

BRINGING IT ALL TOGETHER

PHOTOSHOP / ILLUSTRATOR/FLASH/DREAMWEAVER

Directions

Connect to the new class site created by Adam B. using <http://www.natickhighwebdesign.com/advanceclass> (directions below on how to set up site in DW.) Using the template which Adam created make a page based on your assignment listed below. You may only add content into editable regions on the template. Make sure to check your page in and out so the page does not become locked.

ASSIGNMENTS

1. Library Items/Snippets - Shannon
2. Image Codes - Sean
3. Photoshop Skills - Marissa
4. Image Codes - Sean
5. Illustrator - Lauren
6. Flash Billboard - James
7. PHP - Matt



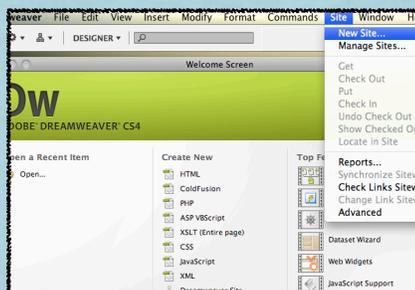
Templates in Dreamweaver

With the use of custom templates in Dreamweaver and a class FTP we can easily share with the world what we have learned in Advance Web Design I at Natick High School. Using templates is an easy and smart way to maintain any website. They allow you to make changes to the site's structure and main

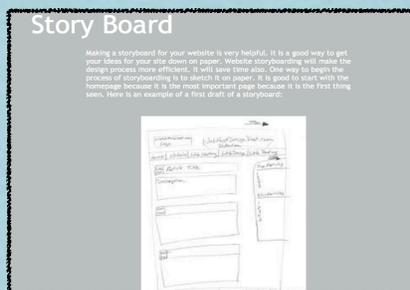
elements and apply them to all pages that are based on that template, saving valuable time and frustration in updating pages individually. This function also increases productivity time when working in a group setting.



continued on page 2



Step 1: Connect to the FTP, www.natickhighwebdesign.com/advanceclass. Gather all the files which you will need to create your page. Example: Template files



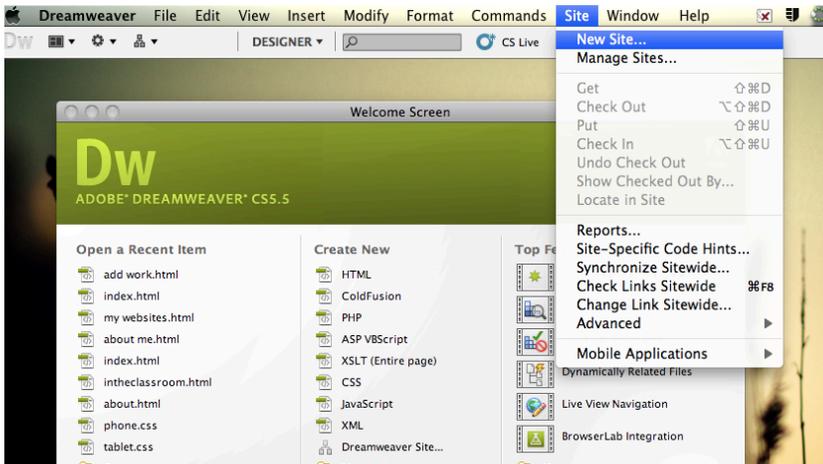
Step 2: Research your topic and create a tutorial which other designers/developers can use as a guide to enhance their Websites.



