

Guide to Editing Faculty Web Pages using Dreamweaver

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Overview

This guide will describe the basic process of editing your CSUCI faculty web page using Adobe Dreamweaver.

To edit your faculty web page, you will need to complete the 8 following steps:

1. Install Dreamweaver (*one time only*)
2. Start Dreamweaver
3. Configure access to your faculty web site in Dreamweaver (*one time only*)
4. Get a copy of your web pages.
5. Open, edit and save your web pages in Dreamweaver.
6. Preview your changes in a browser on your own computer
7. Publish your changes to your faculty web site
8. Review your changes on your web site

1. Installing Dreamweaver

Please contact the Help Desk at helpdesk@csuci.edu or at 805-437-8552 if you wish to request a copy of Dreamweaver.

To install Dreamweaver from DVD:

1. Insert the Dreamweaver DVD-ROM into the DVD drive of your computer.
2. Follow the instructions as prompted to complete the installation. NOTE: you probably will need administrative privileges to install Dreamweaver on your computer; please check with the Help Desk for assistance.

2. Starting Dreamweaver

- a. In Windows, start Dreamweaver by selecting the “**Start**” button on the Taskbar.

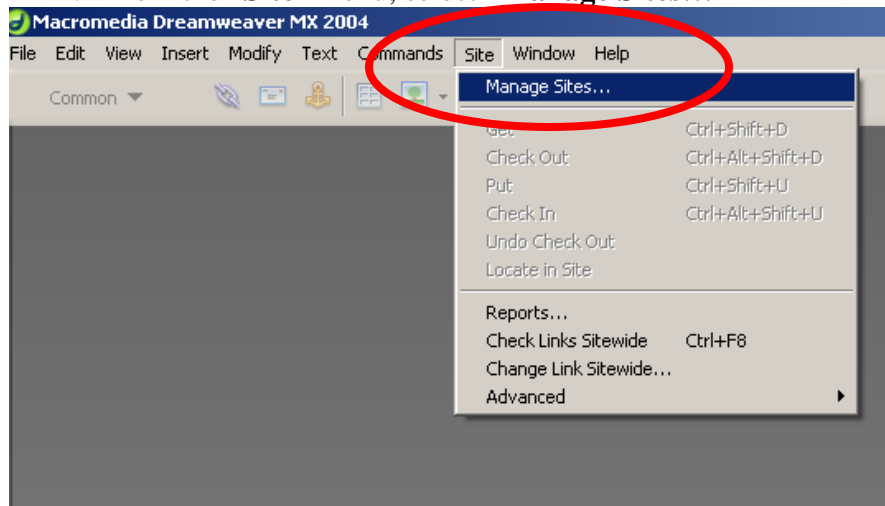


- b. Then, select the “**Programs**” menu, followed by “**Adobe Design Premium CS3**” and then choose “**Adobe Dreamweaver**”

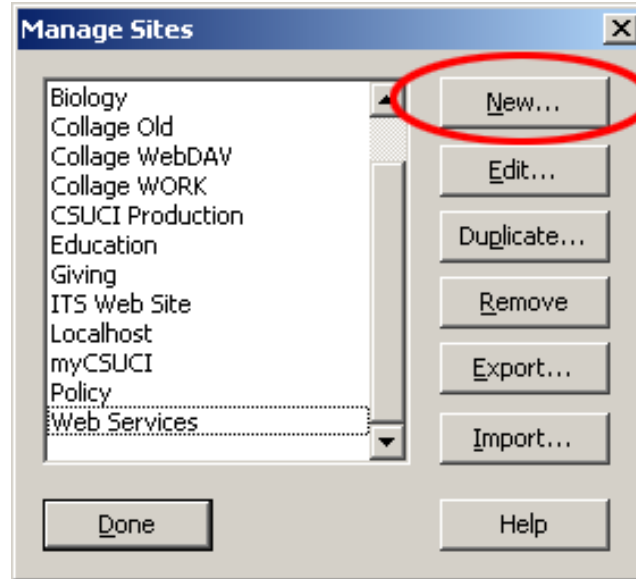
3. Configure Dreamweaver

Next you will configure your web site within Dreamweaver.

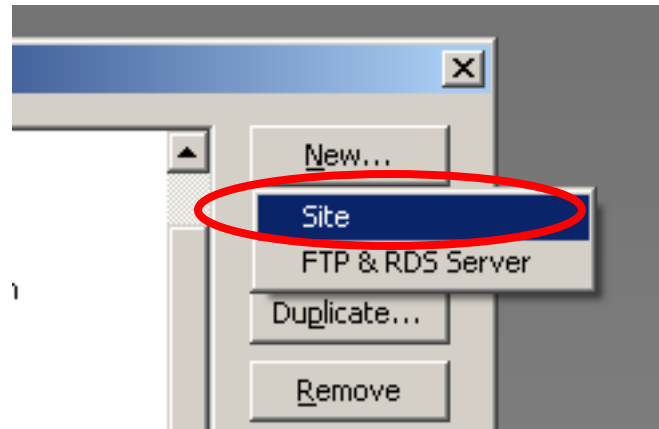
2. From the “**Site**” menu, select “**Manage Sites...**”



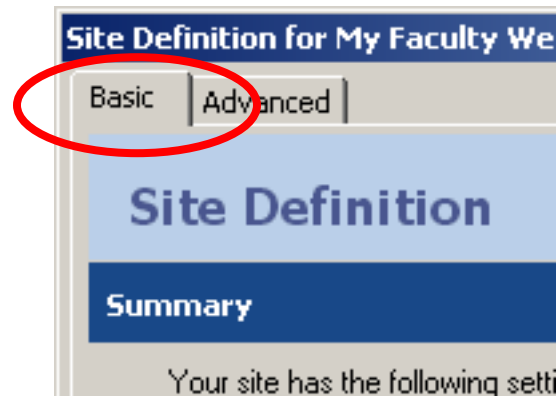
3. Next, select the “New...” button.



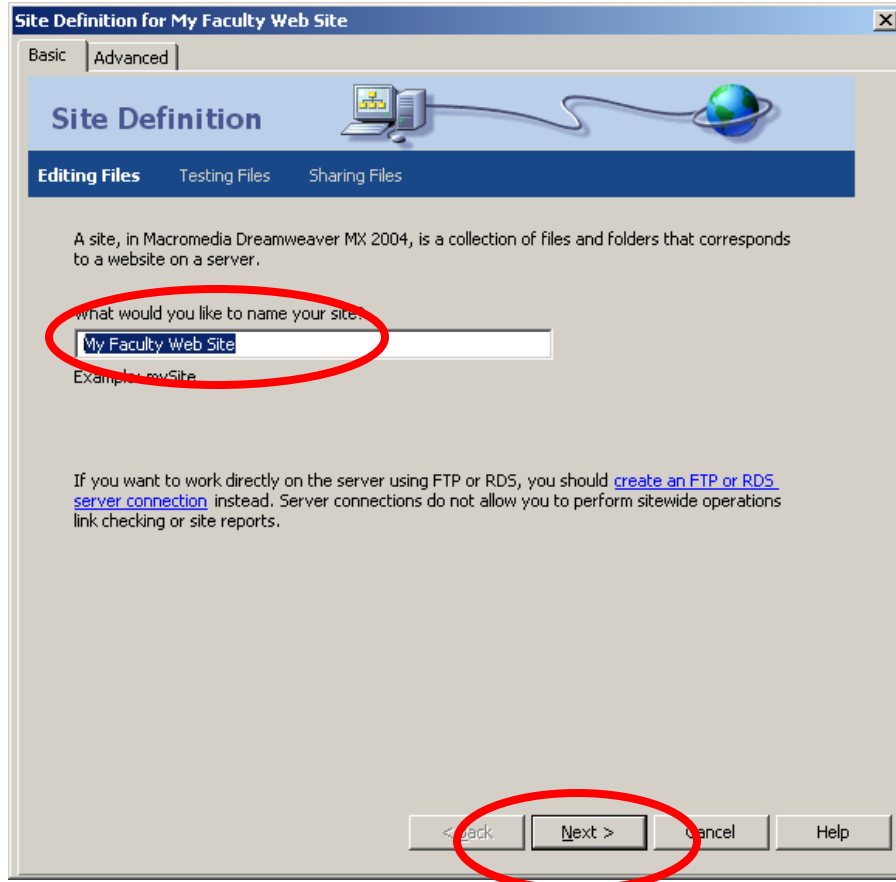
4. Next, select “Site”



