

*Please remember that all CVCC students signed an acceptable use policy regarding computers, technology and the Internet. If you are unsure about the appropriateness of something you are designing, check with your instructor before proceeding.

USING DREAMWEAVER CS4:

I. Create a folder called “yournamesite”

- Know exactly where this folder is located (local hard drive or network drive?)
- Inside that folder create three new folders, one called “graphics” one called “audio” one called “video”

II. Starting Dreamweaver (Creating a New Site for the first time)

- Start Dreamweaver and close the Welcome Screen.
- At the top menu bar click “Site” >”New Site”
- Click “Basic” tab
- Name your Site "yournamesite".
- Copy and paste the URL that was emailed to you when you signed up for hosting. FOR EXAMPLE <http://users2.nofeehost.com/cvccsommer> or <http://www12.asphost4free.com/cvccsommer> Click Next.
- Select No server side technology and Click Next.
- Select Edit local copies on my machine, click on the folder icon and navigate to the folder you created .
- Choose "FTP" from the drop down menu and **enter the information that was emailed to you** by the hosting service. FOR EXAMPLE:
HOSTNAME= <ftp2.nofeehost.com>
FOLDER = *leave blank*
LOGIN = cvccstudent
PASSWORD = bigfun
Click Next.
- Click No for “Enable Check In and Out.” Click Next
- Click Done!

II. Creating and linking Web Pages.

- At the top menu bar go, File > New, choose Blank Page with Page Type as “HTML” and Layout as “none” then click Create.
- File > Save As> “index”
- Fill in a title in the title bar with “My Home Page”
- Modify > Page Properties and change the background to black, text to white and links to yellow.
- Type in a Heading “My Web Site’s Home Page” and under it type the words “Link to Page2” and under that type the words “Link to Page 3”
- Highlight “My Web Site’s Home Page” and in the properties window at the bottom choose “Heading 1” from the Format drop down menu.
- File > Save
- Now do File > Save As and save the page again under a new name "page2"
- Now do File>Save As again and save the page as “page3”
- You should now have 3 identical pages with different names showing in the tabs.
- **Click File>Save All**

- Click on index tab
- Highlight “Link to Page 2”. Find the “Link” box in the Properties window near the bottom of your screen, then click on the little folder icon to the right. Choose "page2" and click OK
- Highlight “Link to Page 3”. Again find the “Link” box in the Properties window near the bottom of your screen, click on the folder icon and choose "page3" and click OK.
- **Click File>Save All**
- Click on the tab for “page2” and change the heading to “PAGE 2” then type “Page Two” in the title bar.
- Replace the words “Link to Page2” with the word "Home" then highlight it and make it a link to “index” using the same method you did before. Make a link to page3 just as you did before
- Modify>Page Properties and change the background color to a dark RED
- **Click File>Save All**
- Click on the tab for “page3” and repeat this process of changing the Heading, Title and links.
- Modify>Page Properties and change the background color to a dark GREEN.
- Start creating and linking pages as needed, try inserting images from your media folder where appropriate.
- **Click File>Save All**

III.. **Content Tips:** Who are you designing for? If you are designing for a business the following info may be appropriate subheadings or pages:

- **About us** – overview of the company? How long in business? Who do you serve? What do you produce/sell?
- **Location** – Address and map to business (perhaps there are multiple locations)
- **Products** or **Services** (this could be a long or short list, but you should try to provide a virtual sample of your work on line with pictures, flash, audio or video)
- **Contact** – email and phone for sales, customer service, tech support, web master...
- **Client Comments** (letters or email endorsements from satisfied customers)

IV. **Design Tips:**

- Keep Navigation simple and consistent from page to page. You can place navigation buttons in a separate frame, or if not using frames, keep them consistently placed at the top, bottom or side of your pages. A table may also be used to accomplish this.
- Keep backgrounds from becoming too distracting.
- Keep text readable by choosing appropriate contrast between text and background color.

- V. **File Types.** There are typically three characters (visible or not) at the end of a file name (after the period). These are called *file extensions*. They tell the computer what kind of file it is reading.
- .htm indicates that the file is a web page.
 - .jpg, .gif and .png are image files most commonly used in web pages because they maintain good quality with a small file size. If you are using .tif, .psd, .bmp image files obtained from your digital camera, chances are they are too big for web use. Convert them with a photo editing program.
 - .mid, .mp3, .wma, .ra indicates an file that is commonly used to play audio on the web. If using .wav or .aif audio files, try to keep them only a couple seconds long, since those formats have large file sizes. Better yet convert them to mp3.
 - .mov, .wmv, .rv are common video formats. Be careful when putting video on your site! They tend to be large in size. You must scale videos down so they will stream easily on most computer systems. Or convert them to a Flash Video format.
- VI. **File Size.** Always use the smallest file you can. Clients surfing the web do *not want* to wait for large files to load. Warn the user if you link to a big download, or give them options for smaller but similar files.
- VII. **File Organization.** Do not move files around outside of Dreamweaver. The web pages you are designing expect to find the files in the same place every time. If you are in the finder and you move files to a different folder, the web page will likely show broken links to pictures and other pages etc...

LINKS

FREE FTP HOSTING

- <http://www.asphost4free.com/>
- <http://www.nofeehost.com>

FREE TEMPORARY EMAIL

- <http://10minutemail.com>

MR. SOMMER's WEB SITE (Has all the info on this hand-out and a lot more)

<http://www.ohioweddingmusic.com/sommer/>