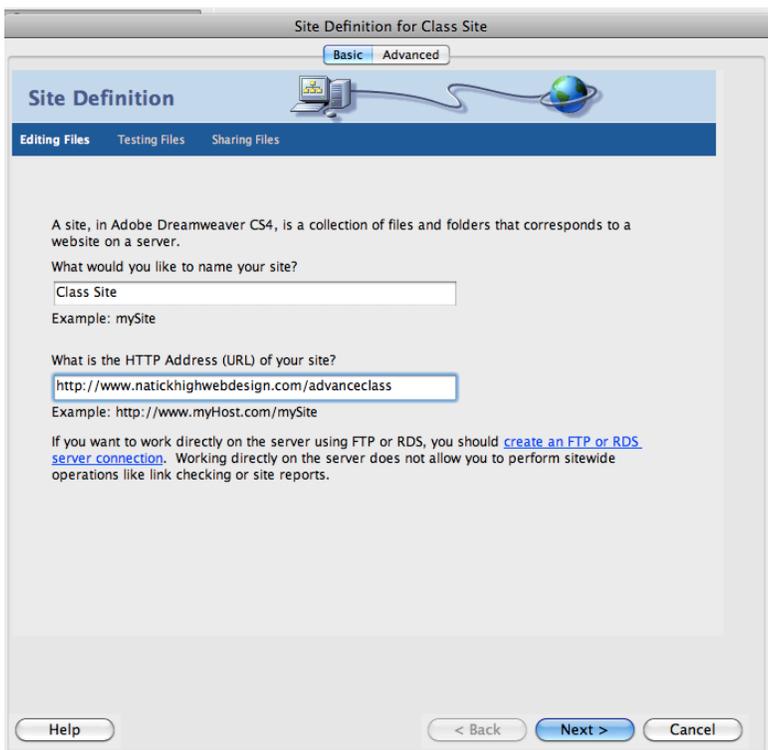
Step 3: Share your work! Post your work onto the site through the FTP. Make sure to cite any information which you borrowed and to make your page follows Web Accessibility guidelines.

DIRECTIONS TO CONNECT TO FTP

To Retrieve the Files



1. Site --> New Site



2. Name your Site: Class Site.

- The name of your site will appear on the files panel. It is your preference on what you name the site.

Provide URL of the site, <http://www.natickhighwebdesign.com/advanceclass>.

- Providing the URL at this point is helpful but does not connect you to the FTP, that will happen in later steps.

Basic | Advanced

Site Definition

Editing Files, Part 3 Testing Files Sharing Files

How do you want to work with your files during development?

Edit local copies on my machine, then upload to server when ready (recommended)

Edit directly on server using local network

Where on your computer do you want to store your files?

Help < Back Next > Cancel

3. Choose, "Edit local copies on my machine, then upload to server when ready (recommended.)"
- This allows you to edit the .html from your local copy so that you are not editing the html file which is posted on the site.

Store your files: Documents/classsite

- By clicking on the folder icon you can create a new folder in your "documents" which is where all files will be placed connected to the site (when you save locally or get remotely)

Site Definition for Class Site

Basic | Advanced

Site Definition

Editing Files Testing Files Sharing Files

How do you connect to your remote server?

What is the hostname or FTP address of your Web server?

What folder on the server do you want to store your files in?

What is your FTP login?

What is your FTP password?

Save

Use Secure FTP (SFTP)

Help < Back Next > Cancel

4. Connect to the FTP
- Address of Web Server:
www.natickhighwebdesign.com
- You do not need http for this step

Folder: /advanceclass

This is the folder that lives on the FTP where all the files to this site will be stored remotely.

FTP Login: Please see the teacher
FTP Password: Please see the teacher

Always "Test Connection" before moving any further.

Problem Solving: the login and password are case sensitive

Site Definition for Class Site

Basic Advanced

Site Definition

Editing Files Testing Files **Sharing Files, Part 2**

Do you want to enable checking in and checking out files, to ensure that you and your co-workers cannot edit the same file at the same time?

Yes, enable check in and check out.
 No, do not enable check in and check out.

When you open a file that isn't checked out, should Dreamweaver check it out, or do you want to view a read-only copy?

Dreamweaver should check it out.
 I want to view a read-only copy.

What is your name?

Lori

What is your email address?

LCullen@natickps.org

Help < Back Next > Cancel

5. Choose: Yes, enable check in and check out.
 - When working with a group you always want to check in and out your files so other workers do not edit the same page you are editing.

Choose: Dreamweaver should check it out
 - This will override and allow you to view a page which is not checked out.

Checked in = File is not being worked on at this time.

