

Dreamweaver: Quick Fixes

Getting Started

Before setting up Dreamweaver, you'll need to gather some information. To get it, you may need to talk to the person who normally manages the site, or the person who manages the web server itself.

What You Need to Know:

Hostname/name of web server:

How to connect to that server:

__FTP (File Transfer Protocol)

__Local/Network (LAN)

Folder on the server (often *public_html*) where web files are located:

Login/user name/account name:

Password:

File name and location of content to fix:

Setting Up Dreamweaver

1. Start Dreamweaver.
2. Click the **Site** menu (on the top menu bar) and click **Manage Sites....**

3. In the Manage Sites window, click the **New...** button and choose **Site**.
4. In the Site Definition window, click the **Basic** tab.
5. Give your site a name (such as Department Site or Personal Site, something that describes the site) and click **Next >**.
6. Choose **No, I do not want to use a server technology** and click **Next >**.
7. Choose **Edit local copies on my machine, then upload to server when ready (recommended)**. Then click the folder icon (📁), select or create a location on your computer's hard drive to store the web content you'll be working on, and click the **Select** button. Then click **Next >**.
8. Under **How do you connect to your remote server?** choose either Local/Network or FTP, based on the information you gathered earlier.
 - a. If you choose Local/Network, click the folder icon and browse to the drive and folder where the web content is located, click **Select**, then click **Next >**.
 - b. If you choose FTP, fill in the information required, which you gathered earlier, and click **Next >**.
9. Click **No, do not enable check in and check out**, and click **Next >**.

10. Click **Done**.

11. In the Manage Sites window, click **Done** again.

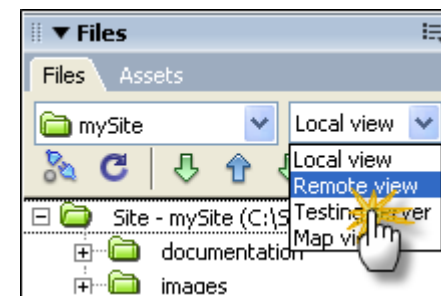
That's it! Now you're ready to start using Dreamweaver to work on pages on your site.

“Get” Pages to Edit/Fix

Get means downloading files so you can edit them.

1. Under **Files** on the right side of the Dreamweaver window, click the **Connect** button (🔗).

2. Switch from **Local View** to **Remote View**, as shown:



3. Click to select the files you want to get, and click the “Get” button (⬇️).

Fixing Pages

1. Switch to Local View. (**Important:** this step ensures that you are changing the copy of

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the page on your local computer, not on the web server.)

2. Find the file you want to fix in the list and double-click it. The page will appear in the main (design) window of Dreamweaver.

3. Here you can replace, rearrange, or add text; change or insert images; reorder lists; change or add hyperlinks; and much more.

4. When you have made all the changes you want, click the **File** menu and click **Save**.

5. If you make a mistake, you can click Edit and choose **Undo**. Note: Even if you save unwanted changes in the file, as long as you don't "put" it, the published version on the web server won't be affected.

"Put" Fixed Pages

Put means publishing a web page to the web server so that anyone in the world can access it.

CAUTION: When you "put" pages that have already been published, you are **overwriting** the version of the page on the web server with the version you've been working on in Dreamweaver.

1. Under **Files** on the right side, click to select the files you want to put (publish),

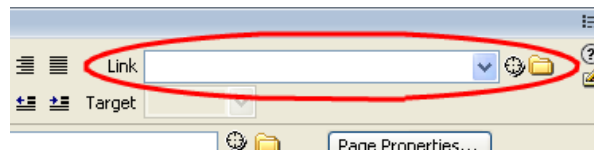
2. Click the "Put" button (📁).

Dependent Files

When you get or put pages, Dreamweaver may ask you whether you wish to include "dependent files." Dependent files are any files needed by the web browser to render the web page correctly, such as images and stylesheets. **When you "put" a page, if you have added an image or stylesheet to it, click "Yes" when prompted.**

Editing and Creating Hyperlinks

1. Select the text or image that is to serve as the link by clicking and dragging across it, or select an image by clicking on it.
2. In the **Link** field of the Property Inspector (shown below), type the Web address (URL) of the page to which you want to link, OR click the folder icon and browse to the page to which you want to link. If you are editing an existing hyperlink, this action will replace the URL in the Link field with the updated one.



3. Press **Enter** OR click elsewhere on the web page to accept the change you just made to the Link field.
4. To edit the "clickable text" of the hyperlink, click in and retype the text of the link (use the Backspace or Delete key to delete unwanted text).
5. Don't forget to save and "put" your changes!

How the Web Works: A Crash Course

