An Adventure of the American Mind

Joining Educators and Students with Library of Congress Resources

Workshop Series Two:
Library of Congress Online Digital Primary Sources and Web Development

Western Carolina University
College of Education and Allied Professions

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Dr. Beth Rodgers Coulter, Director (brcoulter@email.wcu.edu)
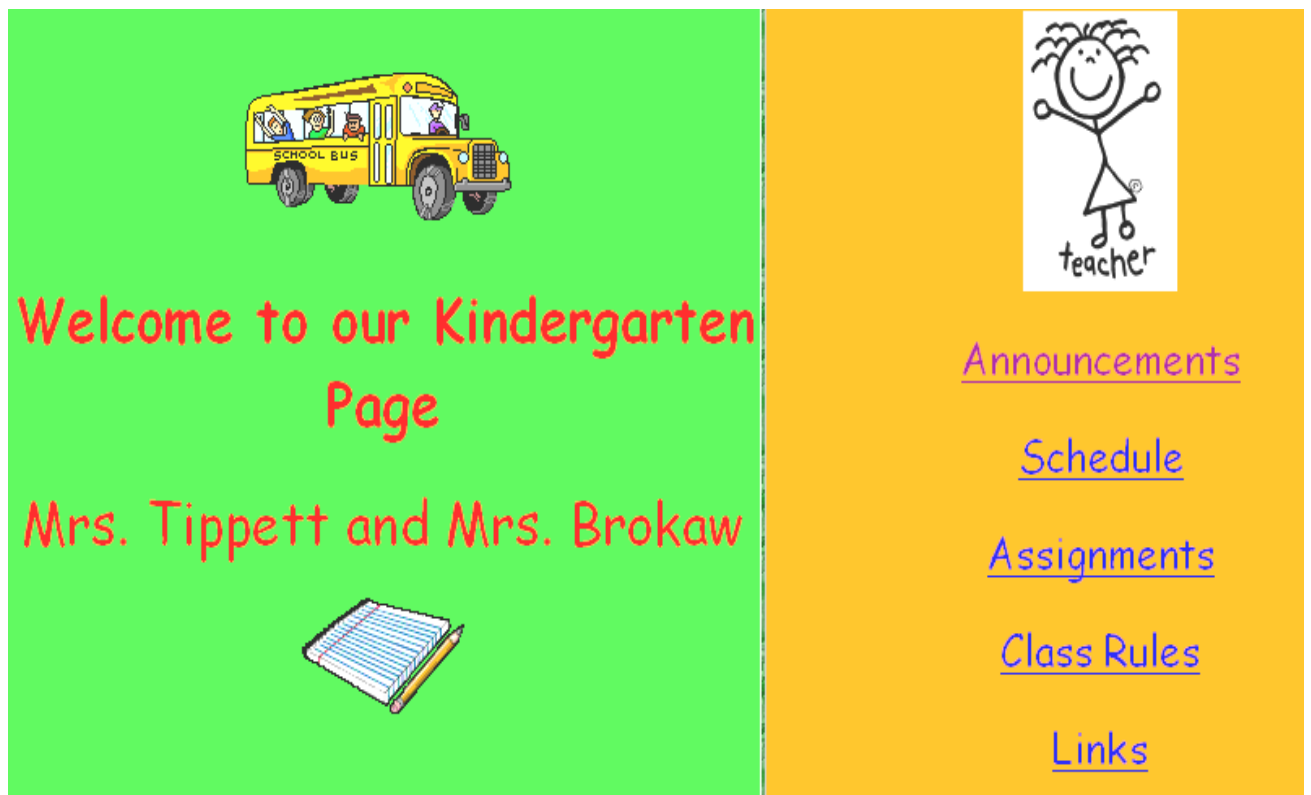Oran Mosteller, Digital Resource Coordinator (omosteller@ercwc.org)

Web Page Design

Step One: Planning and Designing

Plan
Always have a plan for a web page. One of the best ways for obtaining ideas is by reviewing what others have done.

Examples for three various approached are shown below.

Welcome to our Kindergarten Page

Mrs. Tippett and Mrs. Brokaw

teacher

Announcements

Schedule

Assignments

Class Rules

Links

Web site of Mrs. Cathy Tippett, South Macon Elementary School, North Carolina
http://aam.wcu.edu/mrstippett

Mr. Hyde's Class

News	Homework
Call me if you have any questions about the community project.	Study Spelling Home Reading Math p.26
A BIG THANK YOU for the parents who helped with the globes! :)	Please email me with your email address and I can send pictures of things we are doing in class!
Remember to be decorating your pumpkin as your favorite book character	ihyde@haywood.k12.nc.us Book order due Thursday, October 27th!
IMPORTANT DATES:	Teacher Workday—October 28th Pumpkin Day—October 31st Run/Walk-a-thon—Oct. 31st

