

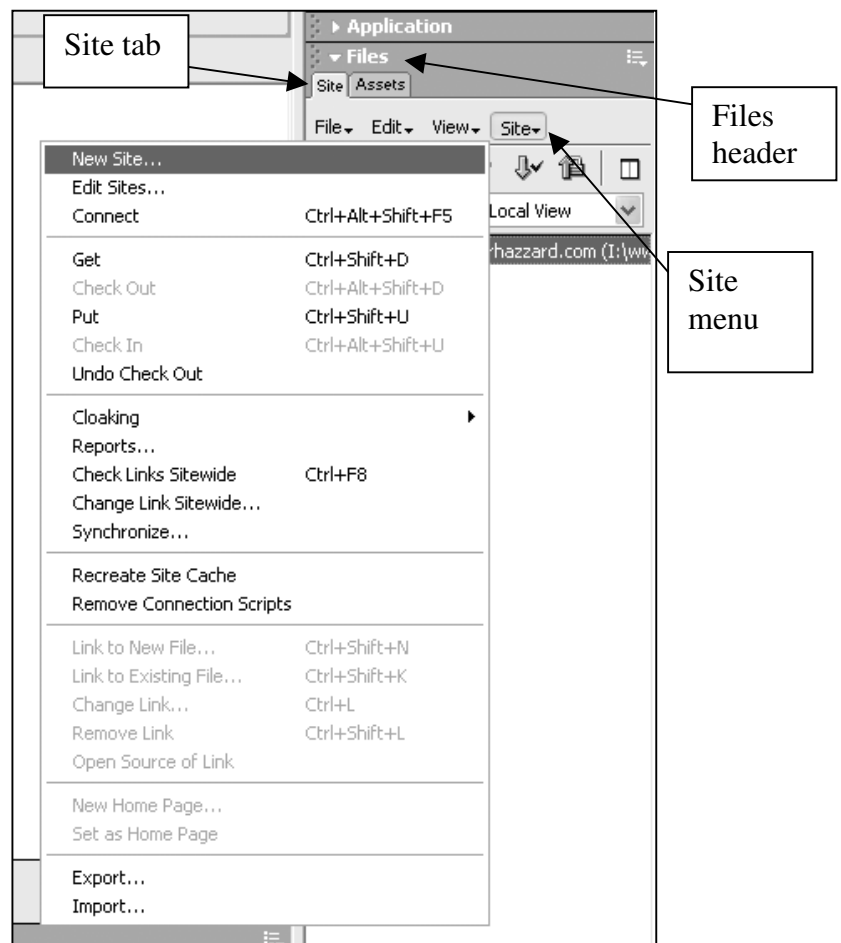
## Task Card # 2

## Objectives:

- ▢ Participants will be able to use the “Site” function of DreamweaverMX to set up their websites.
- ▢ Participants will set up an appropriate file system to organize their site.
- ▢ Participants will become familiar with the DreamweaverMX interface, tool bars and properties box.

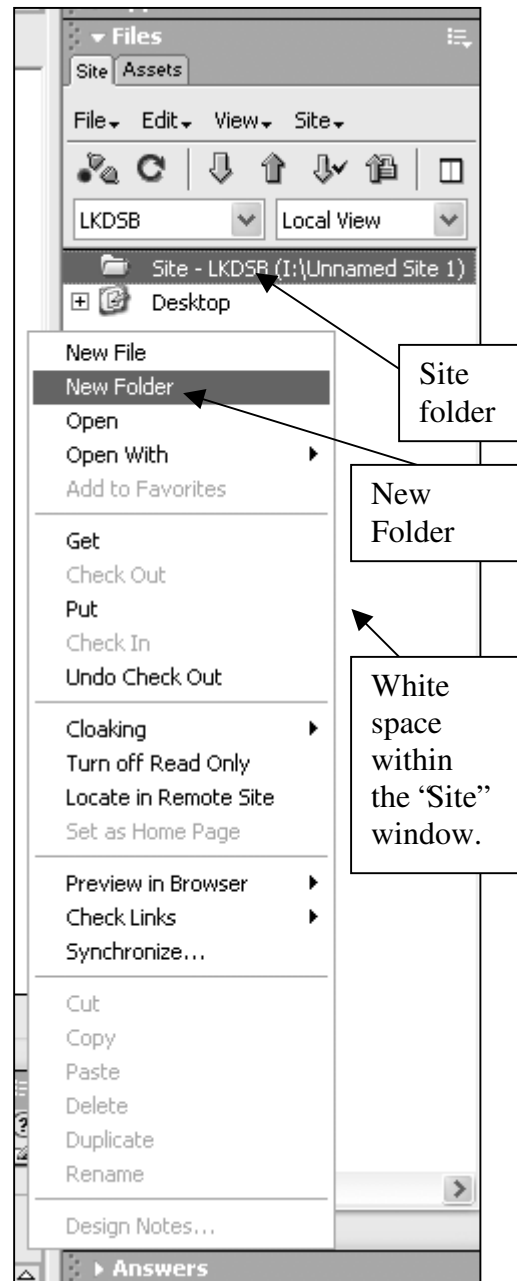
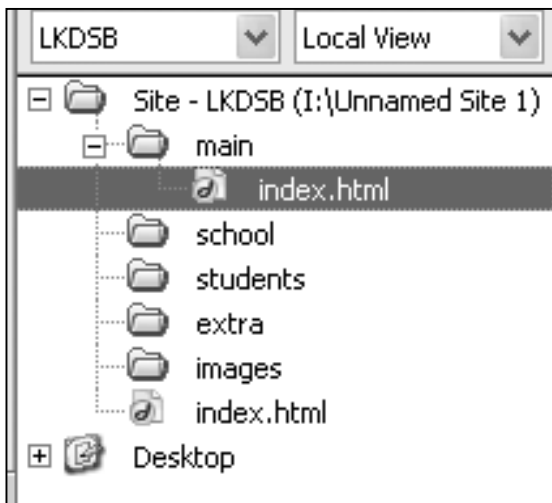
*Step #1: Where do I start in Dreamweaver?*