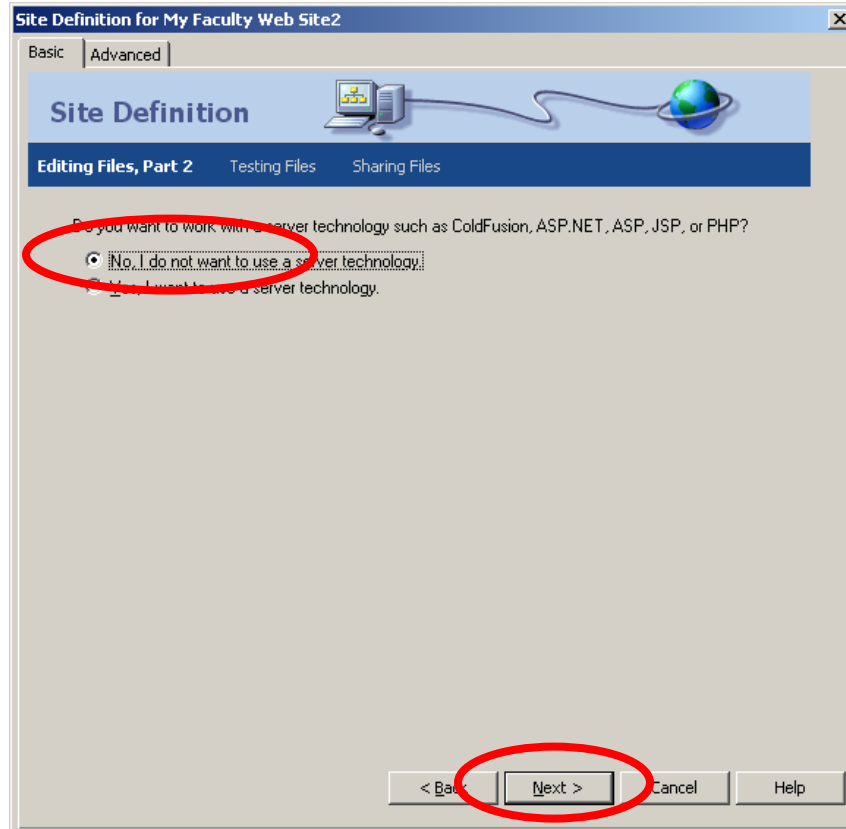
5. The Site Definition window will open. Select the “Basic” tab at the top of the screen.



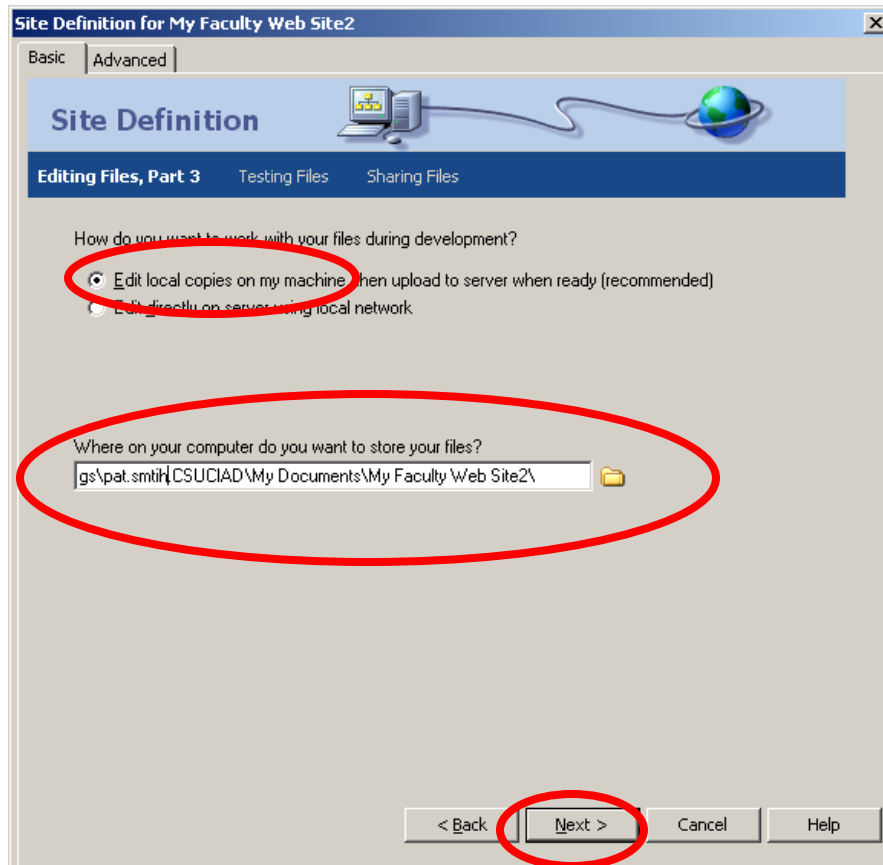
6. Enter a name for your web site in the box provided. For example, “**My Faculty Web Site**”. Click **Next** to continue.



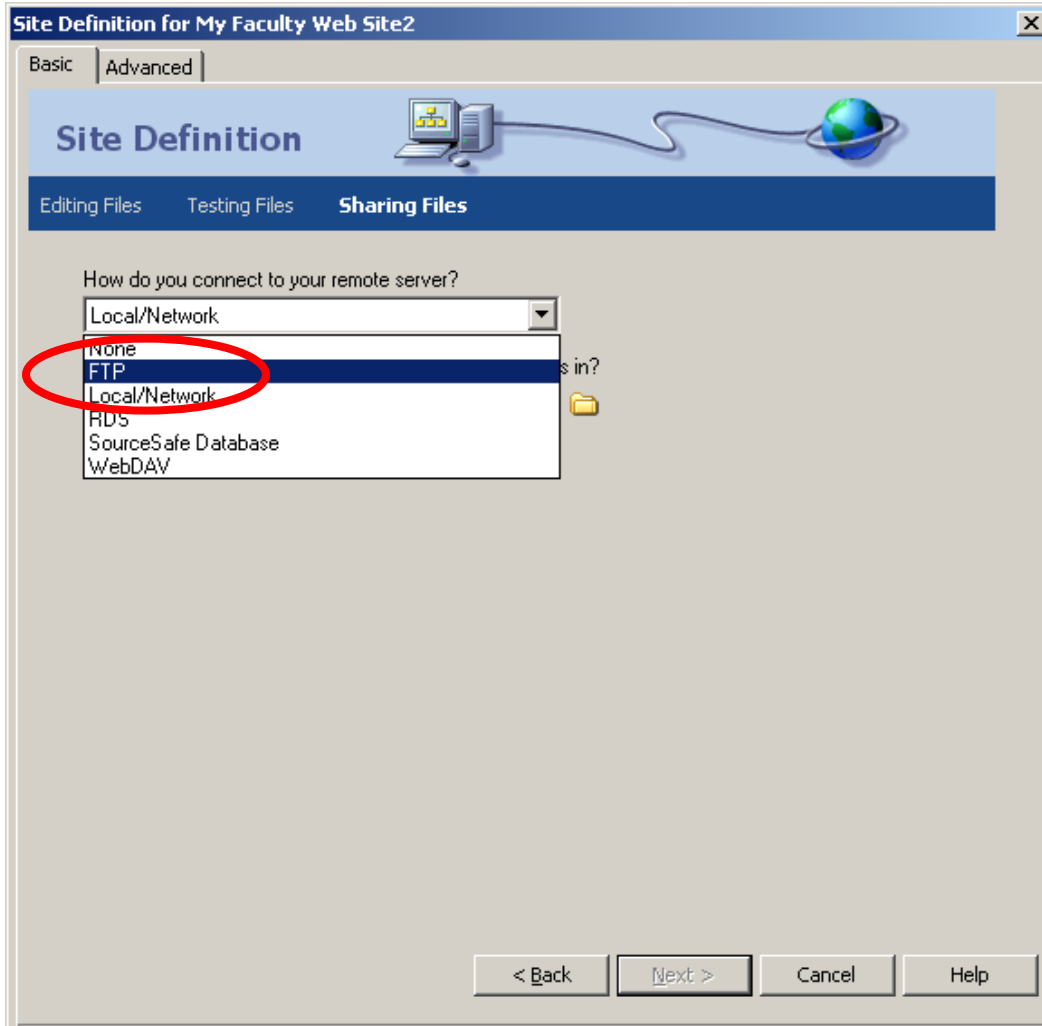
7. Next, select “No, I do not want to use a server technology.” Click Next to continue.



8. Select **“Edit local copies on my machine, then upload to server when ready”**.
9. Make a note of the location specified in the **“Where on your computer do you want to store your files?”** text field. Dreamweaver allows you to choose a folder on your computer to store your web pages while you work. If you don’t select a specific folder, Dreamweaver will create a new folder for you in your “My Documents” folder.
10. Click **Next** to continue.



