

StudentNet Web Design Training

Step One – Create A Storage Folder

1. In “my documents” create a new folder and name it “studentnet_web”. This will be your storage folder.

Step Two – Dreamweaver Set up

1. Open Dreamweaver software
2. Click the drop-down box located under the “Files tab”.
3. Select “Manage Sites”
4. Select “New”
5. Site Name – **Student Net**
6. Local Root Folder - **C:\Documents and Settings\Tab Bowling\My Documents\studentnet_web\ or browse to the selected file**
7. Under “Category” select “Remote Info”
 - a. Access – FTP
 - b. FTP Host - secure.princeservices.com:242
 - c. Host Directory - /home/studentnet/www.thestudentnet.net/html/
 - d. Login – studentnet
 - e. password - *****
 - f. Check the “Use Secure FTP” box
 - g. Click “Test”

Step Three – Get Files From The Remote (Prince Services) Server

1. Right Click “Student Net”
2. Select “Synchronize”, a box will open
3. Synchronize – “Entire Student Net Site”
4. Direction – “Get Newer Files From Remote”

IMPORTANT NOTE – The site must be synchronized each time changes are made, if more than one person is making changes site changes. Your changes will be lost if this is not done.

Step Four – Local View

1. Under the “Files Tab” you will see two drop-down boxes, “Student Net” and “Local View”, we may need to click “refresh” to see your “new” files.
2. The “Remote Files (Prince Services/Server) are now located on your hard drive in the studentnet_web folder, i.e “Local View”.
3. Click the “Local View” drop-down box and select “Remote View”.

Step Five – Creating a New Page

1. Under the Student Net directory, click “contact.html”
2. Right Click and select “Edit” and “Copy”
3. Click “Site – Student Net”
4. Right Click and select “Edit” and “Paste”
5. You now have a new file – “copy of contact.html”
6. Click “copy of contact.html”
7. Right Click and select “Edit” and “Rename”
8. Rename the page with your name, e.g. “tab.html”
9. Select “tab.html” file, right click and select “put”.
10. Verify your work – Open “web browser”. Type – www.thestudentnet.com/tab.html

Step Six – Formatting The New Page

1. Odds are you will need to remove the existing formatting. When possible, you should copy and paste, or create, a page that is formatted closest to your needs.
2. Remove the existing format:
 - a. Highlight “outer table” and hit “delete”.
3. Let’s start with a simple cut and paste, no tables, page.

4. Open index.html file located in the root directory, highlight the “content” **About Us StudentNet is a group.....**, right click, select copy, open “tab.html”, insert cursor in the body/content area, right click, select paste.
5. Rename page title – Replace “Contact Us” with “About Us”, located above green the line.
6. Select “tab.html” file/folder, right click and select “put”. Verify your work, via web browser, refresh or press F5.
7. The existing home page (index.html) page is busted/broken. It shifts to the left. Let’s replace it with the page we made.
 - a. Click index.html file/folder.
 - b. Right click and select – edit, rename, rename **index_a.html**
 - c. **A pop-up box will appear. SELECT DO NOT UPDATE.**
 - d. Right click index_a.html and select “put”. Verify your work, via web browser, refresh or press F5.
 - e. Click tab.html file/folder.
 - f. Right click and select – edit, rename, **rename index.html**
 - g. Right click index_a.html and select “put”. Verify your work, via web browser, refresh or press F5.
8. Designing pages with Tables. I design web pages using Tables. **Individual tables allow flexibility.**
9. Create a new file/folder – studentpastor.html
10. Let’s make a Table:
 - a. Place your cursor at the top of the page
 - b. From the menu, select “Insert” and “Table”
 - c. Rows – 1
 - d. Columns – 2
 - e. Table Width – 720 (**this is the standard width for your site**)
 - f. Border Thickness – 0 (**you can set this to 1 if you desire a border**)

Step Seven – Inserting Data and Data Into Cells

Double click the “Student Net Web Design Training” file, located in the file structure. Scroll to “**Step Seven**”.

Copy and paste the following text into the LH cell, page - tab.html:

How to Have a Perfect Pastor

A recent survey has compiled all the qualities that people expect from the perfect pastor:

Results of a computerized survey indicated that the perfect pastor preaches exactly 12 minutes.

He frequently condemns sin but never upsets anyone.

He works from 8 a.m. until midnight and is also a janitor.

He makes \$60 a week, wears good clothes, buys good books, drives a good car, and gives about \$80 a week to the poor.

He is 28 years of age, but he's been preaching for 30 years. He is wonderfully gentle and handsome.

He gives himself completely but never gets too close to anyone to avoid criticism.

He speaks boldly on social issues, but must never become politically involved.

He has a burning desire to work with teenagers, but he spends all his time with senior citizens.

He makes 15 daily calls to parish families, visits shut-ins and the hospitalized, spends all his time evangelizing the unchurched, and is always in his office when needed.

2. Inserting images:

- a. Place cursor in RH cell, page – studentpastor.html
 - b. From the menu bar, select insert, image
 - c. Go to my documents, studentnet_web folder, select images folders
 - d. Select “perfectpastor.jpg”, click ok
3. Select “studentpastor.html” file, right click and select “put”.
 4. Verify your work, via web browser. www.thestudentnet.net/studentpastor.html

Step Eight – Creating Hyperlinks, Links and Anchors

1. Open file – forms.html

2. Scroll to bottom of the forms.html page. Place cursor beside last word on the last line and hit enter on your keyboard.
3. Type – StudentNet Web Design Training
4. Highlight – StudentNet Web Design Training
5. From the “toolbar” located at the bottom of Dreamweaver, open the folder located beside “Link”
6. Navigate to the “studentnet_web” located in my documents.
7. Select the “StudentNet web Design training.doc” file
8. Click ok

Create an Anchor Point

1. From the “forms.html” page, place your cursor in front of the text “StudentNet Web Design Training”.
2. From the menu, click “insert”, “Named Anchor”.
3. Type “Training”
4. Select “forms.html” file, right click and select “put”.
5. Open “schedule.html” page
6. Place cursor beside “11am” hit “enter” and cursor down.
7. Type – Web Training
8. Highlight “Web Training”
9. From the “toolbar” located at the bottom of Dreamweaver, open the folder located beside “Link”
10. Select “forms.html”
11. After “forms.html” type “#training”. You should see “forms.html#training”
12. Select ok
13. Select “schedule.html” file, right click and select “put”.

14. Verify your work

Step Nine - Saving Images and Documents To “Local Copy”

1. From your web browser - Go to <http://www.westmeadebaptist.org/Staff.htm>
2. Scroll down to – Jeff Gardner
3. Right click on top of Jeff’s photo, click “save picture as”
4. Go to “my documents” open “studentnet_web” folder, double click “images folder”, click “save”
5. From Dreamweaver, make sure you are in “Local View”.
6. Open “images” folder. Highlight “jeff.jpg”, right click, select “Put”
7. The same steps will be applied to save documents. You must “Put” everything to the “Server/Remote”.

Step Ten – Q & A