Spelling list for the week of Oct. 24th-Oct. 27th.

face	plane	smoke
pave	size	broke
skate	prize	close

Web site of Mr. Ira Hyde, Junaluska Elementary School, North Carolina
http://aam.wcu.edu/mrhyde

About Mrs. Duncan	Long Range Assignments
Absences	Mid-Term Progress Report Dates
Accelerated Reader Program	Report Card Dates
Classroom Supply List	Student List and Parent Volunteers
Homework Policy	Students at Work and Upcoming Events
How to Contact Mrs. Duncan	Weekly Work Folders

Connect to AAM Project: Cherokees in Macon County: History and Folklore

http://aam.wcu.edu/cohort2/duncan

Web site of Mrs. Mary Duncan, Cowee School, North Carolina
http://aam.wcu.edu/mrsduncan

Designing Tips

- Know your audience – is your site for parents, students, other teachers, or a combination of these?

- Know your goal(s) – is your goal to provide access to information, resources, other?

- Keep it simple – always!

- Watch color usage. When using color, make sure you use high contrast colors. Make the page readable for everyone – you may have some in your audience that are color blind and need high contrast.

- Put important stuff (content) first. Do NOT worry about the "Look Pretties" until you have your content ideas in place.

- Add "Alternate Tags" for images (ADA compliance).

- Search for other models – take notes on things you liked (and did not like).

- Try to fit everything on your homepage into one screen – so your users do not have to scroll.

Clipart: Microsoft Office

Design Your Site

- Use the "Web page outline" to write down what you want included on your web site.

- Use the "Web page template" to draw the design and placement of words and images. You must complete a separate web page template for each web page you included in your outline.

- After you complete your drawing, meet with your team (determined during the workshop). There will be four people in your team. Each team member will evaluate (using the "Evaluation Sheet" and offer constructive ideas and suggestions about your design.

Step Two: Make and Organize Web Folders

Prepare a Web folder

You must keep a "local" copy of web files. When your pages are ready to upload, you will upload the entire web folder. Only web pages and associate files (images, documents, etc.) should be kept in this folder.

- Plug your "Flash Drive" in the computer
- Within a minute (it various on the computer you are using), a window should appear (see image on the right).
- Click on **Open folder to view files**
- Click **OK**
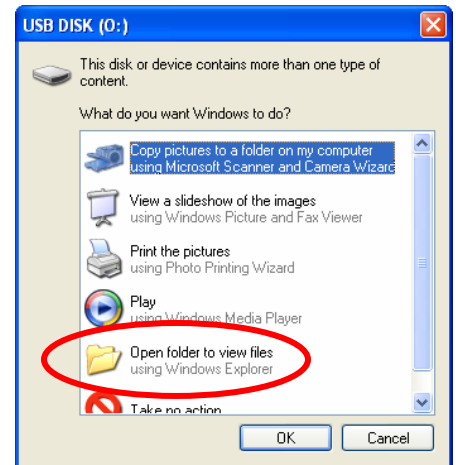
Folder image source: Microsoft Windows

- Click on **File**
- Select **New**
- Click on **Folder**
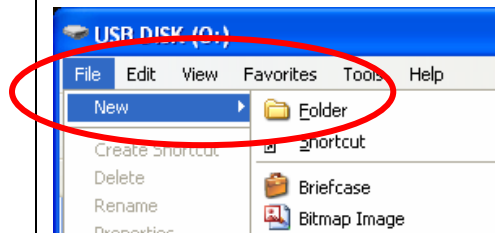
Folder image source: Microsoft Windows

Depending on which **View** you are using, a new folder will appear in the USB window (the computer's name for your flash drive). The images on the right display two of the more common views. The words **New Folder** should be highlighted in blue.

Folder image source: Microsoft Windows

- If so, simply type in the word **webfolder** (no spaces)

Folder image source: Microsoft Windows

- Click outside of where you just typed. Your new folder should look like the one on the right.