11. Select “FTP” from the dropdown menu.



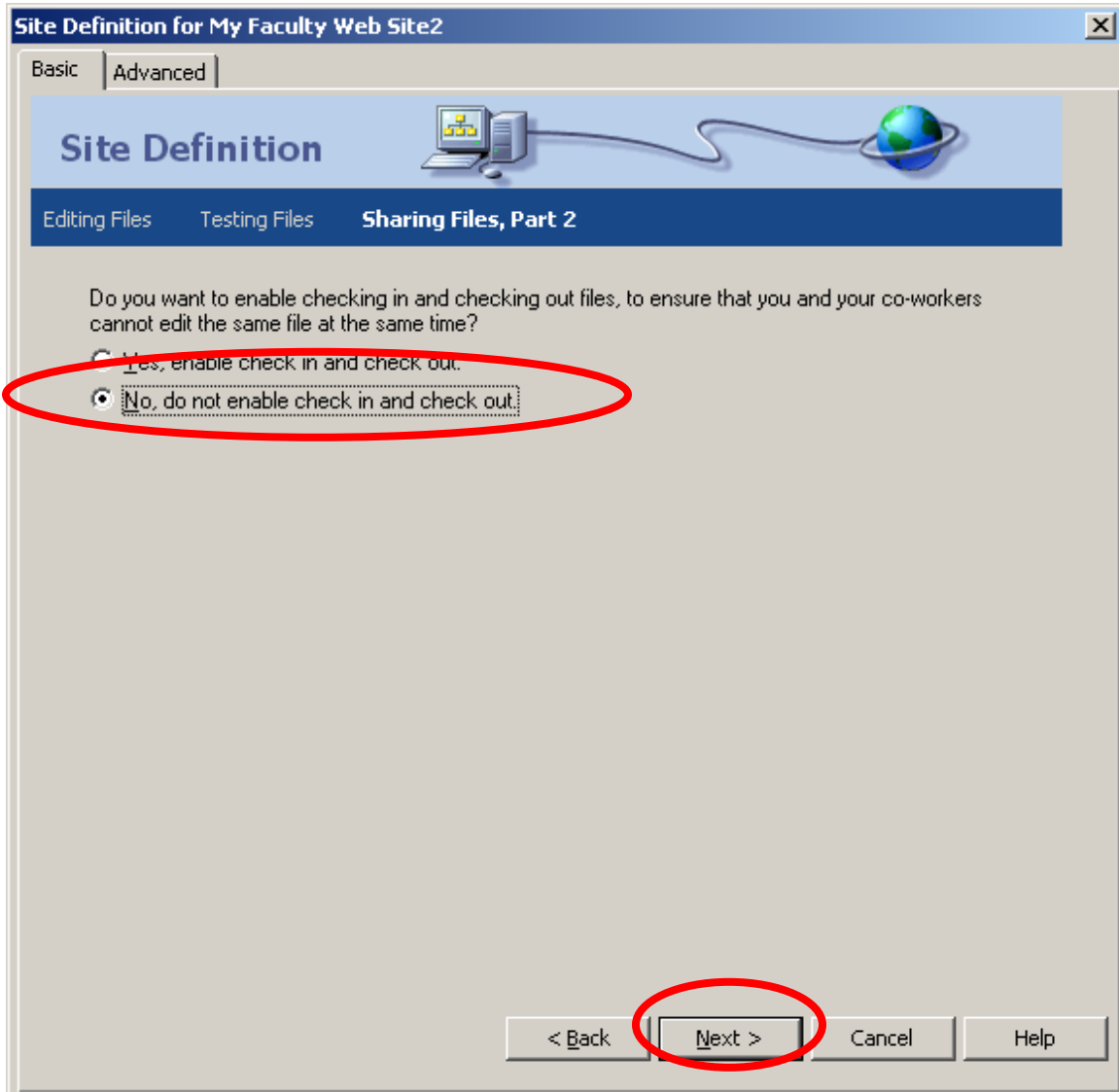
12. Enter the following in the text boxes:

The screenshot shows a dialog box titled "Site Definition for My Faculty Web Site2" with two tabs: "Basic" and "Advanced". The "Basic" tab is active. The dialog has a header area with "Site Definition" and icons of a computer and a globe. Below the header is a navigation bar with "Editing Files", "Testing Files", and "Sharing Files". The main area contains several fields and options:

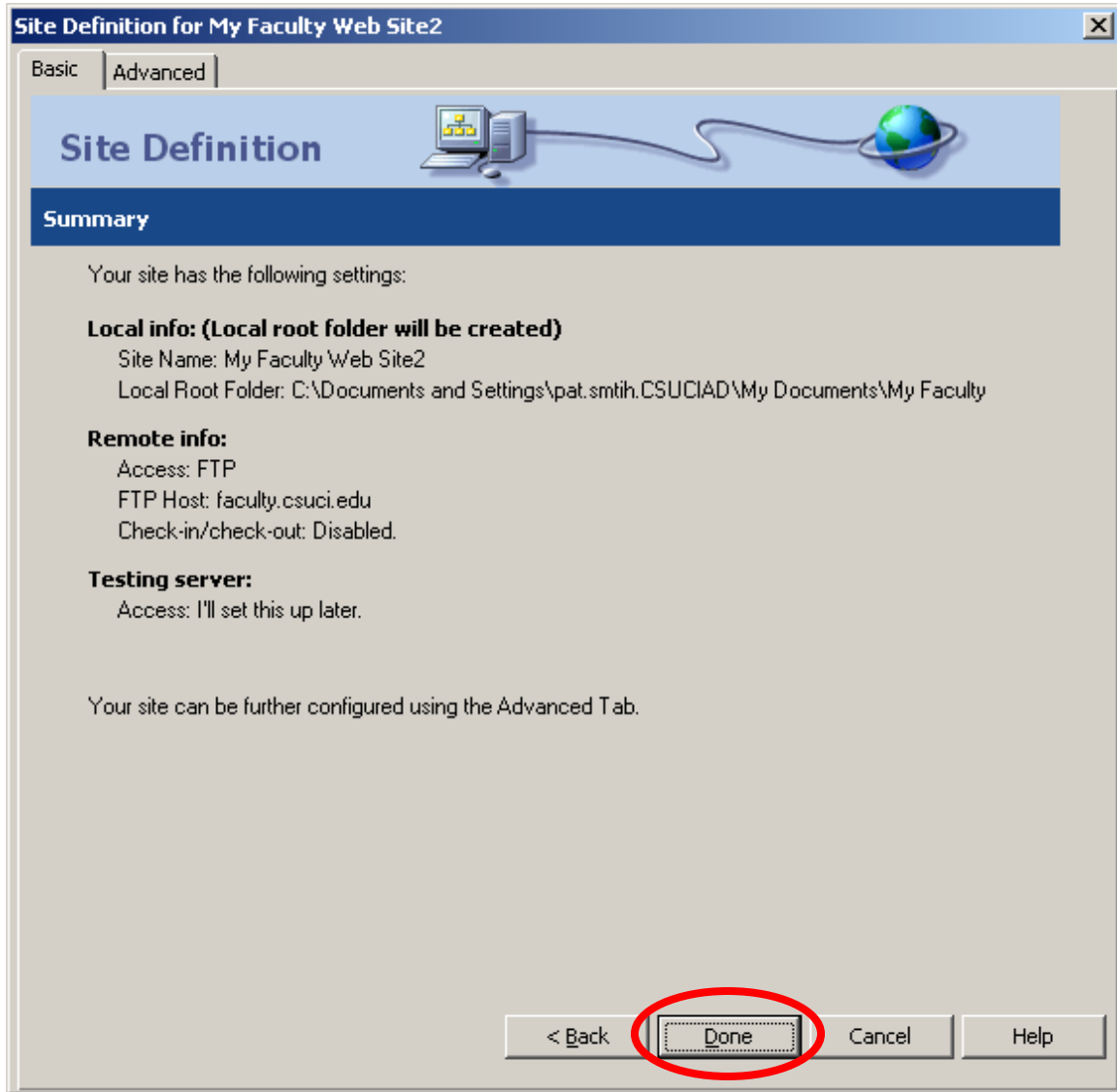
- "How do you connect to your remote server?" dropdown menu set to "FTP".
- "What is the hostname or FTP address of your web server?" text box containing "faculty.csuci.edu".
- "What folder on the server do you want to store your files in?" empty text box.
- "What is your FTP login:" text box containing "pat.smith".
- "What is your FTP password:" text box with masked characters (dots) and a checked "Save" checkbox.
- "Use Secure FTP (SFTP)" checkbox, which is unchecked.
- "Test Connection" button.
- Navigation buttons at the bottom: "< Back", "Next >", "Cancel", and "Help". The "Next >" button is circled in red.

- Hostname or FTP address of the web server: **faculty.csuci.edu**
- Folder on server to store files in: *leave this field blank*
- FTP Login: your CSUCI user name, e.g. **pat.smith**
- FTP Password: your CSUCI password for your CSUCI web mail and Blackboard.
- Make sure that the “**Save**” checkbox is checked. This will allow you to access your web site without having to retype your password each time.
- Select the “**Next**” button to continue..

