University Information
Technology Services

Dreamweaver CS 5.5

Creating Web Pages with a Template

University Information Technology Services

Training, Outreach, Learning Technologies, and Video Production

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Introduction

The purpose of this booklet is to help students, faculty, and staff understand the process involved with creating and publishing web pages using Dreamweaver CS 5.5 and templates.

> **Note to Students:** Every student has access to web space on the Students server if the student has an active NetID. The NetID is the same as your Owl Express login. You must have an active NetID before you can publish a web page to the Students server. If you do not have an active NetID, or have forgotten the password, you can go to https://netid.kennesaw.edu for assistance.
>
> **Note to Faculty/Staff:** If you are faculty or staff, you will need an account on the ksuweb server. If you do not have an account on the ksuweb server, you can apply for an account at http://its.kennesaw.edu/forms/account_setup_form.html.

Caution: In this workshop you will be creating a website in your account on either the studentweb server or the ksuweb server. If you have an existing website on this account, it will be overwritten. If you do not want to overwrite the existing site, once you have defined your site, you can create a subfolder in your account and put your website files there.

Creating: When creating and editing a web page using Dreamweaver, you are editing files that are on the computer in front of you. This computer is referred to as the **local computer**. You should create a folder on this local computer and keep all of the files related to your website (pages, images, etc.) in this local folder. In Dreamweaver, you look at the files in your local folder with the **local view**.

Publishing: When you are finished editing the files that make up your website, you will need to send these files to your account on the web server. This computer is referred to as the **remote computer**. The action of sending these files is called publishing to the server, FTPing the files, or uploading the files to the server. Dreamweaver calls this action "Put". In Dreamweaver, you view the files on the web server with the **remote view**.

Viewing: After publishing (putting) your web page files to your account on the web server, you will want to check and see if they are working properly. To view your website, open a web browser and enter your web address in the address bar.

Your web address on the Students server is http://studentweb.kennesaw.edu/~yournetid

Your web address on the Faculty/Staff ksuweb server is http://ksuweb.kennesaw.edu/~username

Note: Do not put any sensitive information on your website; even if there are no links to it from another web page.

Terms and Definitions

Web page – a web page is a document file just like a text file. It can be edited with Notepad, WordPad, or any text editor. The main difference between a web page and a regular text file is that a web page is formatted with HTML tags. This HTML formatting is what you see when you switch your web page from the Design view to the Code view.

Website – a website is a collection of web pages that are usually linked together with hyperlinks.

Hyperlink or **Link**– a section of text or image that appears colored and/or underlined on a web page that, when clicked, will take you to another web page.

HTML – a hypertext markup language consisting of tags. HTML tells the web browser how to display the content of your web page.

Web server – a computer or host for your website that makes your site publicly available on the web. If you are a student at KSU and have activated your NetID (https://netid.kennesaw.edu), you have web space on the Students server http://studentweb.kennesaw.edu.
If you are faculty/staff, you can apply for web space on the http://ksuweb.kennesaw.edu server.

Web browser – an application or program that is installed on your computer that allows you to view web pages on the Internet (i.e. Internet Explorer, Mozilla Firefox, Google Chrome, Apple Safari).

Index page – The index page is the main page of your website, also called *homepage*. This is the first page that people will see when they visit your site. When you create the index page you must save it as **index.html**. **Note:** index.html must be spelled with all lower case letters.

Put, Publish, or **FTP**- To send or upload your web page or pages to your account on the web server.

Web address – a URL (Uniform Resource Locator) is the text you type into the address bar of your web browser to access a web page. For example: http://www.cnn.com. Your web address on the Students server is http://studentweb.kennesaw.edu/~yournetID. The "yournetID" in this address refers to your username for the student email system, Owl Express, etc. **Do not** put www in this address. If you are faculty/staff, your address will be http://ksuweb.kennesaw.edu/~username. The ~ symbol (a.k.a. tilde) means home account.

Template – Dreamweaver allows you to save a webpage as a template. You can add editable regions to the template. Then you create web pages from the template. When you edit the template and save the changes, Dreamweaver updates all of the pages that are created from the template. Anything that you add to the template appears on every web page that is created from that template.

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