanced Site Management

Creating a Site Map

Creating a Site will enable you to easily update files as well as use other features like templates and others easier. The site map is a visual display within Dreamweaver of all the files and folders that belong to one specific site or several sites that share some links, files, folders, templates, etc... Other than using the Site window for the regular maintenance operations, you can also use it to transfer files between a local and a remote folder

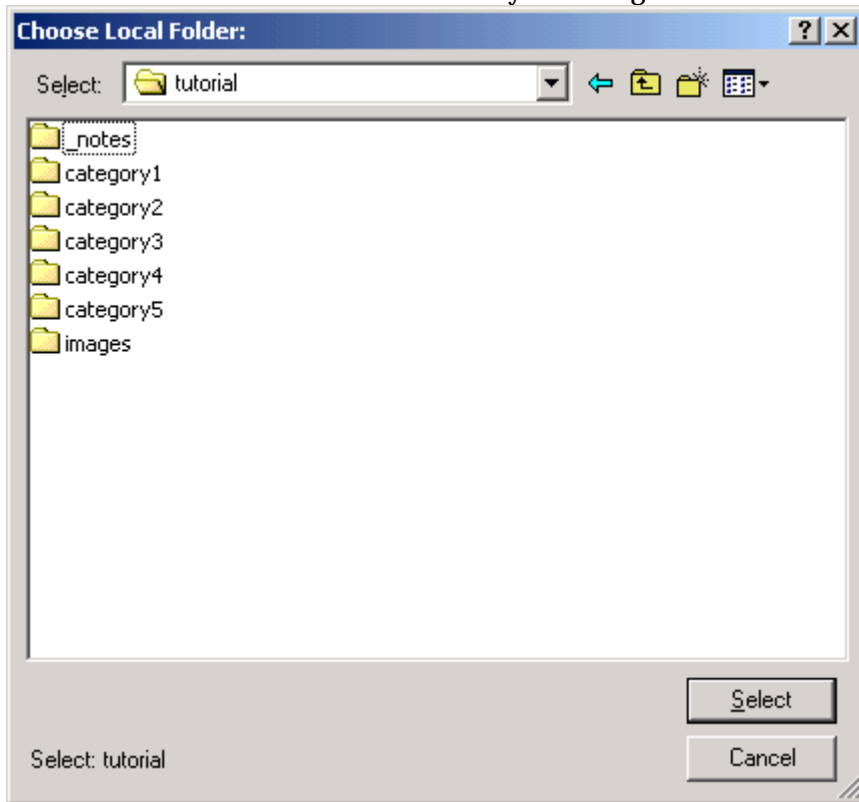
How to create a new site?

1. Create the directory that your site is going to be placed in (refer to notes on Dreamweaver 1)
2. Select new from the Site menu