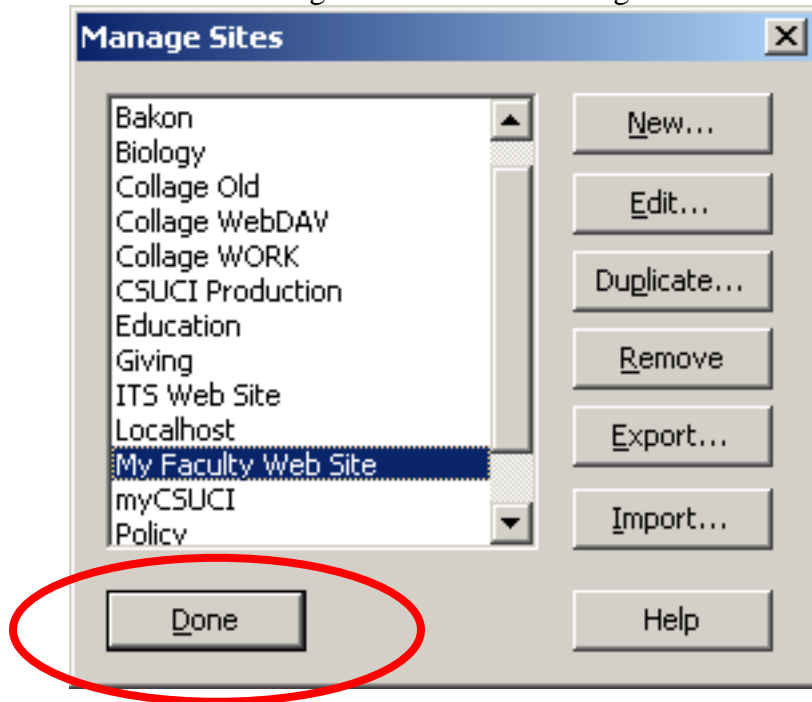
13. Select “No, do not enable check in and check out”



14. Select the “**Done**” button to complete the Site Definition setup.



15. Select the “**Done**” button again to close the “Manage Sites” window.

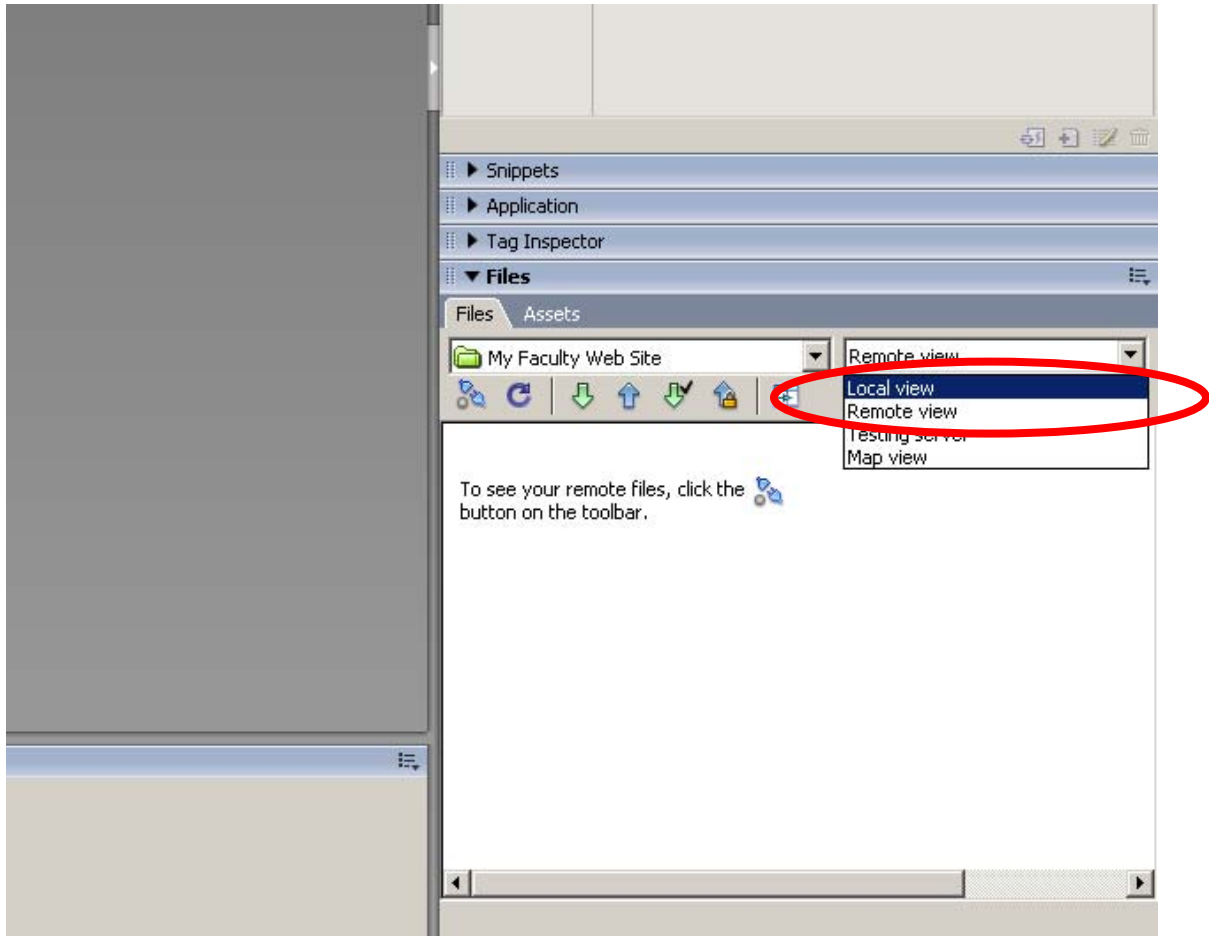


You are now ready to connect to your faculty web site.

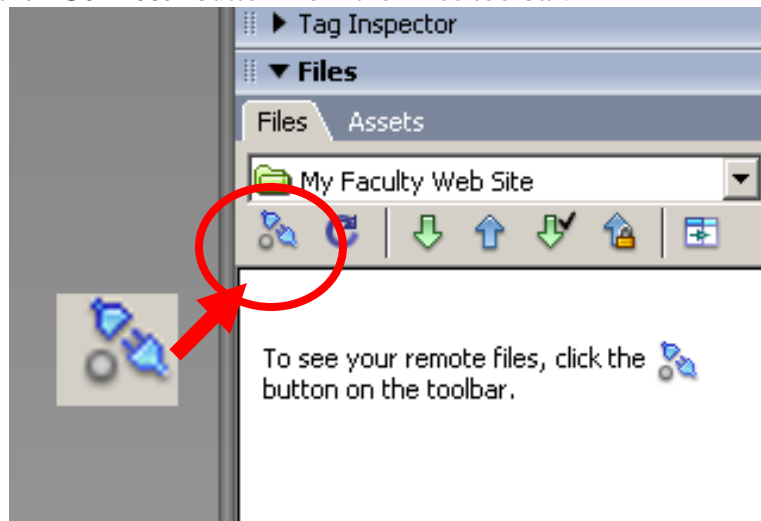
4. Connect to your Faculty Web Site

Now you will connect to your faculty web site and retrieve the “placeholder” web page that is there so that you may edit it.

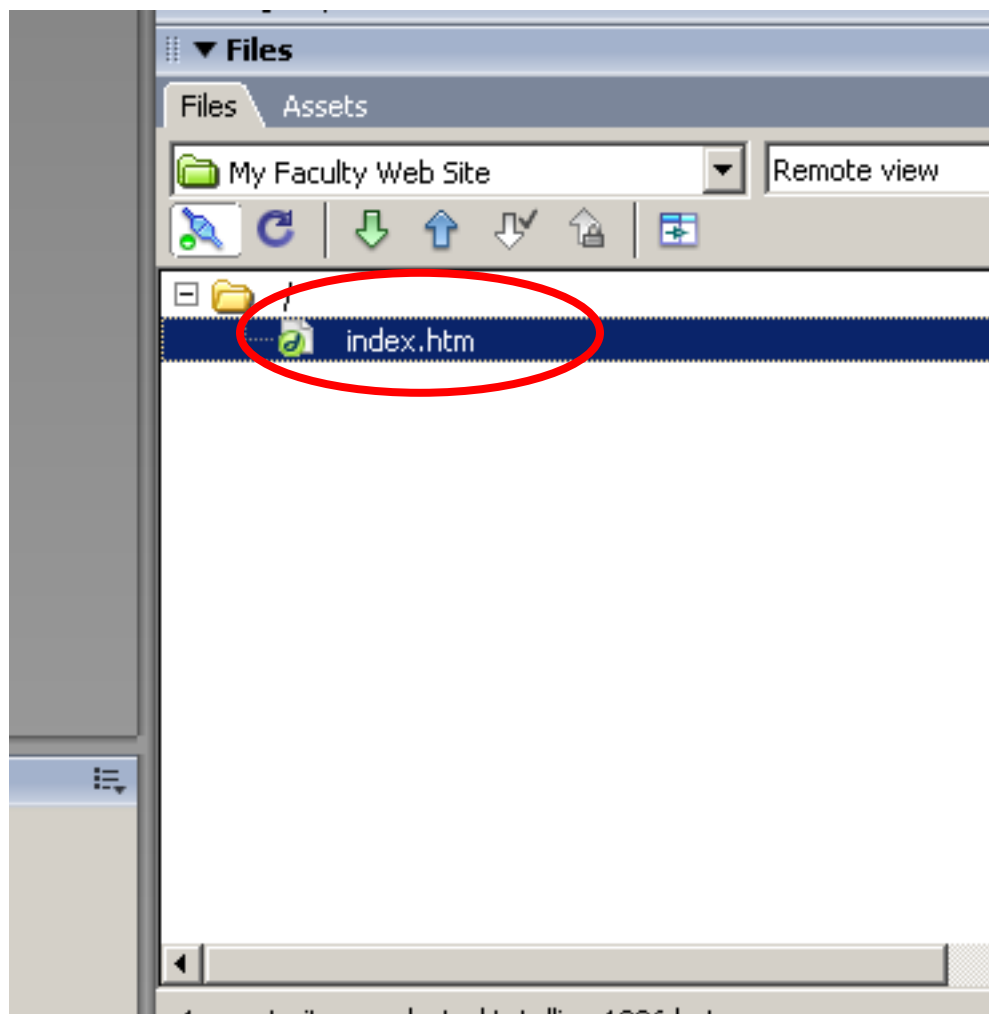
1. In the “Files” tab, make sure that the view is set to “Remote view”



