

Creating and Publishing Faculty Webpages

The UNF Template

The template we are using today provides a professional page that is easy to work with. Because the pages are already built, faculty members can simply copy and paste their content into the layout and publish.

Dreamweaver

Dreamweaver facilitates the Web page design process by automatically creating HTML code for you in a word processing-like environment. If you have used MS Word, then you will find Dreamweaver fairly easy to learn. We will be working with the some of the more basic features of Dreamweaver today, but it also has many advanced capabilities you may want to explore in the future. Dreamweaver manages websites by allowing a user to create and test pages and graphic elements locally, and then upload the files to a defined remote site.

Dreamweaver is *not* part of the standard campus image, but falls in a category of software defined as "Available upon request" at UNF. Dreamweaver is available on all computers in the CIRT Lab (1/1801), and many faculty choose to stop by CIRT when they want to update their webpages, rather than setting Dreamweaver up in their office. To request installation on your office computer, call the UNF Helpdesk at x 4357.

Terms

Site

With Dreamweaver you create and edit pages on a local computer, and then upload those files to a remote web server so that they will be publicly available. In Dreamweaver, the word *site* is used as shorthand to refer to any of the following things:

- A website: a set of pages on a server, to be viewed by a visitor to the site using a web browser, ie. everything found under <http://www.unf.edu/~john.smithz>
- A remote site: the files on the server that make up a website, from your (the author's) point of view rather than a visitor's point of view.
- A local site: the files on your local disk that correspond to the files in the remote site. You edit the files on your local disk, then upload them to the remote site.
- A Dreamweaver site definition: a set of defining characteristics for a local site, plus information about the local site files are to be published to the remote site.

We will create a site definition using the Site Definition dialog box. The site definition is specific to the local installation of Dreamweaver (the computer), so you will have to repeat this setup on the computer you intend to manage your site from. Setting up your site correctly in Dreamweaver is the most important thing you can do to ensure trouble-free maintenance of your web pages.

Templates

A Dreamweaver template is a special type of document that you use to design a “locked” page layout. A template author designs the page layout, and creates regions in the template that are editable in documents that are based on a template

One of the most powerful uses of templates is the ability to update multiple pages at once. A document that is created from a template remains connected to that template (unless detached). You can make changes to a template and immediately update all the documents based on it.

Cascading Style Sheets

Cascading Style Sheets (CSS) are a collection of formatting rules which control the appearance of content in a web page. With CSS styles you have great flexibility and control of the exact page appearance, from precise positioning of layout to specific fonts and styles. Another advantage of using CSS is the ability to quickly and easily apply consistent formatting to your pages.

CSS styles let you control many properties that cannot be controlled using HTML alone. For example, you can assign custom list bullets and specify different font sizes and units (pixels, points, and so on). By using CSS styles and setting font sizes in pixels, you can ensure a more consistent treatment of your page layout and appearance in multiple browsers.

Getting Started

Setting up a site in Dreamweaver

Go to Start> Programs>Adobe Dreamweaver CS3

Go under Site>Manage Sites>New, then use the Advanced tab to set up your site, entering the following information:

Local Info:

Site Name: your choice

Local Root Folder: hit the folder icon and navigate to the folder that contains your web page files

Default Images Folder: hit the folder icon and navigate to the images folder in the site

HTTP Address: enter the address for your site, ie. <http://www.unf.edu/~dfmiller>

Remote Info:

Access: FTP

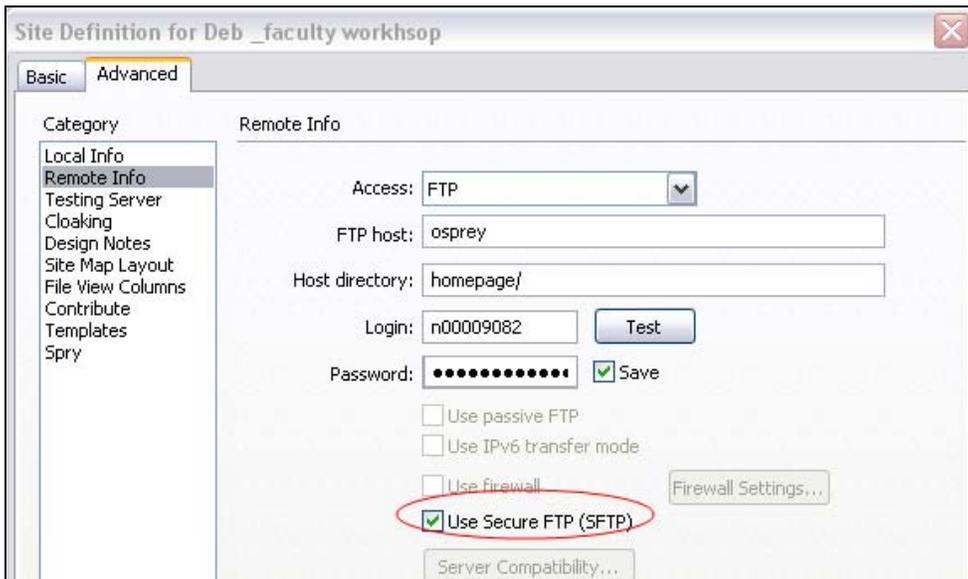
FPT Host: osprey.unf.edu

Host Directory: homepage

Login: your user id (ie. N00001234)