- ⇐ On the right hand tool bar select the “**Files**” heading. Within this heading select the “**Site**” tab. Click on the “**Site**” menu to reveal a list of selections.
- ⇐ Click on “**New Site...**” within the menu.
- ⇐ You will be directed to a wizard which will guide you through the process of creating the basis of a site.
- ⇐ In the first wizard screen, type a name for your site. Then click “**Next**”.
- ⇐ In the next screen select the option that says “**No, I do not want to use a server technology.**” Click “**Next**”.
- ⇐ Within the following screen select the top option, which allows you to “**Edit local copies on my machine, then upload to server when ready.**” Click on the small folder icon to select a place to save your site. Then click “**Next**”.
- ⇐ The next screen will ask you “**How do you want to connect to the server?**” Select from the drop down menu, “**None**”. Click “**Next**”.
- ⇐ Review the information on the final screen to make sure that it is correct. Then click “**Done**”.
- ⇐ You have now created the foundations for your website!



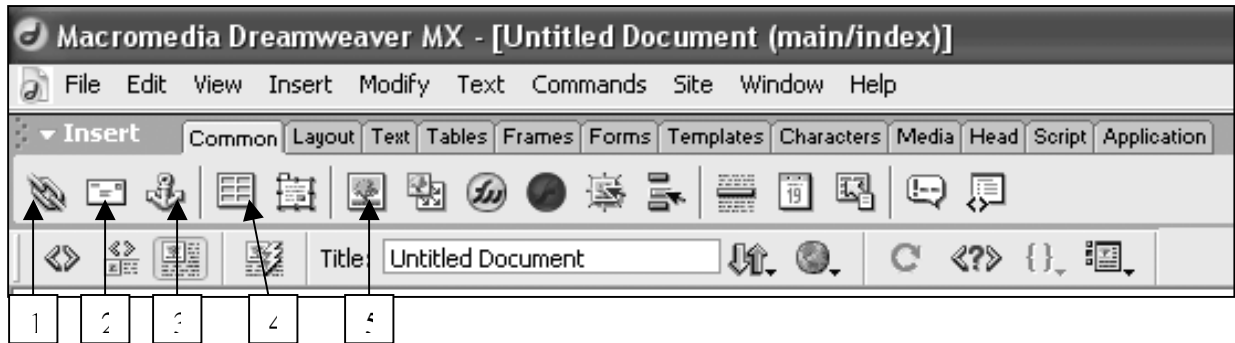
## Step #2: How do I organize my site?

- ⇐ To create a file structure, keep within the “**Site**” window. Right click within the white space of that window. Within the menu that appears, select “**New Folder**” and name it “**main**”.
- ⇐ Create the following folders underneath the “**Site**” folder:
  - extra
  - school
  - students
  - partners
  - images
- ⇐ Within the site folder create a “**New File**” titled index.html
- ⇐ Opposite click on the “**main**” folder and select “**New File**” from the menu. Title this new file, index.html
- ⇐ You now have the basics of the file structure built. It should look like the screen capture below.