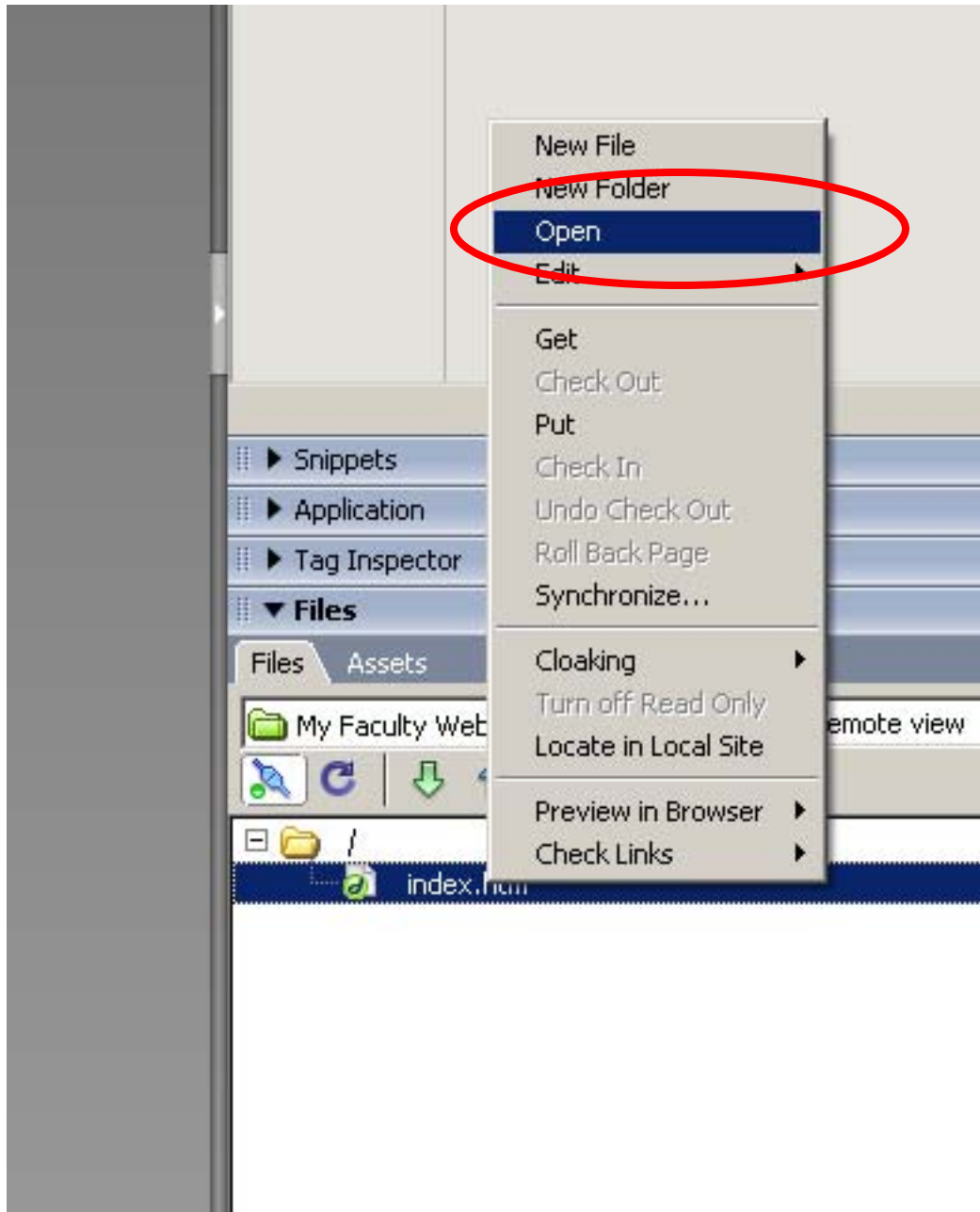
2. Select the “**Connect**” button from the Files toolbar.



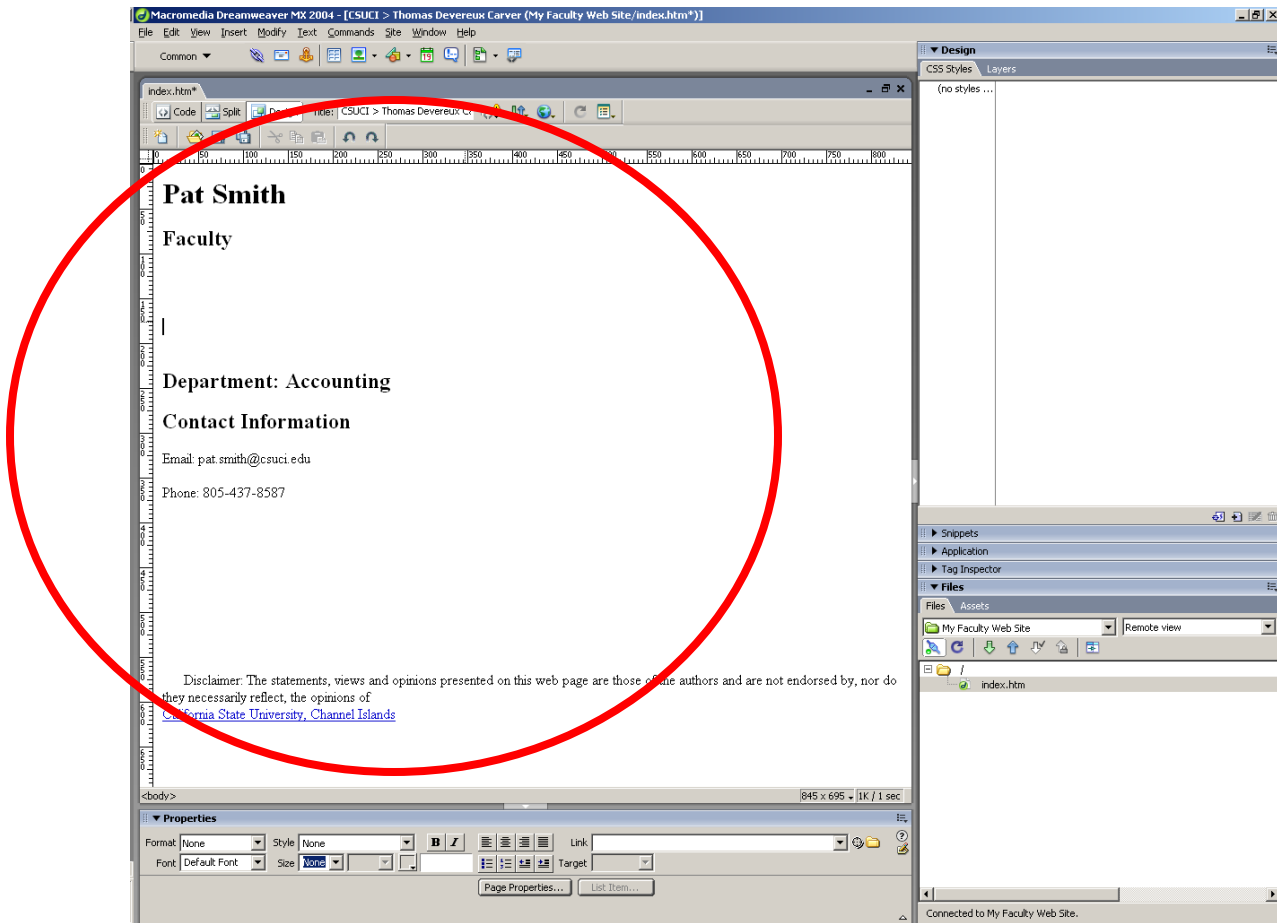
3. You will see a list of your files appear. If you are a new user, you will only see one file appear, “**index.htm**”. “**index.htm**” is the name of your home page file.



4. Right-click on the **index.htm** file and select “**Open**” from the menu. This will copy the file to your local computer and open it so you may edit it.