Checked out = another team members has the file checked out - working on the file. ✓

Site Definition

Basic Advanced

Site Definition

Summary

Your site has the following settings:

Local info:
 Site Name: Class Site
 Local Root Folder: /Users/student/Documents/classsite

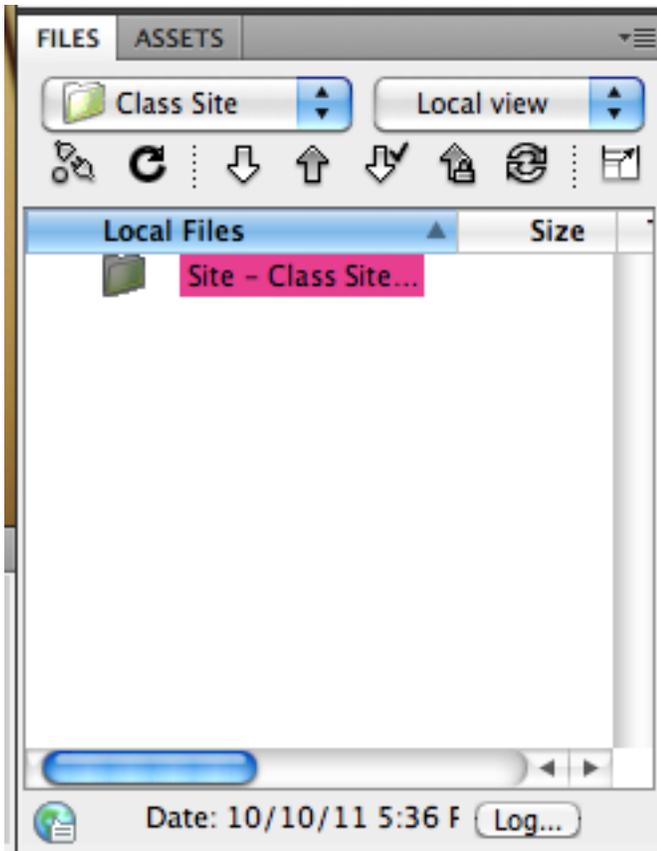
Remote info:
 Access: FTP
 FTP Host: www.natickhighwebdesign.com
 Check-in/check-out: Enabled.

Testing server:
 Access: I'll set this up later.

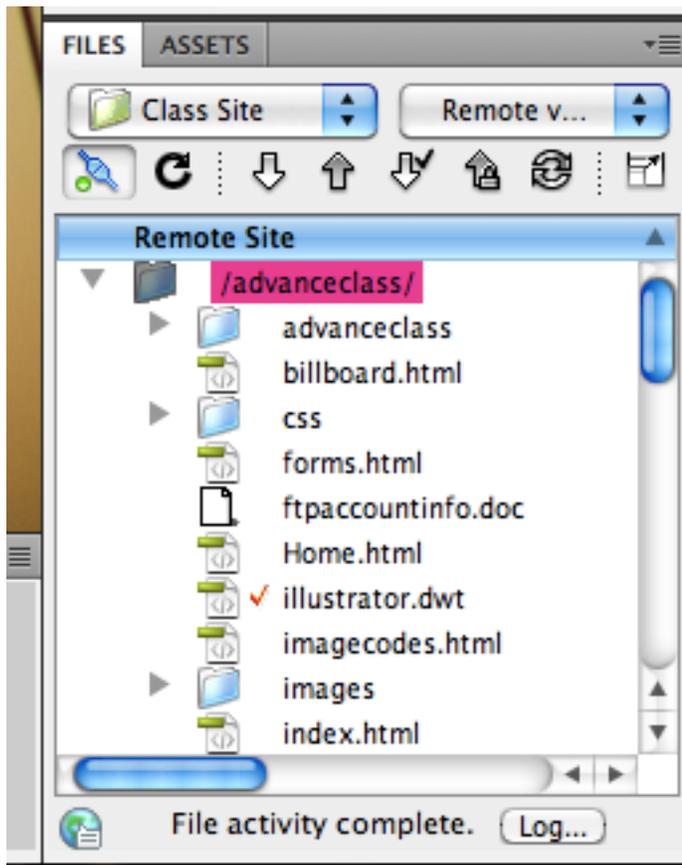
Your site can be further configured using the Advanced Tab.