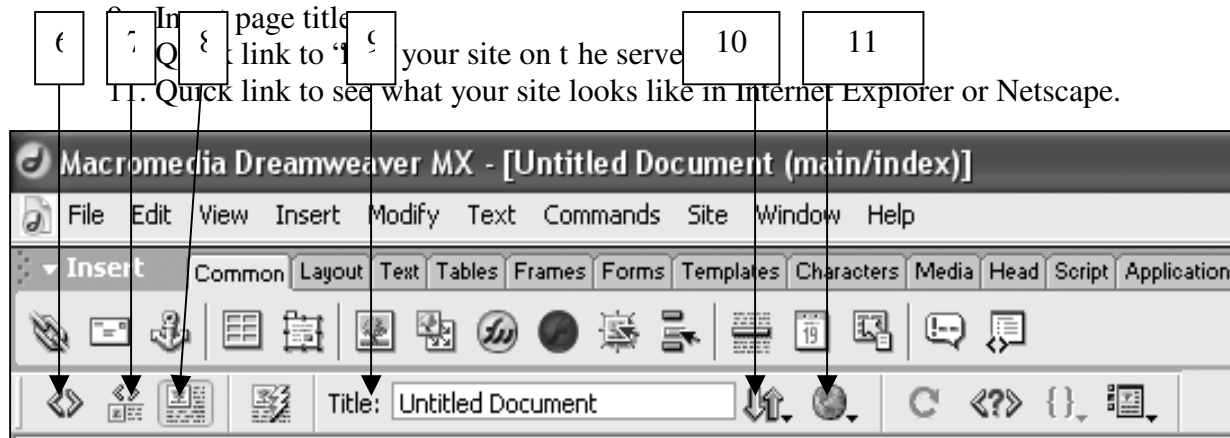


## Step #3: What do all these other buttons do?

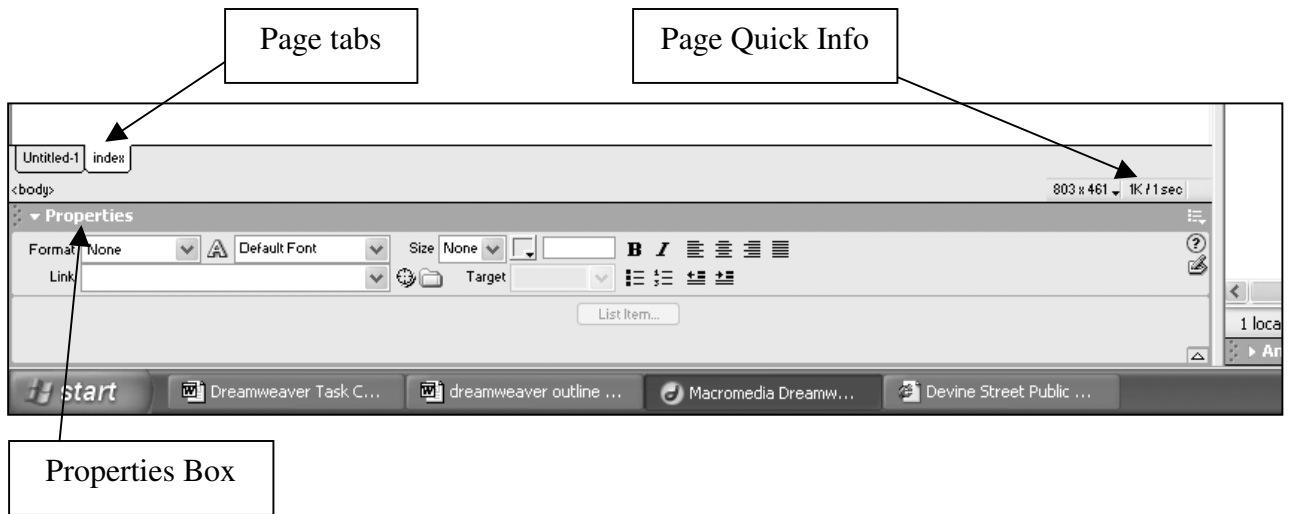
← First, the upper toolbar.



1. Insert a hyperlink.
2. Insert an email link.
3. Insert an anchor.
4. Insert a table.
5. Insert an image.
6. See the "Code" view.
7. See half "Code" and half "WYSIWYG" view. (What You See Is What You Get)
8. See only "WYSISYG" view.



← Second, the bottom items and Properties box.



Page tabs: Allow you to quickly move between open web pages.

Page Quick Info: This box shows the size of the current page and the length of time it would take to view the page on a dial up internet connection.

Properties Box: This box will allow you to edit or customize what ever you are working on or selecting within the main window.