5. The web page will now open in the editing window so that you can edit it.



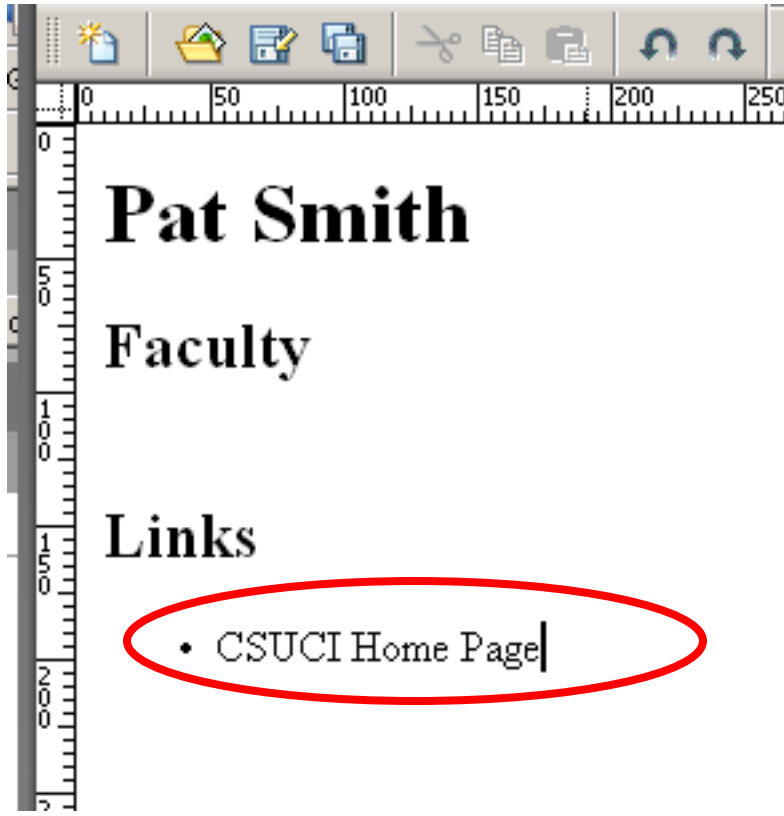
5. Editing Web Pages in Dreamweaver

The Dreamweaver interface is much like a word processor.

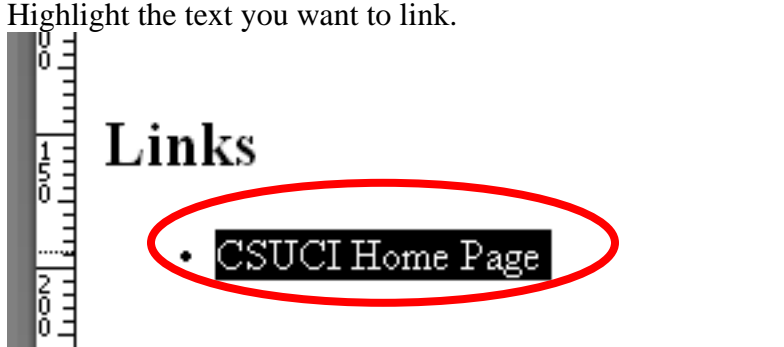
Creating Links

To create a link to an external web site in Dreamweaver:

1. Type the name of the link. In this example, we will create a link to the CSUCI home page and call it “**CSUCI Home Page**”.

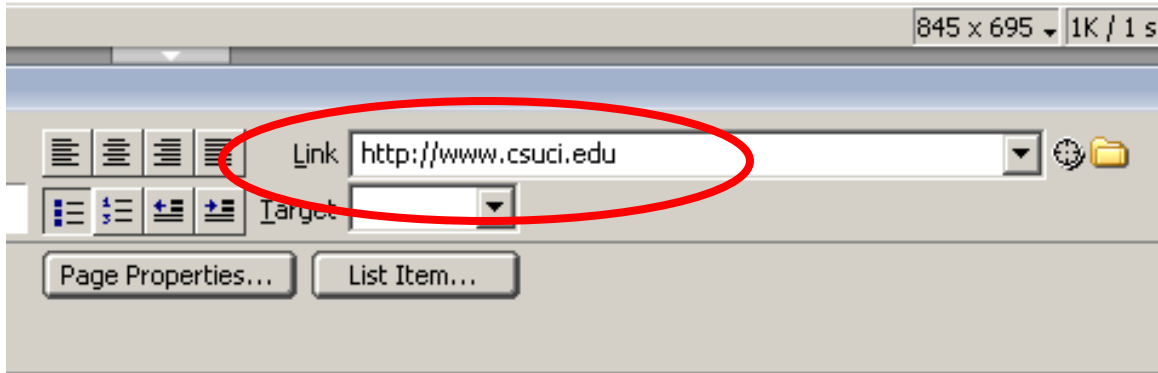


- 2.
3. Highlight the text you want to link.



- 4.

5. In the “**Link**” box on the “**Properties**” bar, enter the web address of the web page you want to link to. For this example, type: <http://www.csuci.edu>. Then press the **Enter** key to create the link. You must press **Enter** or **Return** to finish the link creation.
 - a. HINT: If you don’t see the “Properties” bar at the bottom of your screen, go to the “Window” menu and select “Properties” to make the Properties bar appear.



6. Your link has now been created. You will see that it is underlined.

Links

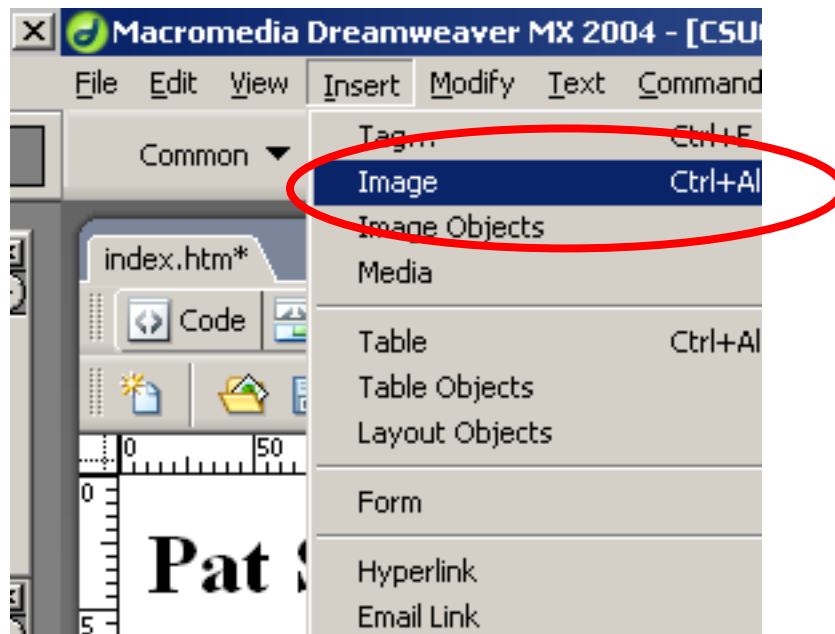
- [CSUCI Home Page](http://www.csuci.edu) |

Insert an Image

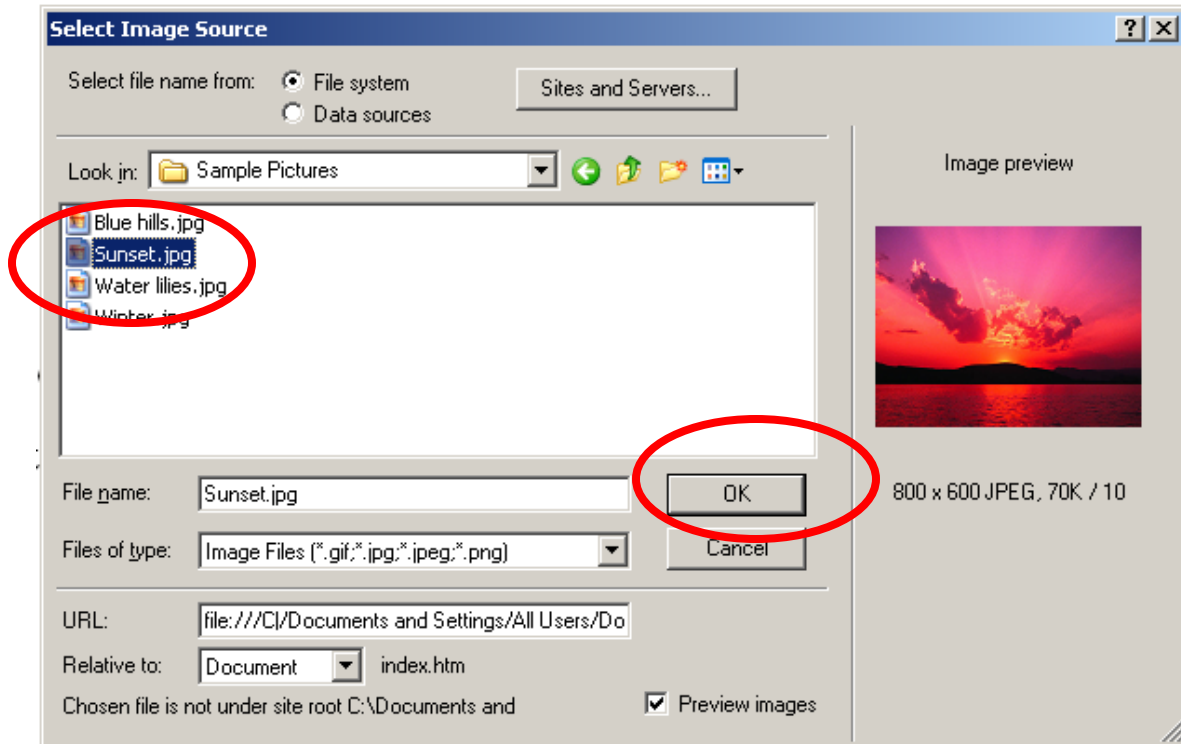
To insert an image into you web page, do the following:

1. Select a point in your document to insert an image.
 - a. HINT: if you wish to have more detailed control of where your image is located, create a table in Dreamweaver and insert your image into a table cell.