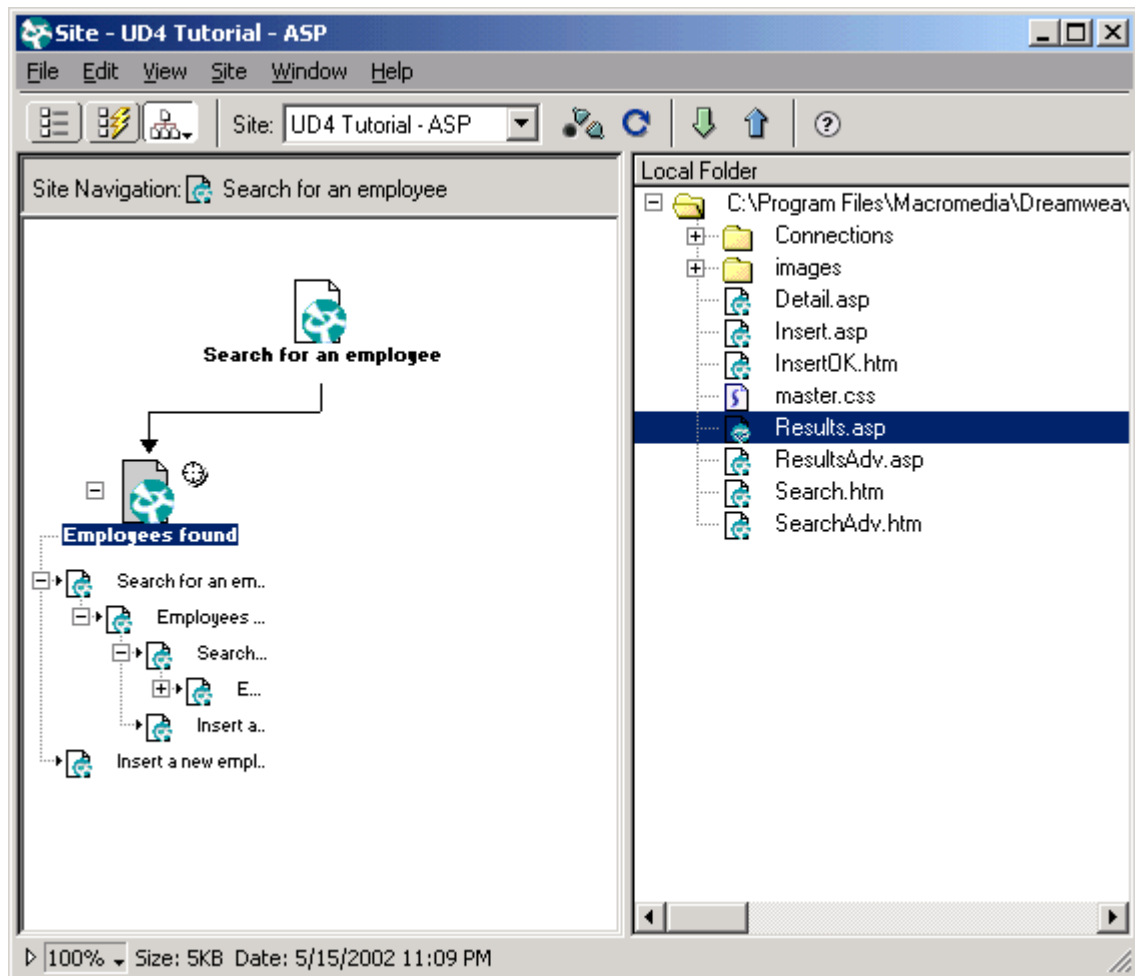


3. Give the site a name, the name is not linked to anything else.

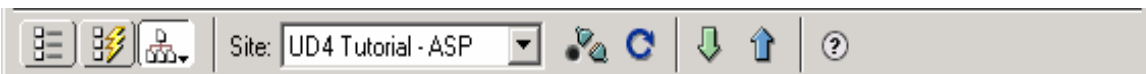
4. Locate the Local Root Folder by clicking on the folder icon to the right.



5. After reaching the root of the site, click on Select.
6. Click ok
7. There are two main views for the sitemap: Folder structure and links structure as shown below. Please note that your folder structure might look different in accordance to your files, Site Navigation and folder structure.



8. To switch view of different sites you can select the site from the drop down list next to Site:



View and edit files from the sitemap:

You can use the sitemap to view and edit local and remote files. To view a file, follow this procedure:

1. Navigate to find the file you wish to view/edit
2. Double click on the file
3. Make your changes to the file and save before you close it.
4. Once the file is saved, all the links to other files, pictures, graphics,... will be automatically updated.
5. If you modify a template, all the files that use that template will automatically be updated as well.

Changing a Link Sitewide

In addition to having Dreamweaver update links automatically whenever you move or rename a file, you can manually change all links (including mailto, FTP, null, and script links) to point somewhere else. You can use this option at any time (for example, you might have the words "this month's movies" linked to /movies/july.html throughout your site, and on August 1 you must change those links to point to /movies/august.html), but it's particularly useful when you want to delete a file that other files link to.

To Change a Link Sitewide:

1. Select a file in the Local pane of the Site window.
2. Choose Site > Change Link Sitewide.
3. In the dialog box that appears, click the folder icon to browse to and select a file, or in the Into Links To field, type the path and file name of a new file to link to.
4. Click OK.

Dreamweaver updates any documents that link to the selected file, making them point to the new file, using the path format that exists in the document (for example, if the old path was document relative, the new path is also document relative).

After a link is changed sitewide, the selected file becomes an orphan (that is, no files on your local drive point to it). You can safely delete it without breaking any links at your local site.

Note: Remember that because all changes are occurring locally, you will need to manually delete the corresponding file on the remote site and put or check in any files in which links were changed before visitors to your site will be able to see the changes.

To Change E-Mail, FTP, Null, Or Script Links Sitewide:

1. Open the site map.
2. Choose Site > Change Link Sitewide.
3. In the Change Link Sitewide dialog box, enter the following information:

In the Change All Links To field, type the full name of the link you are changing.

In the Into Links To field, type the full name of the link you want to replace the link with.

4. Click OK.

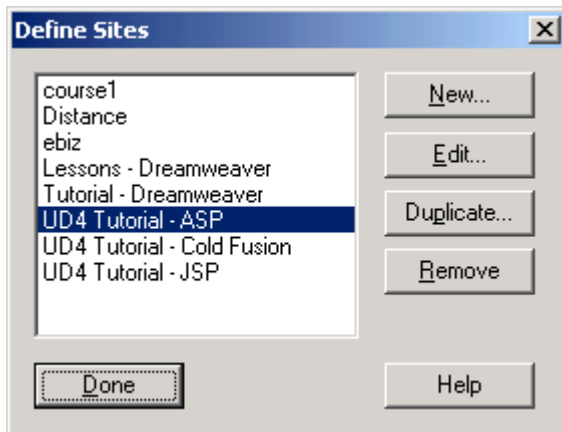
For example, to update all the e-mail links that point to your old address, you might type mailto:juser@isp.com in the Change All Links To box, and type mailto:juser-interface@isp.com in the Into Links To box.