Folder image source: Microsoft Windows
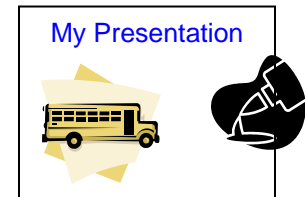
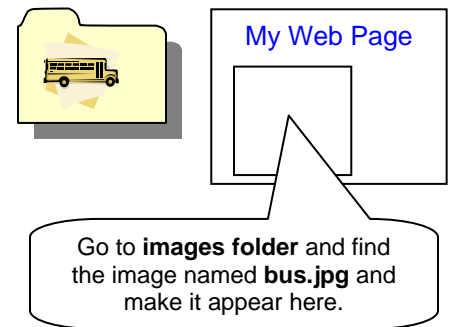|	
Image Folder When working with Word or PowerPoint or some other types of software programs, you simply inserted pictures or copied and pasted images/pictures into the document or presentation. The images/pictures became a part of that document or presentation. They were electronically "glued" to the pages.	**Word and PowerPoint** My Presentation Bus and glue image source: Microsoft Office Clipart
This is not so when working with web pages. When you insert a picture or image on a web page it is not "glued" to the page. The web page associates itself with the image or picture. In other words, the web pages go to the place where you saved that image and make it appear on the page. If you move an image after you have inserted it on a web page, then the web page has no idea where the image is and gives you a "broken image" picture.	**Web Pages** My Web Page Go to **images folder** and find the image named **bus.jpg** and make it appear here. Bus and folder source: Microsoft Office Clipart
In order to keep the images separate from the html files (web pages) and in one place so they don't get lost, you need to build another folder inside of the "webfolder".	webfolder Folder image source: Microsoft Windows
• Open the **webfolder** (double click on the yellow folder to open it) • Once you have opened the **webfolder**, make a new folder called **images**. All images used within your web site should be saved to this folder. HTML (or web pages) will be saved in the **webfolder**.	images Folder image source: Microsoft Windows

**Step Three: Defining Your Local and Remote Sites**

Open Dreamweaver 8

- Click (or double click – depending on the location) the Dreamweaver 8 shortcut icon (see image on the right)

The first option you will have is to choose between Designer Layout and Coder Layout. Unless you know HTML language and prefer to work with it, select **Designer Layout**.

This window will only appear the very first time you open Dreamweaver.
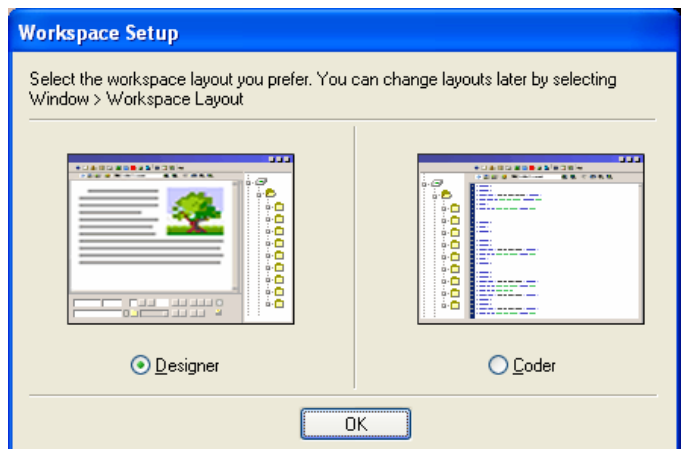
If you are using a trial version of Dreamweaver 8, you will see the screen on the right.

- Click in the circle next to **I want to try Macromedia Dreamweaver**

- Click **Continue**

Defining Your Sites

Dreamweaver helps you establish a connection between your local files and your web server.

Before building any pages, you should define where you locate files are stored (USB Drive) and where your remote server is located (this is the web server that is hosting your web site).

As you build your site, you will "upload" web pages and images from your Local USB Drive to the Remote Server.

Dreamweaver makes this easy!

Remote Server

Image Source: Microsoft Office Clipart

Local USB Drive

Image Source: Kingston and CDWG

In the **Create New** column, click on
Dreamweaver Site…
(see circled image on the right).

You should see a window that looks like the one to the right. Click on the **Advanced** tab located in the top left corner.	
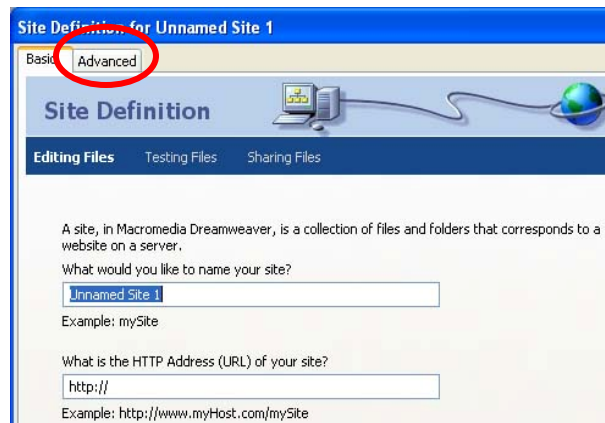
The **Advanced** window has various categories from which to choose (located on the left side of the Site Definition screen). The first category is **Local Info**. This area allows you to tell Dreamweaver where you will house your website locally (in this case your flash drive). **Please use the information below to complete this window.**	
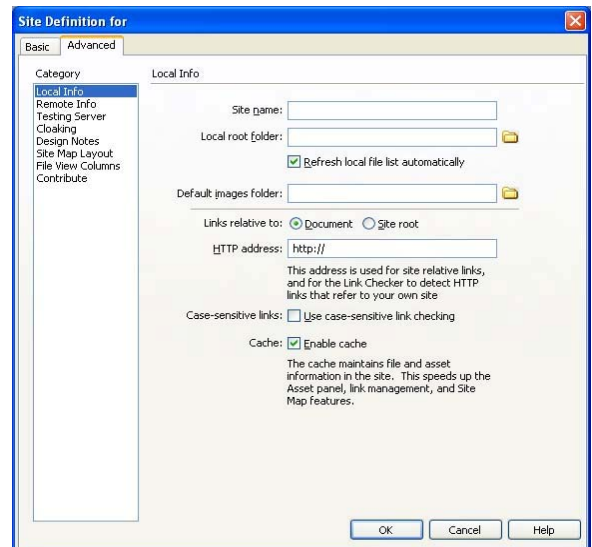
Site name: Dr., Mr., Ms., or Mrs. (your last name)'s Class Website