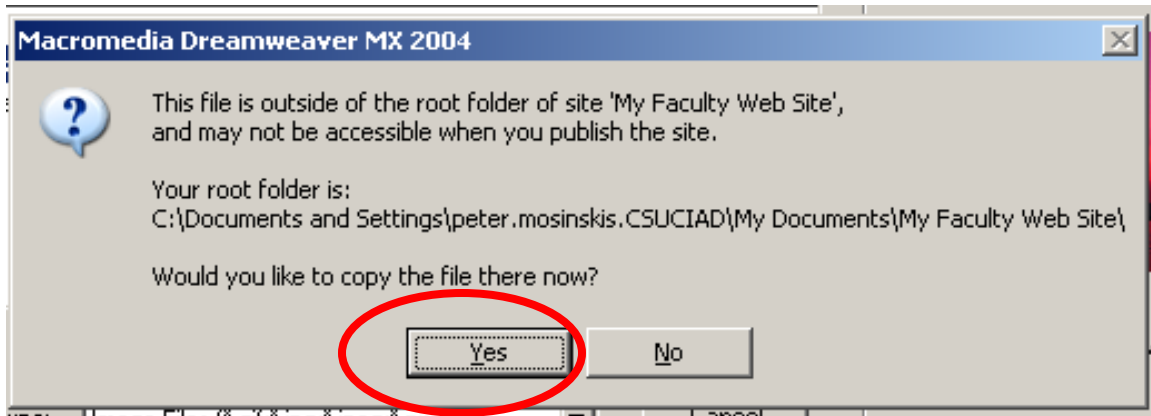
2. Go to the “**Insert**” menu and choose “**Image**”



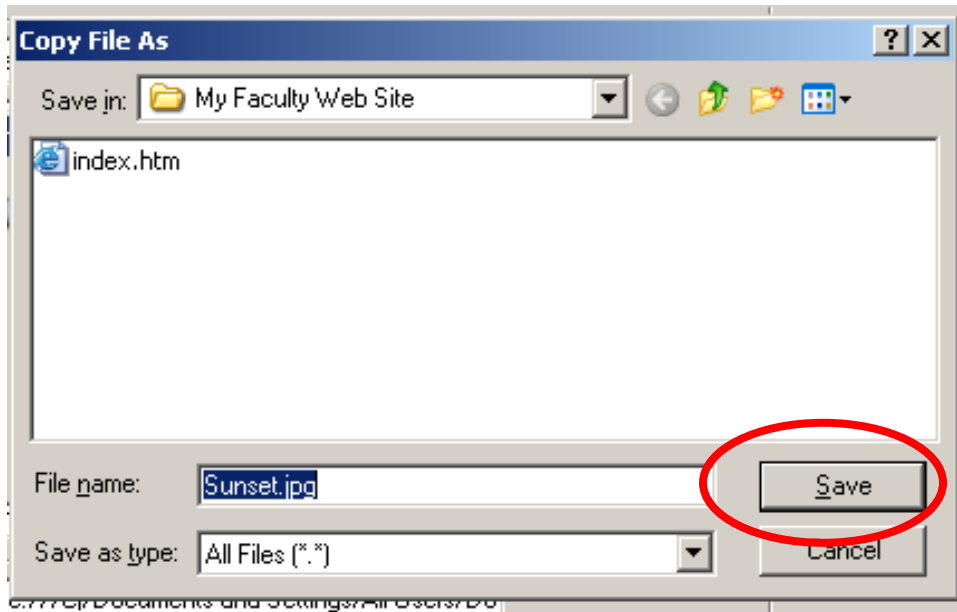
3. Next, browse your computer to select an image that you would like to insert. Select the image and then choose the “OK” button.



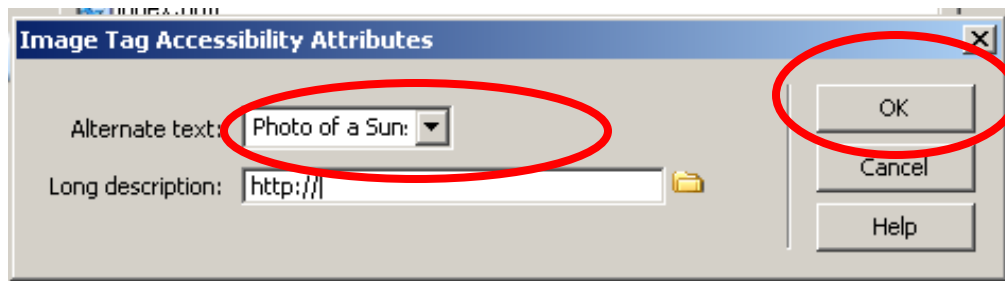
4. You will be asked to copy the image file into your web site folder. Select “Yes” to continue.



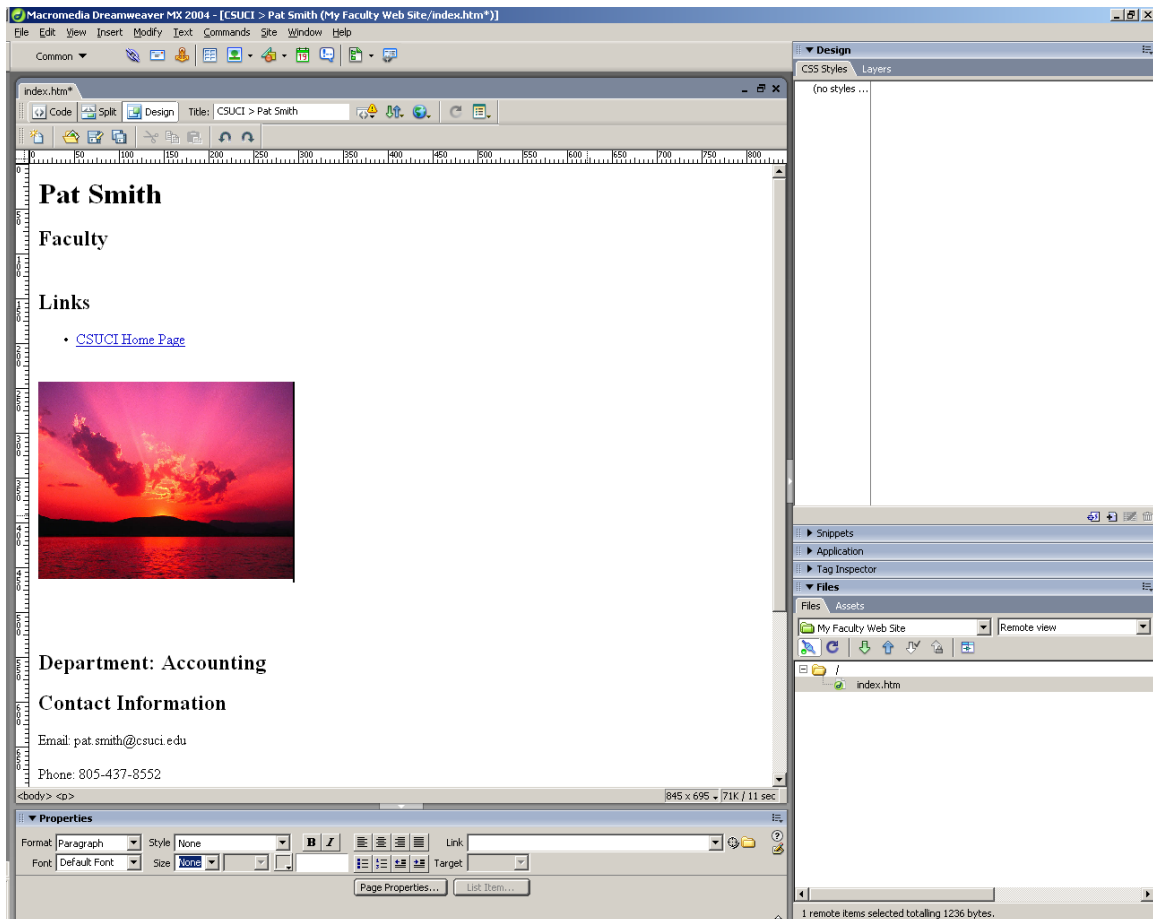
- Next, choose “**Save**” to save the file and continue.



- You will be prompted to enter **alternate text** for the image. Alternate text is required for all images to ensure web site accessibility. Enter a brief written description of the image in the “Alternative Text” box. In this example, we are using a photo of a sunset so type “**Photo of a Sunset**” and then select “**OK**”.