Help < Back Done Cancel

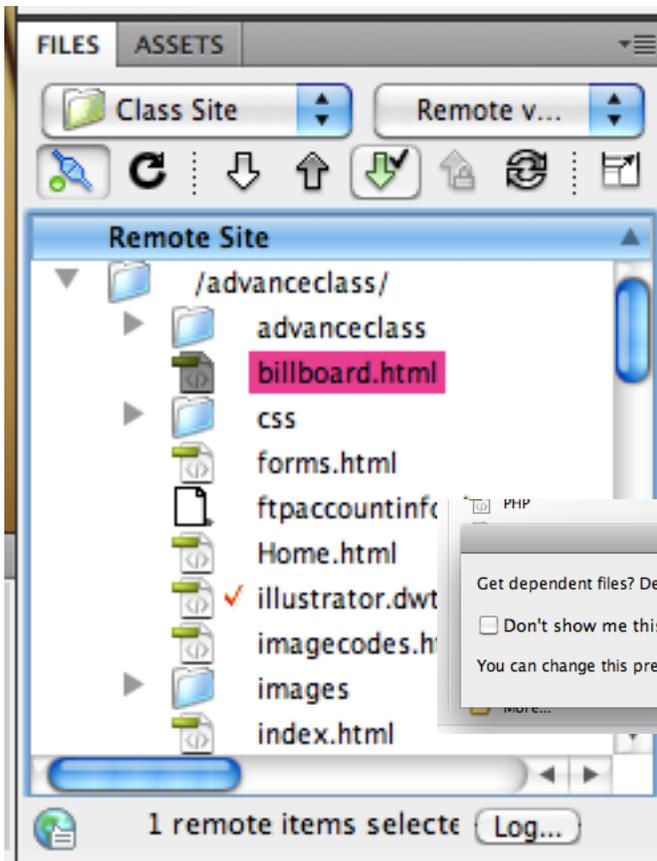
6. When you are finished and successfully connected to the FTP you will see a summary of your connection.



7. In the files panel you will see the files which you have connected to site locally (on your computer.) At this time you will not have any files because we have not retrieved them from the remote site. (We will do that next step)

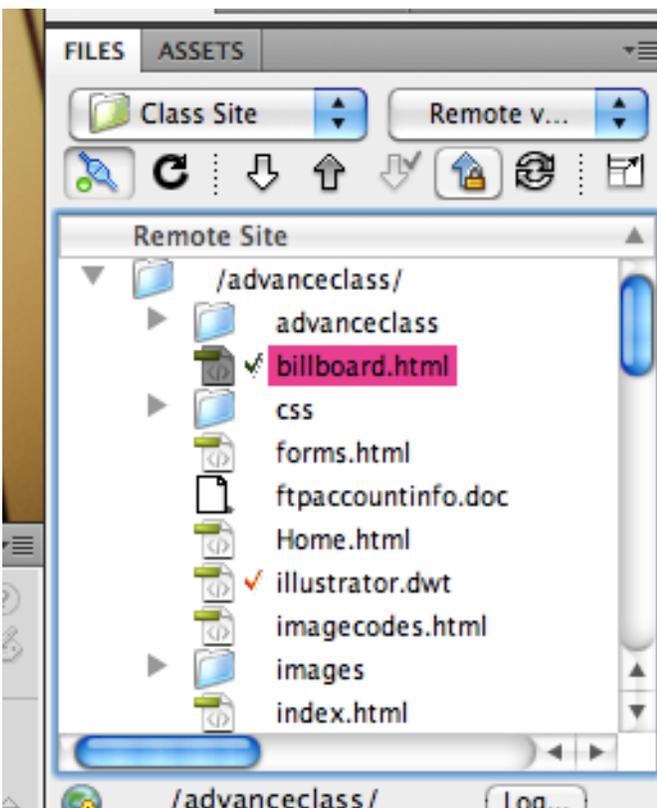
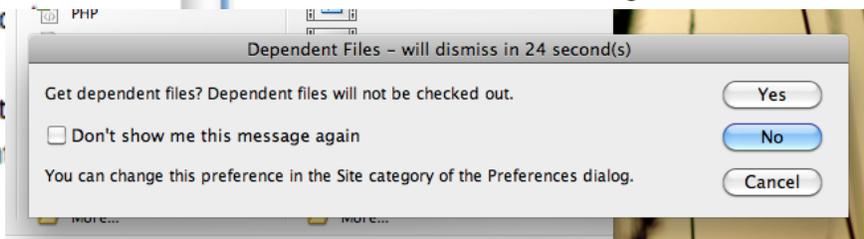