Local root folder: (the location on your computer where you will save the files, this case your flash drive). Click on the yellow folder beside this area. Locate the flash drive, select it, then open the **webfolder**.

Default images folder: (same as local root folder) – only locate the **images** folder inside of the **webfolder** and select it.

HTTP address: [TO BE ADDED DURING WORKSHOP]

   Note: **The HTTP address is the address you will give people so they can visit your website.**

| In the **Category** box, click on **Remote Info**. This is where you enter information that gives Dreamweaver the information required to connect to the web server where you will upload your website. | |
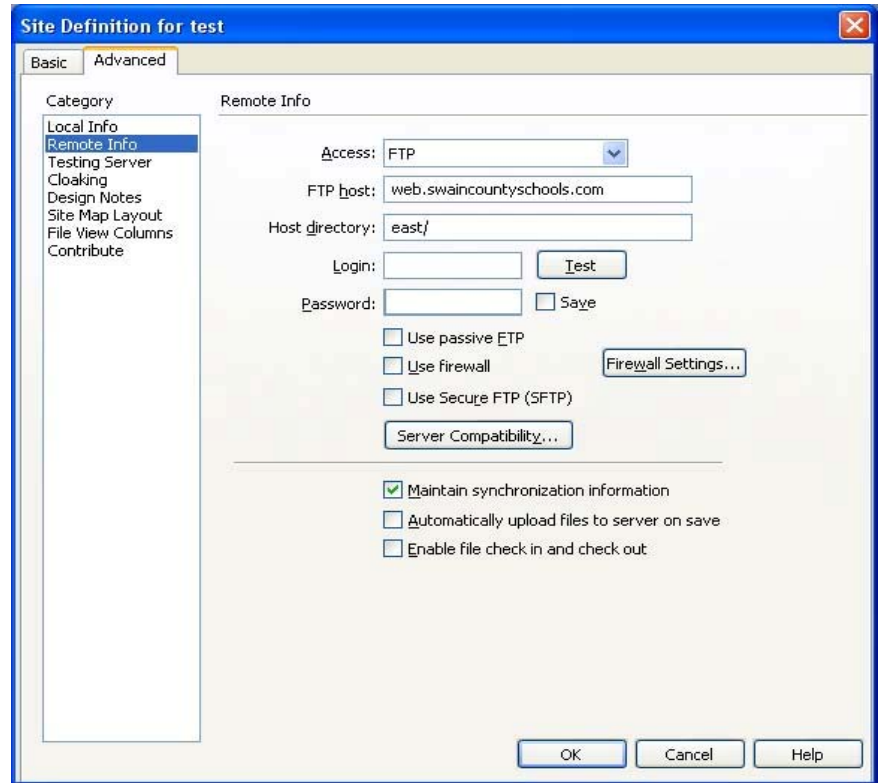
Access: Click on the drop down menu and select **FTP**

FTP host: [TO BE ADDED DURING WORKSHOP]

Host directory: [TO BE ADDED DURING WORKSHOP]

Login: [TO BE ADDED DURING WORKSHOP]

Password: [TO BE ADDED DURING WORKSHOP]

Test: Once you have filled out all the information click on **Test** to make sure you can connect to the server. If you are unable to connect please go back over the steps and check to make sure something was not left out or misspelled.

   Note: You will need to uncheck the SAVE box next to password unless this is on your classroom/home computer. If you leave this checked, anyone that opens Dreamweaver on the computer you are using can access your files on the remote server.

After completing the above, click **OK**

|	
Step Four: Creating a Web Home Page In the Dreamweaver window, under **Create New**, click on **HTML**.	