Connecting to your remote folder on the host server:

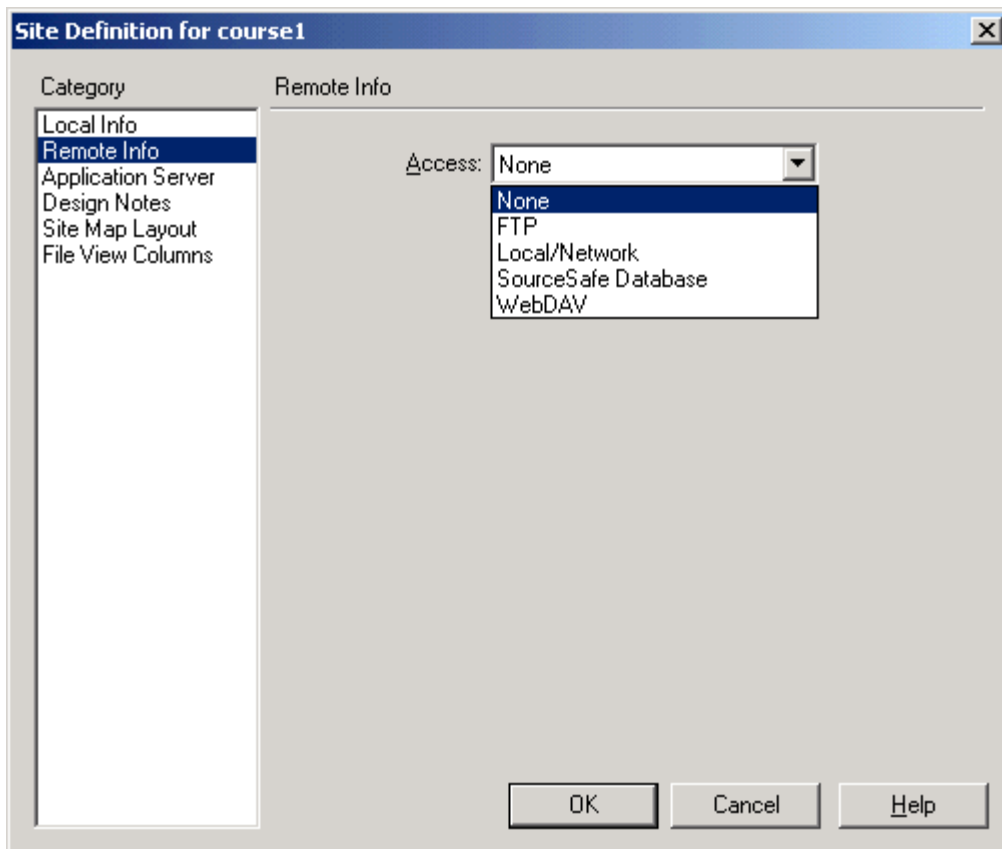
The remote site is the folder located on the hosting server whether it is on campus or off campus. Follow these steps to create a remote site:

1. Make sure that you create a local site that will have the same structure and files as the remote site ahead of creating the remote one.