8. In the drop down list on the right hand site choose "Remote view" rather than "Local view." This will allow you to see and retrieve all the files which live on the FTP (remotely)



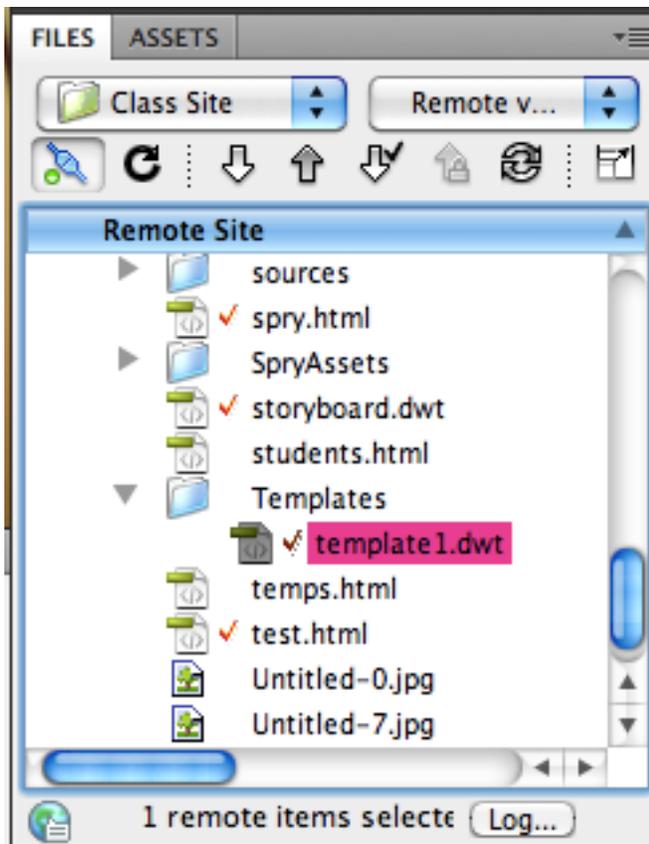
9. Example: If you want to work on the billboard page if you double click the file it will ask you if you would like to also retrieve all the dependent files with this page (images, videos...) you will click “yes to all.” The page will automatically open in Dreamweaver and the files will automatically be placed in the folder you told it to go to in the site set up. This file has also now been “checked out” by you.

* Notice on the image that illustrator.dwt has a red mark next to it, that means that another student is working on the file at that time.

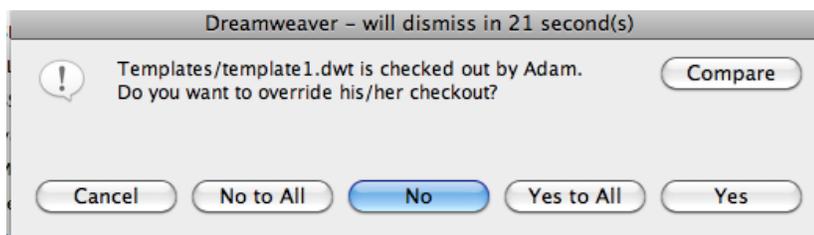


10. When you are done with the file you save the file and place it onto the FTP like you would do with a normal site. Notice billboard.html now has a check mark next to the file name. This check mark is there because you have closed the file but you have not checked the file back in for others to easily check out. To check a file back in click on the “up arrow icon with the lock.” The check mark will go away and other team members can now check out the file.