A screen, like the one below, should appear.
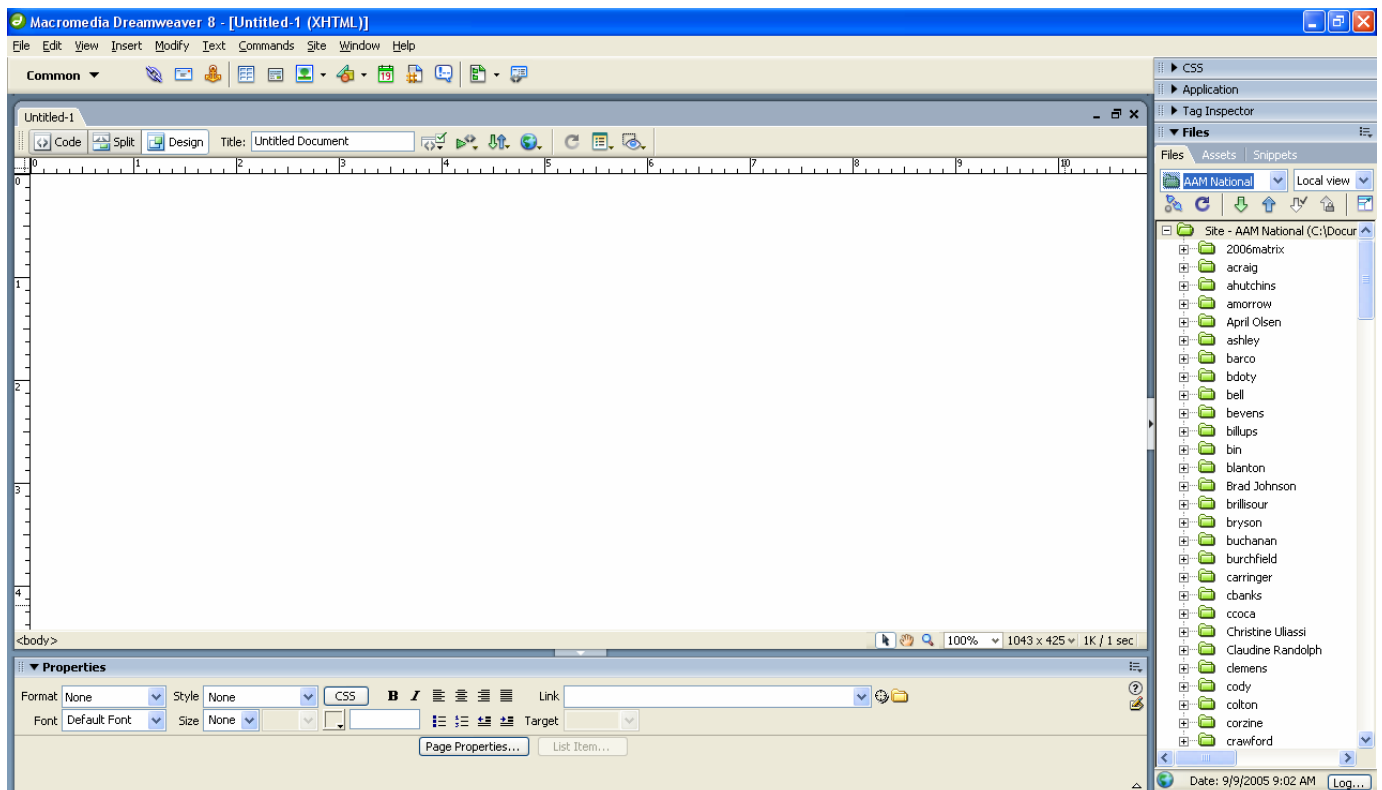
Save your home page

- Click on **File**
- Click on **Save As**. The **Save As** window will appear (see right image)
- Click on the down arrow beside the **Save in:** drop down menu.
- Locate your USB drive. You may have to click on **My Computer** and locate the USB drive there.
- After selecting the USB drive, double click on the **webfolder**
- In the **File name:** box, type in a file name (for the homepage, the name MUST be **index.html**
- Other pages may be named differently (examples: assign, homework, schedule, helppage, etc.). Note that file names must not contain spaces or symbols (dashes, percentage signs, brackets, etc.).
- Click on **Save**
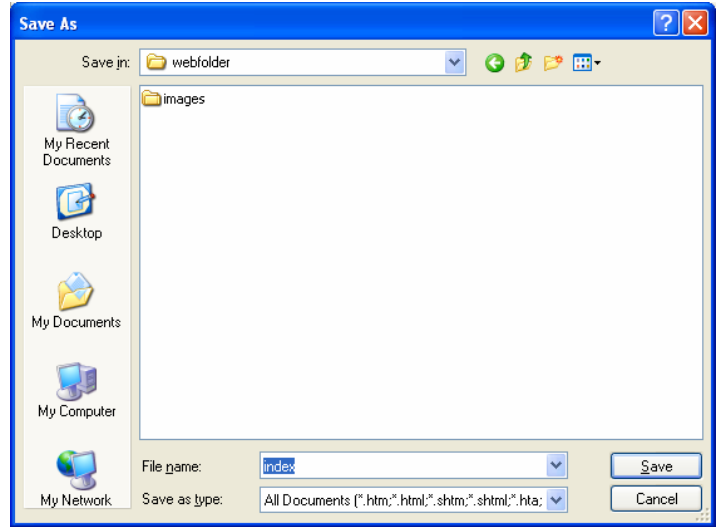
Adding a Title