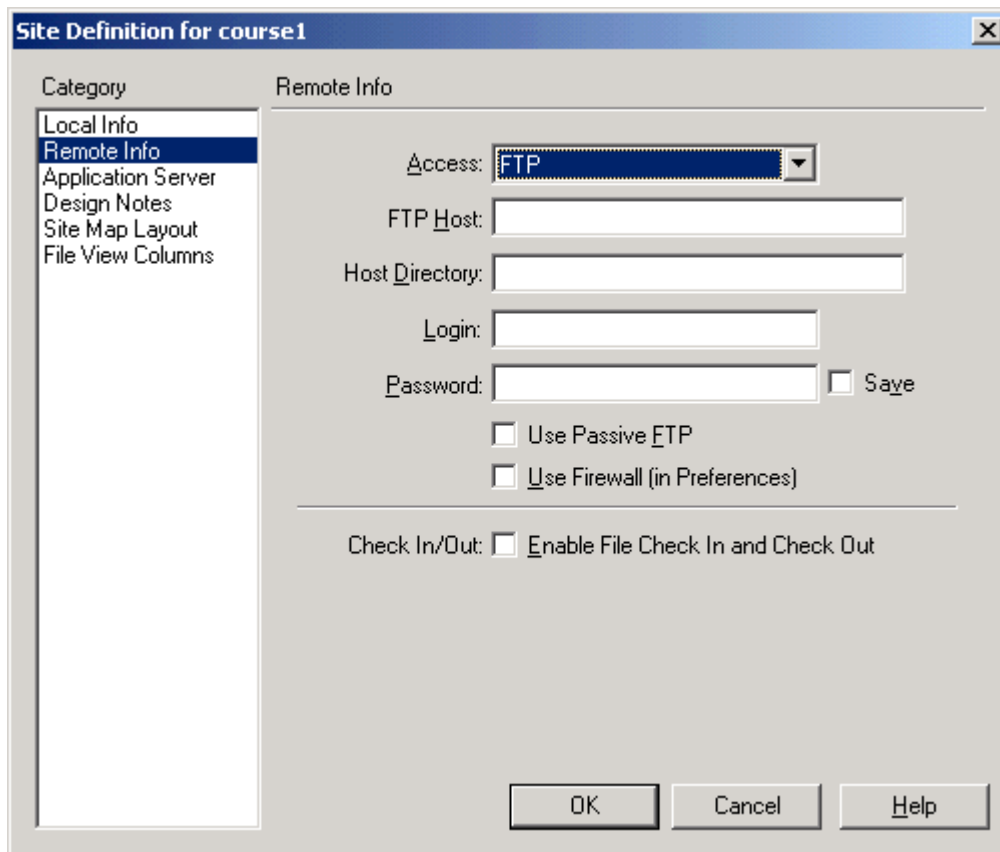
2. Select Define sites from the site menu
3. Select the site you like to define a remote connection for.



4. Click on Edit
5. Choose Remote Info from the list on the left of the box



6. Select from the Access drop down list the best choice that reflects your situation.
 - a. FTP: if the folder you are trying to locate is not accessible through the network you are connected to.



- ❖ Please define the FTP address in the FTP Host box.
- ❖ If you are assigned a directory on the hosting server, type the address of the directory. In case you are not sure, leave it blank.
- ❖ Type your username and password that you use to access the hosting server.

7. Click OK

8. After clicking on Done on the next screen you see, the Site will open up again without showing the remote site.

9. To activate the remote connection, click on:  located on the following menu:



10. The remote site will show on the left side of the Site. The Blue arrow will upload your local files to the remote site, while the green arrow will get files from the remote server.

Checking in and Checking Out Files on a Remote Server

Use the Site window or the Site menu in the Document window to check in and check out files on a remote server.

If you've checked out a file but have decided not to edit it (or have decided to discard the changes you've made), you can undo a check out, to make the file on the server available to other team members to check out.

Note: If you select Site > Check In or Site > Check Out while the Document window is active, and if the current file is not part of the currently open site, Dreamweaver attempts to determine which of your locally defined sites the current file belongs to; if the current file belongs to only one local site, Dreamweaver opens that site and then performs the Check In or Check Out operation.

To Check Out Files from a Remote Server:

1. Choose the desired site from the current sites pop-up menu at the top of the Site window.
2. Check out files using one of the following approaches:
 - Select one or more files and click the Check Out button at the top of the Site window.
 - Choose Check Out from the context menu or the Site menu.
3. To download dependent files along with the selected files, click Yes at the prompt. To refrain from downloading dependent files, click No.

To Check In Files to a Remote Server:

1. Choose the desired site from the current sites pop-up menu at the top of the Site window.
2. Select one or more checked-out or new files in the Local pane and do one of the following:

Click the Check In button at the top of the Site window.

Choose Check In from the context menu or the Site menu.

Files checked out by you are marked with a green check mark. If a file has a red check mark next to it, it's currently checked out by another user; don't check in such files.

A lock symbol next to a file indicates that the file is read-only (Windows) or locked (Macintosh).

New files have neither a check mark nor a lock symbol next to them.

3. To upload dependent files along with the selected file, click Yes at the prompt. To refrain from uploading dependent files, click No. It's usually a good idea to upload dependent files when checking in a new file, but if the latest versions of the dependent files are already on the remote server, there's no need to upload them again.

To Undo a Check Out:

Select the file and choose Site > Undo Check Out, or right-click (Windows) or Control-click (Macintosh) the file and choose Undo Check Out from the context menu. The local copy of the file becomes read-only, and any changes you've made to it are lost.

Note: You can also check in and check out a file that is currently active in the Document window. In the Document window, choose Site > Check In or Site > Check Out. If you check out the currently active file, the currently open version of the file is overwritten by the new checked-out version. If you check in the currently active file, the file may be automatically saved before it's checked in, depending on the preference options you've set.