CREATE YOUR PAGE FROM THE TEMPLATE



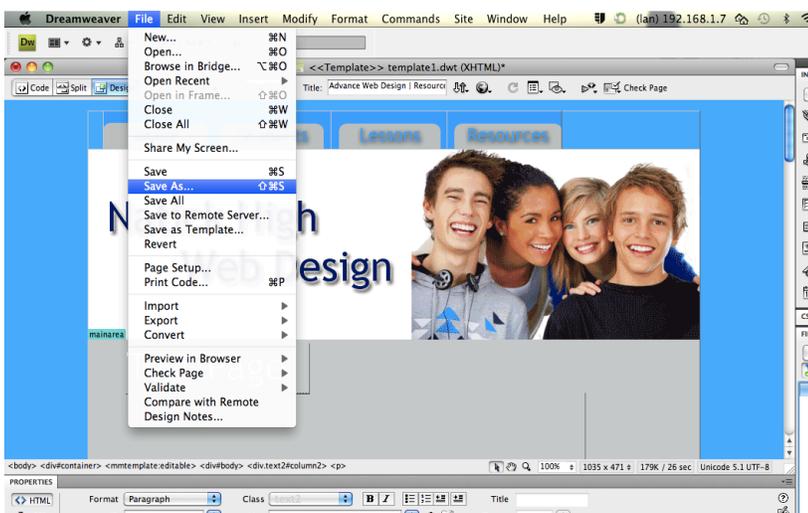
1. In the files panel in the “remote view” find the templates folder and the file “template1.dwt” (.dwt = dreamweaver template.) Double click on the file to open it up locally. Say “yes” to retrieving all dependent files.



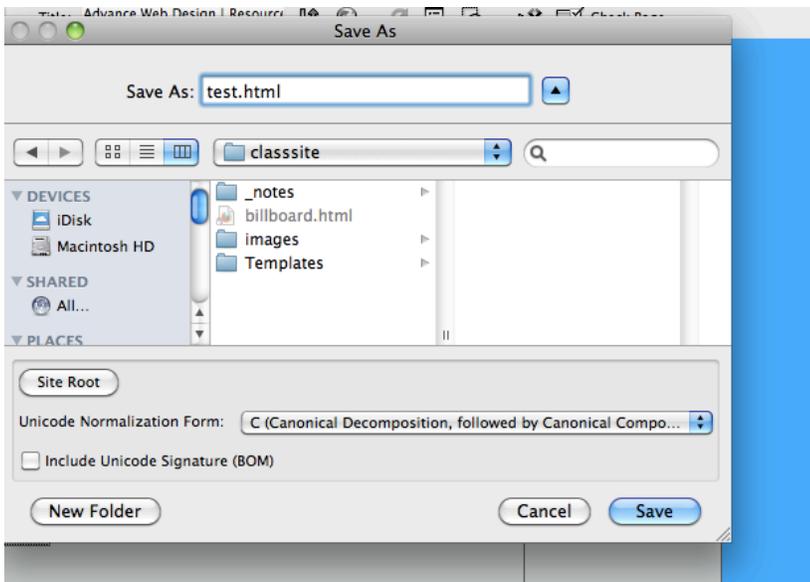
* If you see this message when opening any file it means that another team member is working on the file or has forgotten to check the file back in. You can override the checked file and choose “yes to all” to take over control of the file.



2. Once the file opens you will notice it is set up as a template. You are not able to edit the header (that section of the page has been locked by the creator.) You are able to edit the Page Title and add to the body section. You are not limited to what you can add to the body section. The footer section of the template it also locked and can only be edited by the creator of the template.

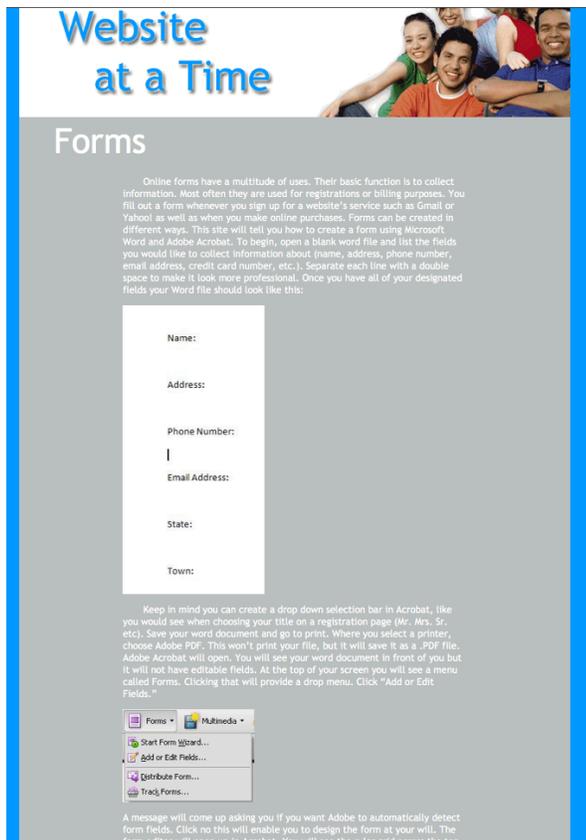


3. Once you are ready to save the file go to File --> Save as.



4. Rather than saving the file with an extension of .dwt provide the file with a new file name and a file extension of .html . Your file is now saved as an .html file rather than .dwt . Although, when you try to edit the html file the header and footer will still be locked. Also, if the creator of the template edits any of the template regions those regions will update on your file (example: White header background to gray background color that change will update on your file as well)