Look at an active web page. Notice that in the upper left hand, there should be words that identify that web site. This is called a **Title**. See the example to the right.
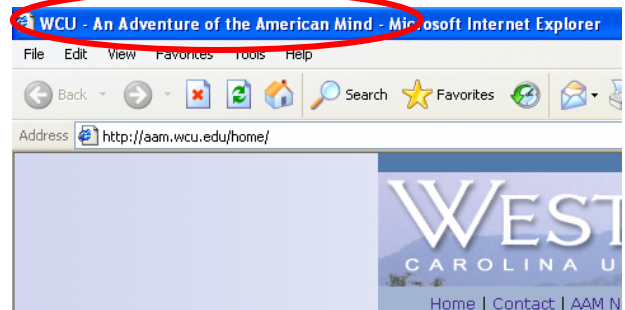
Near the top left side of the Dreamweaver 8 window there will be a section for entering a title.

- Click in the **Title** box and highlight the words **Untitled Document**
- Type in a title that describes your home page (Mrs. Perelli's Classroom Homepage)

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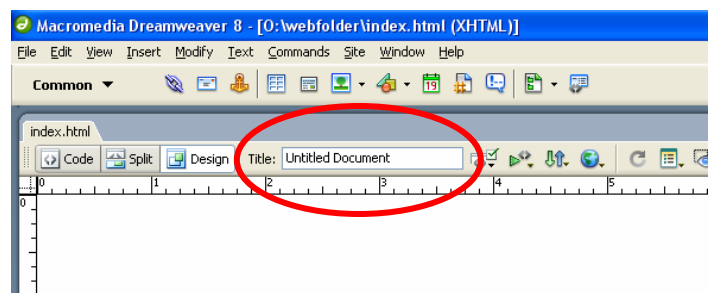
Insert a table onto your web page
- On the toolbar is an icon that looks like this:

- Click on this icon
- A window will appear (see image on right)

Change the information as follows:
- If you would like, change the number of rows and columns. However, 3 rows and 3 columns is a good place to start when beginning to build web pages.
- The **Table width:** should be **700** pixels.
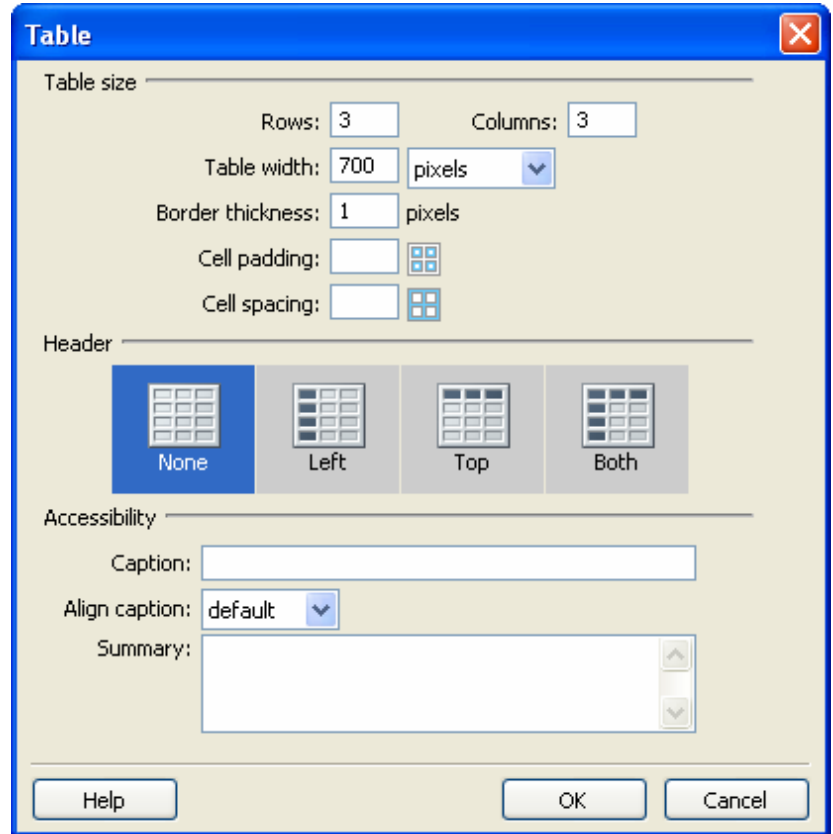- The **Border thickness:** should be 1 or 2 pixels.

Table Properties Menu

Notice at the bottom of the page, a **Properties** menu has appeared. This menu provides you with additional options. As long as your table is selected (note the little black squares on the bottom and right side of the table) this menu will appear.