7. Your image has now been inserted into the page.

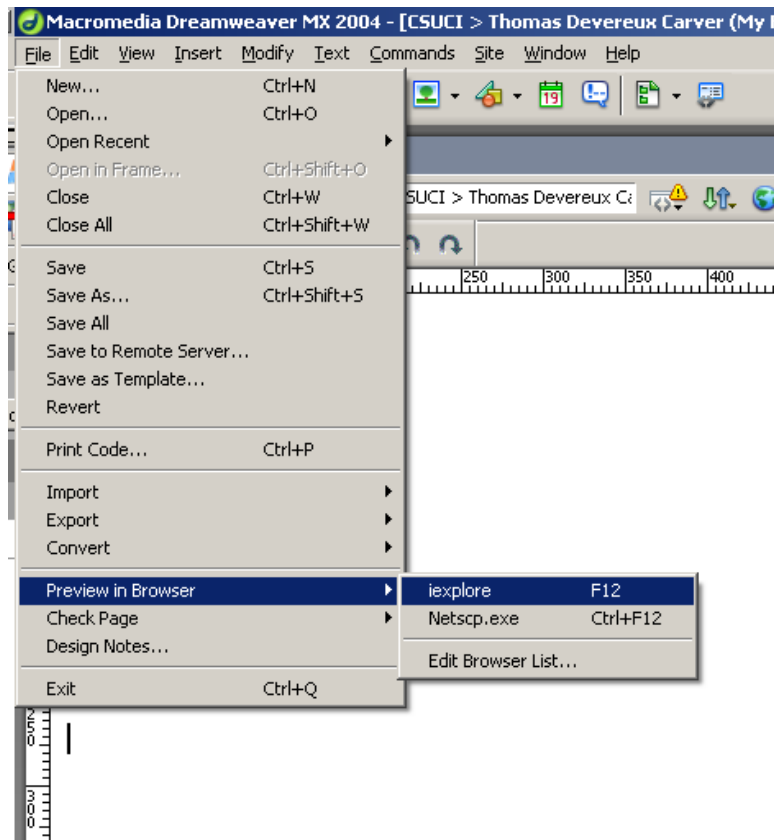


6. Preview your Changes

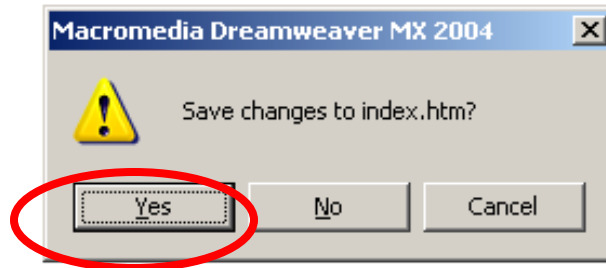
Dreamweaver will allow you to preview your changes in a web browser before you publish your changes back to your web site.

To preview your web page:

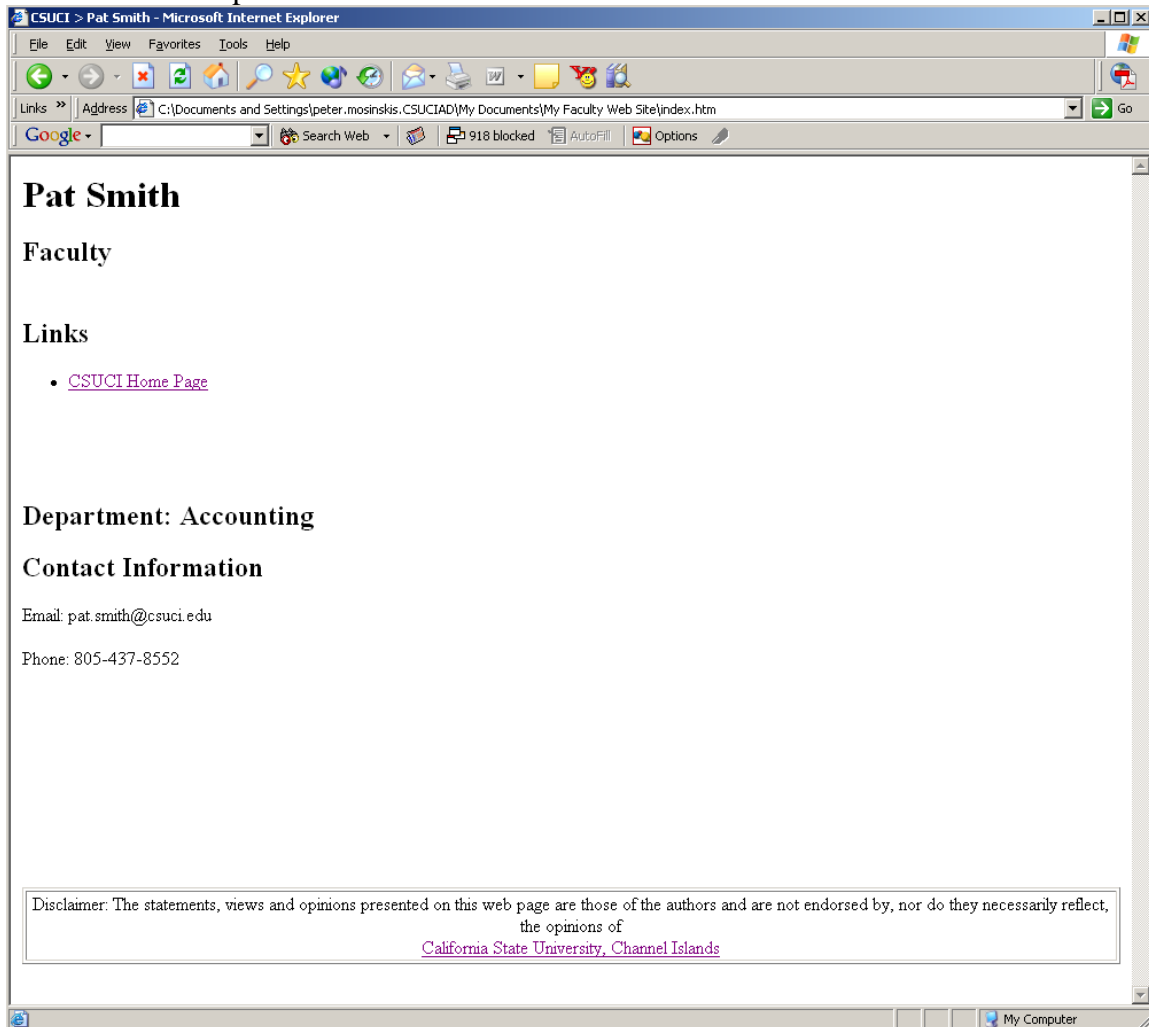
1. Go to the “**File**” menu, select “**Preview in Browser**” and then choose the browser (in the example, Internet Explorer is selected).



2. You will be prompted to save the changes to your page. Select “Yes” to save your changes and continue.



3. The page will then display in a new browser window and appear as it will appear when it is published.

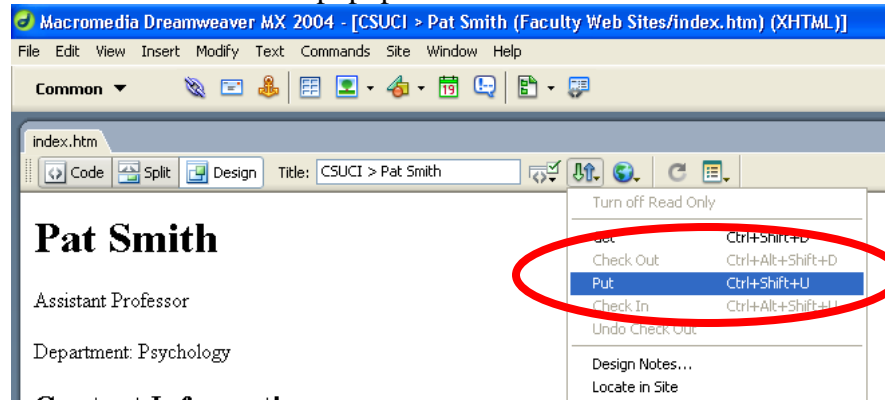


7. Publishing Your Changes to Your Web Site

Once you have previewed your changes and are satisfied, you can publish your changes back to your web site.

To publish your changes:

1. With the “**index.htm**” page open, click the File Management link on the toolbar and choose “**Put**” from the popup menu.



2. Your home page has now been published.

8. Review Your Changes on your “live” web site

Next, visit your faculty web page to make sure your changes have been published. This step is important to ensure that your content was actually published! HINT: you may need to refresh the browser window to see your changes.

Your CSUCI faculty web page is located at <http://faculty.csuci.edu/YourUserName>, where *YourUserName* is your web account user name.

In our example, the web site for Pat Smith who has a web account user name of “pat.smith” would be <http://faculty.csuci.edu/pat.smith>

Need More Help?

Dreamweaver Tutorials are available at:

http://www.macromedia.com/support/dreamweaver/tutorial_index.html

An interactive Dreamweaver demonstration is available at:

<http://macromedia.elementk.com/Educate/macromedia/home/experience.asp>

Other web design resources are available on the Web Services web site at:

<http://www.csuci.edu/it/web/>

Web Services staff are available to assist University faculty with one-on-one, personalized instruction in the use of Dreamweaver to create and edit web pages. Please call 805-437-8552 or email helpdesk@csuci.edu to set up an appointment.

Workshops for Dreamweaver are periodically offered by the University. Please check the University Calendar of Events at <http://www.csuci.edu/calendar> for availability, dates and times.

About this Document

Created by Peter Mosinskis, Supervisor of Web Services, CSUCI

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