REQUIREMENTS FOR PAGE



Website at a Time

Forms

Online forms have a multitude of uses. Their basic function is to collect information. Most often they are used for registrations or billing purposes. You fill out a form whenever you sign up for a website's service such as Gmail or Yahoo! as well as when you make online purchases. Forms can be created in different ways. This site will tell you how to create a form using Microsoft Word and Adobe Acrobat. To begin, open a blank word file and list the fields you would like to collect information about (name, address, phone number, email address, credit card number, etc.). Separate each line with a double space to make it look more professional. Once you have all of your designated fields your Word file should look like this:

Name:

Address:

Phone Number:
|
Email Address:

State:

Town:

Keep in mind you can create a drop down selection bar in Acrobat, like you would see when choosing your title on a registration page (Mr, Mrs, Sr, etc). Save your word document and go to print. Where you select a printer, choose Adobe PDF. This won't print your file, but it will save it as a .PDF file. Adobe Acrobat will open. You will see your word document in front of you but it will not have editable fields. At the top of your screen you will see a menu called Forms. Clicking that will provide a drop menu. Click "Add or Edit Fields."

- Forms
- Start Form Wizard...
- Add or Edit Fields...
- Distribute Form...
- Track Forms...

A message will come up asking you if you want Adobe to automatically detect form fields. Click no this will enable you to design the form at your will. The form editor will open up in Acrobat. You will see the ruler add across the top.

Steps for Success

1. Connect to FTP
2. Create Page using Template (.dwt --> .html)
3. Include the required elements on the page which are listed below.
4. Upload your page onto the FTP
5. Open up the "lessons.html" provide a link from the lessons page onto your tutorial page. Upload the newest version of the lessons page onto the FTP (do not forget to check-in the lessons page when you are finished.)
6. Be prepared to present your page to the class.



About Students Lessons Resources

One Website at a Time

Templates

There are two ways to make templates in dreamweaver. You can either make a template by yourself, or use a template that is already in dreamweaver. To make a template by yourself, follow these steps:

1. You take one of your pages.
2. You pick a part of the page that you want to be able to change on the template.
3. You go to file and choose "save as template..."
4. Another way to create your own template from a file the is the Insert panel in the common categor
5. You can click on the "templates" button and then select "make template" from the popup menu.
6. Save the template to a site and then dreamweaver adds a templates folder with .dwt.

Creating a template has some benefits. You will save a lot of time editing your site because if you want to change something throughout the page, you can change it on one page of the template and it automatically changes all the pages. For example, if you need to change a link, you can change the link on one page and it automatically edits all the pages of the site.

Create a Template in Dreamweaver tutorial



Elements on Page

1. Page Title
2. Clear Goals and Outcome
3. Visual for outcome of tutorial
4. Step by step directions on process to achieve final goal.
5. Consistent look and feel to that established on the template.

RUBRIC

TOPIC	POSSIBLE POINTS	POINTS	COMMENTS
<p>PAGE LAYOUT</p> <ul style="list-style-type: none"> - Use same layout as class template - Editable region is easy to follow and has a professional look 	20		
<p>CONTENT</p> <ul style="list-style-type: none"> - Usefulness - Easy to follow directions - Goal of lesson is clear - Properly formatted 	20		
<p>IMAGES</p> <ul style="list-style-type: none"> - Appropriate and professional - Borrowed images are cited - Serves purpose to page - Aid with visual learning 	20		
<p>RESEARCH</p> <ul style="list-style-type: none"> - Page serves purpose - May be used in the future - Aligns with overall site goal 	20		
<p>PRESENTATION</p> <ul style="list-style-type: none"> - Professional presentation on page. - Serves as a useful review guide for class final. 	20		
<p>Total</p>	100		