Password: your password

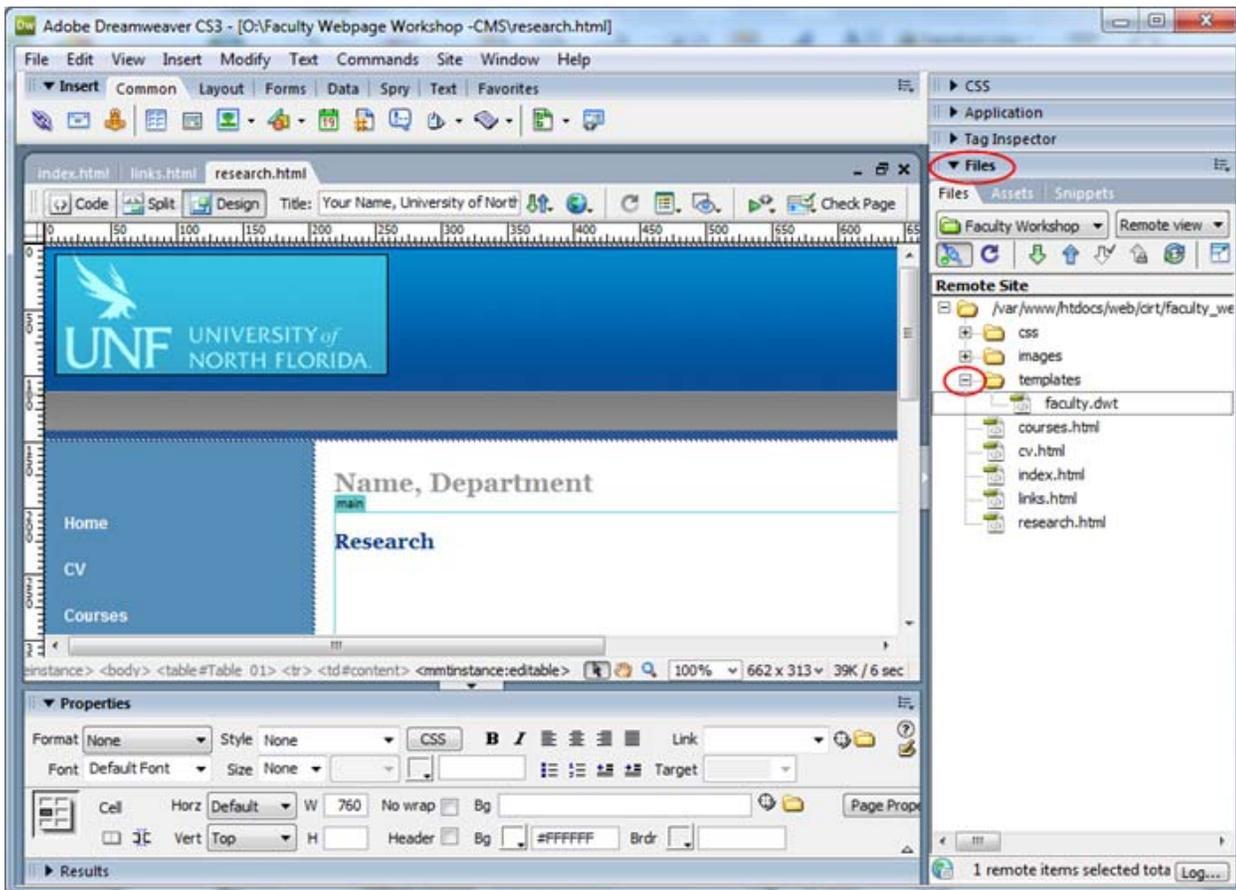
Check the box to use SFTP



After entering all of the above information, click **Test**, and if you get the message that it connected successfully, click **OK**, then **Done**.

Site Panel

Double-click any local file name to open and edit the file. Expand folders by clicking the .