- Select the table alignment (Align)

- The other things can be adjusted later
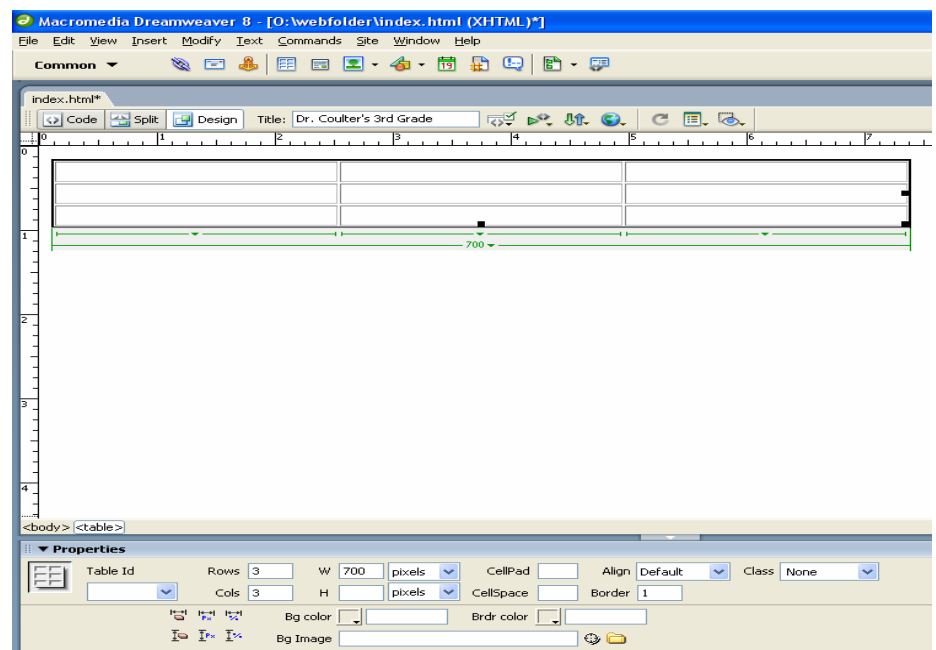
To select the table, click on one of the four sides of the table.
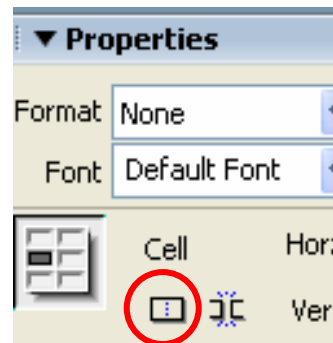
Cell Properties Menu

When you click in a cell within your table, a cell properties menu appears at the bottom of the screen. This screen provides you with shortcuts for formatting that cell (fonts, alignment, background colors, etc.).
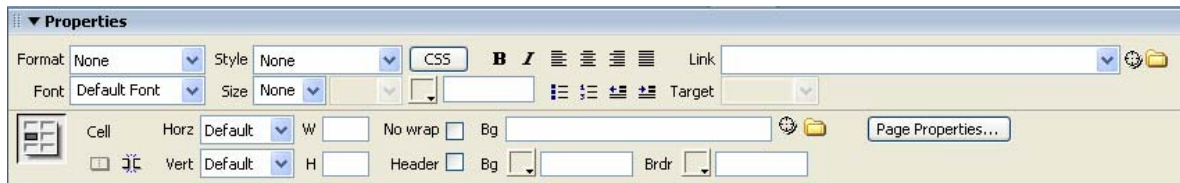

Merging and Splitting Cells

To merge cells:

- Highlight the cells you wish to merge
- In the **Properties** menu at the bottom of the page, click on the merge icon (located below the word **Cell**)

To split a cell:

- Click in the cell you wish to split
- In the **Properties** menu at the bottom of the page, click on the split icon (located below the word **Cell**)
- The window below will appear
- Select the number or rows or columns you wish to split this cell into
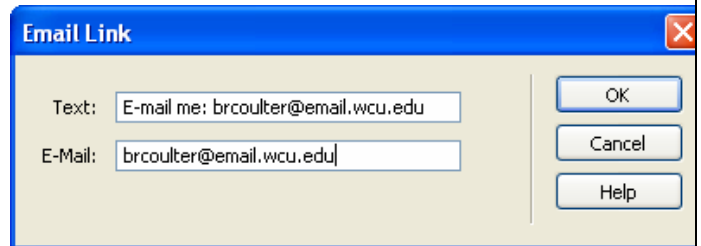- Click **OK**
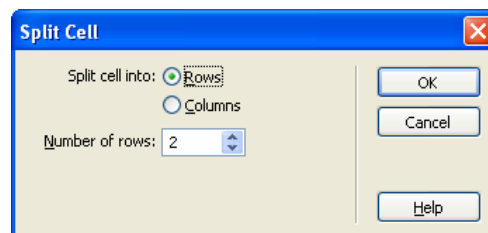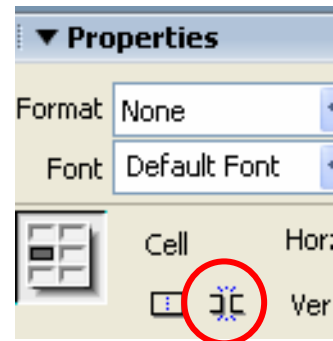
E-mail Links

- Click in the cell where you want the email link to go
- On the toolbar is an icon that looks like this:

Email Link

Text: E-mail me: brcoulter@email.wcu.edu

E-Mail: brcoulter@email.wcu.edu

OK | Cancel | Help

- Click on this icon
- A window will appear (see image on right)
- In the **Text** area, type in the information you wish your users to see. Include the email address here so it is visible for those who need to see it.
- In the **E-mail** area, type in your email address
- Click on **OK**

Hyperlinks

- Click in the cell where you want the link to go
- On the toolbar is an icon that looks like this:

Hyperlink

Text:

Link:

Target:

Title:

Access key:

Tab index:

OK | Cancel | Help

- Click on this icon

**Text:** Class Calendar (type here what you would like the link to be displayed as)

Link: /classcalendar.html (here you will browse to the file/picture you would like to link to. Note: if this is a link to a website you will need to either type or copy/paste the web address in. **YOU** must have the **http://** in the address or the link will not work.

Target: Unless you are linking to someone else's website leave this blank. If you are linking to another website click the dropdown menu and choose _**blank**.

Title: Title is used for ADA compliance as mentioned before. So you will just type in a description of what the link is.

Inserting an Image

- Click in the cell where you want you image to show
- Click on **Insert**
- Select **Image**
- The **Select Image Source** box will appear
- In the **Look in:** box, click on the down arrow and locate your image
- Click on the image you want
- Click **OK**
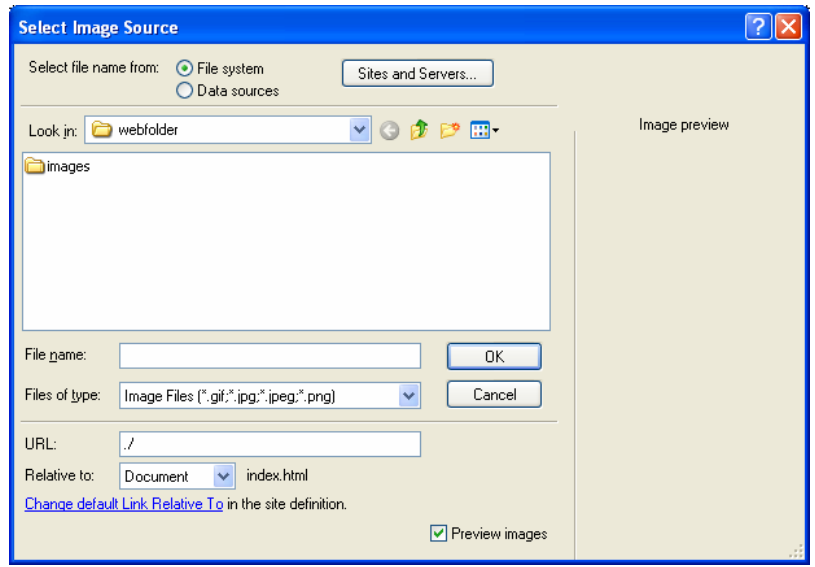
Uploading your web folder

Located on the right side of the Dreamweaver screen, there are several tabs. One of the tabs is labeled **Files**. Click on that tab.

The first drop down box allows you to select from multiple sites (in case you maintain more than one web site).

The second drop down box allows you to view your **Local view** (on your flash drive) and your **Remote view** (on the server that will host your web site.

Click on the icon that looks like a plug and socket.
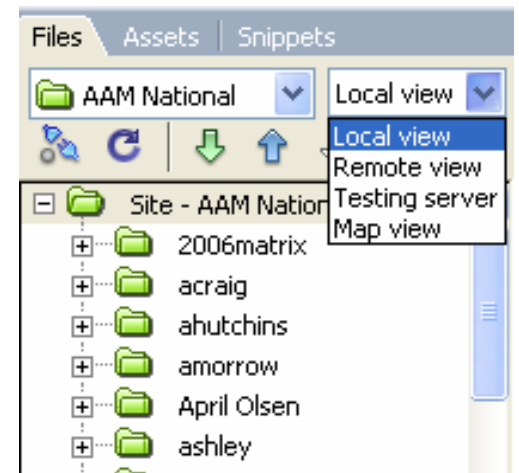
Once connected, your view will change from **Local view** to **Remote view**. In the View box, switch your view back to **Local view**.

Click on **Site – webfolder**

Click on the **Blue** up arrow to upload everything in your webfolder.

Unless otherwise expressed, images used in this handbook are screen captures from Macromedia Dreamweaver 8