Updating the template:

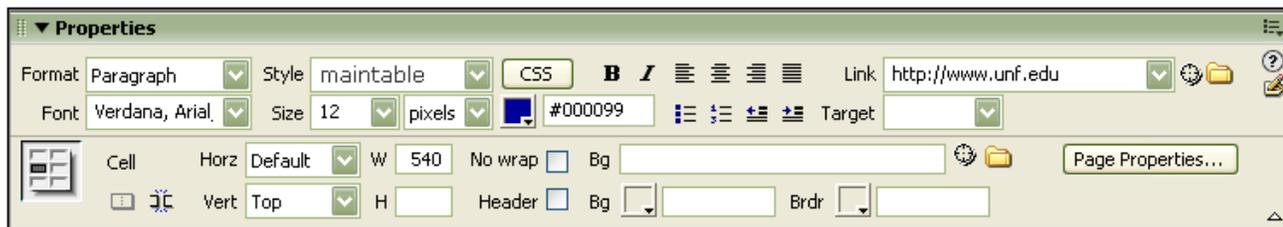
Any changes that are made to the template update all of the pages in your site:

1. Expand the templates folder and open the document faculty.dwt.
2. Replace the Name, Department text with your own information.
3. Change or add any new items that you want to use to the course menu.
4. Close the template and save changes when asked.
5. Click Update when asked.
6. Click Close - all of your pages have been updated!

Working on your pages

Open any page and input your personal information. We will complete the index.html page together, then allow everyone time to work on their own with assistance. Here are some things you may want to do while working on your pages:

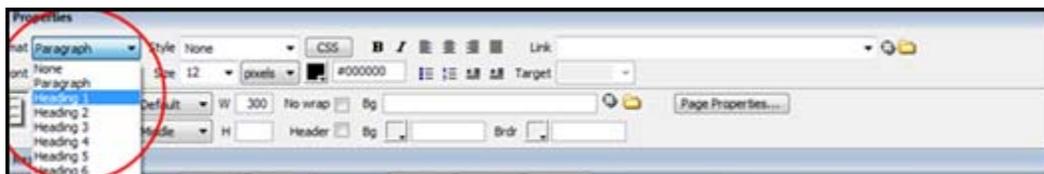
1. Single Line Return: Shift-Enter
2. Add a Link: On the page, highlight the text or image that you want to be a link, and then either type or paste the URL in the Link box of the Properties panel.



3. Add an E-Mail Link: On the page, highlight the text you want to be a link and then type mailto:emailaddress in the Link box of the Properties panel.



4. Change the text style: Use the Properties panel to select another text style.

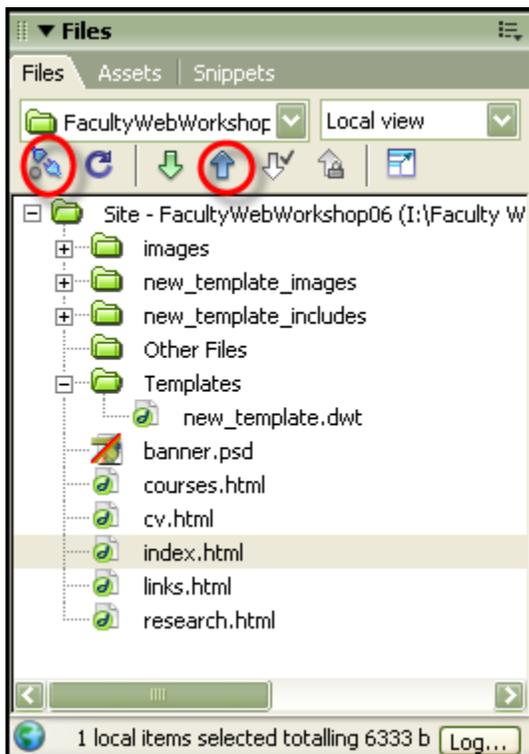


5. Previewing web pages: Use the F12 key to see a preview of your page as you work.
6. Insert an image: Go under Insert>Image and navigate to the GIF or JPEG you want to add. *Note:* the image file should already be placed in the images folder of your site. You may resize the image by clicking and dragging on its corners (be sure to hold down the shift key) or by using the width and height boxes in the Properties panel.
7. Create a new page using the Template: Go under File>New and use the Templates tab to choose the template to apply to the page.

Publishing Your Pages

Uploading your website

Click the plug icon at the top of your site panel to connect to your remote site, entering your password when prompted. Highlight the files you wish to upload and use the blue arrow to move them "up" to the web server.



Go to your website to see how it looks, make any necessary changes or corrections and re-upload files as needed. Your "address" will be <http://www.unf.edu/~publicalias>, ie., <http://www.unf.edu/~dfmiller>. To find out your "public alias" visit: <http://www.unf.edu/app/ess>

Getting Your UNF Home Page Listed

Any faculty member who has created their own personal site on a UNF server can have that page linked to the staff/faculty page:

<http://www.unf.edu/TwoWings.aspx?id=15032402932>

That request should be sent to webmaster@unf.edu.

More Questions?

Contact the CIRT Lab at x.3927 or stop by 01/1801 for additional assistance.