

WEB SITE DESIGN BASICS

Step One: Check out your web space.¹

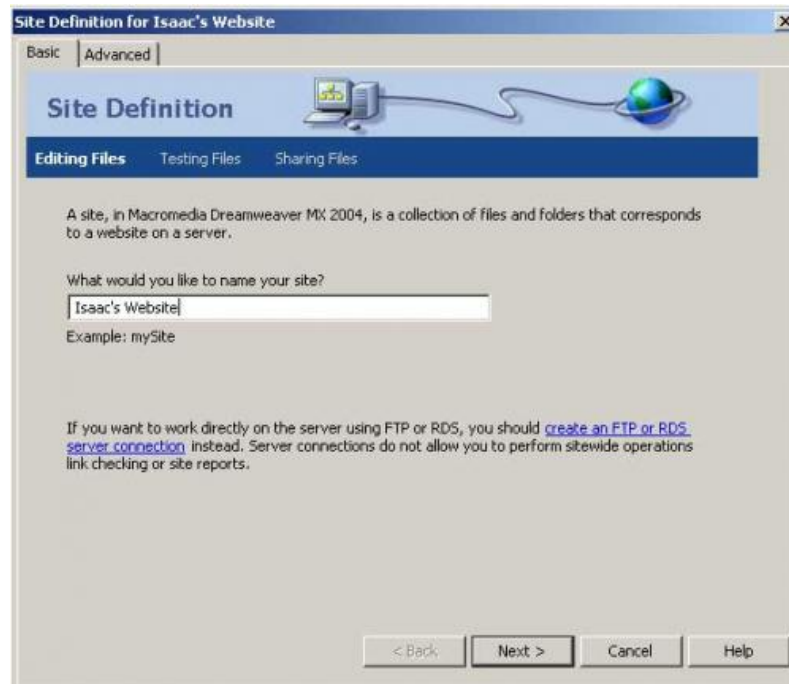
A www folder and sample index.html file were placed in your Purdue career account when your account was created. Your web page address is <http://web.ics.purdue.edu/~login> where "login" is your Purdue career account login. Any files that you would like to use as part of your web page should be placed in your www folder.

- ▶ **Open an internet browser of your choice and type in <http://web.ics.purdue.edu/~yourlogin>. What's there?**

Step Two: Create an index page in your www folder using Dreamweaver.²

- ▶ **Open Macromedia Dreamweaver. On ITaP PCs, you can find this under Start -> All Programs -> Standard Software -> Design Tools -> Macromedia Studio MX 2004 -> Macromedia Dreamweaver MX 2004.**

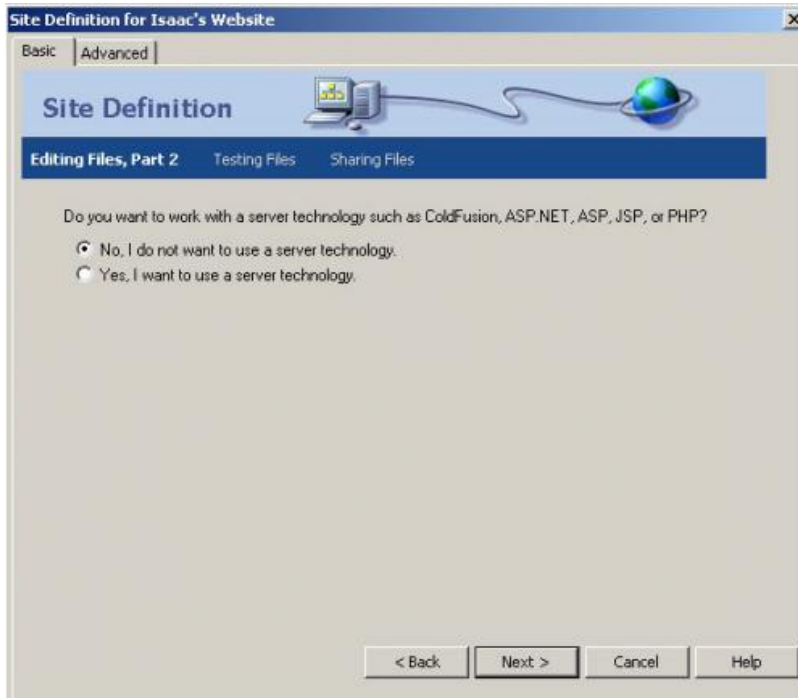
1. On the menu bar, click on **Site** then go to **Manage Sites**. Click on the **New** button to create a new site.
2. Using the **Basic** tab, enter *yourname's* website like "Isaac's Website" below. Click **Next**.



¹ For more information on accessing your Purdue web space, go to <http://www.itap.purdue.edu/tlt/help/view.cfm?KBTopicID=1>.

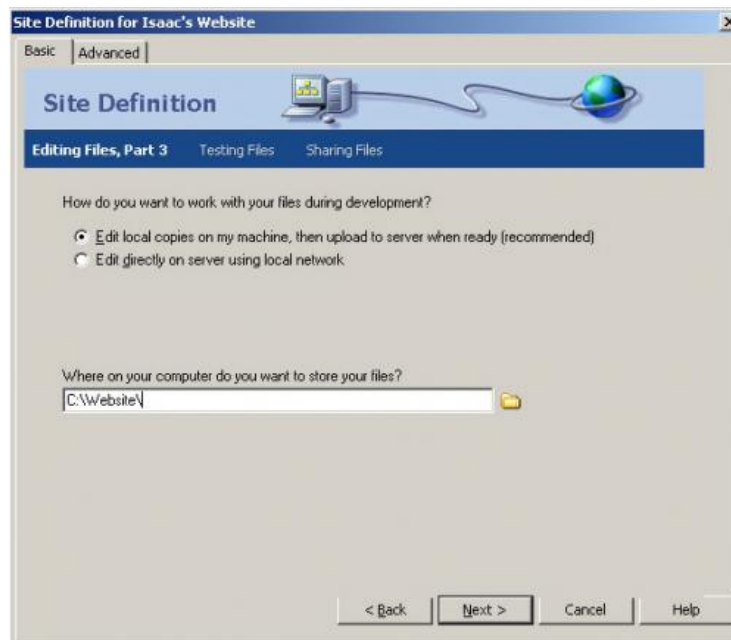
² Adapted from documentation prepared by Isaac West, Bryan Leber, Tim Zacher, and Juan Carlos Vergara (Purdue University) 08-01-2005. Find it on the web at: <http://joe.english.purdue.edu/sites/surviving/node/49>

3. Select **No, I do not want to use a server technology**. Click **Next**.

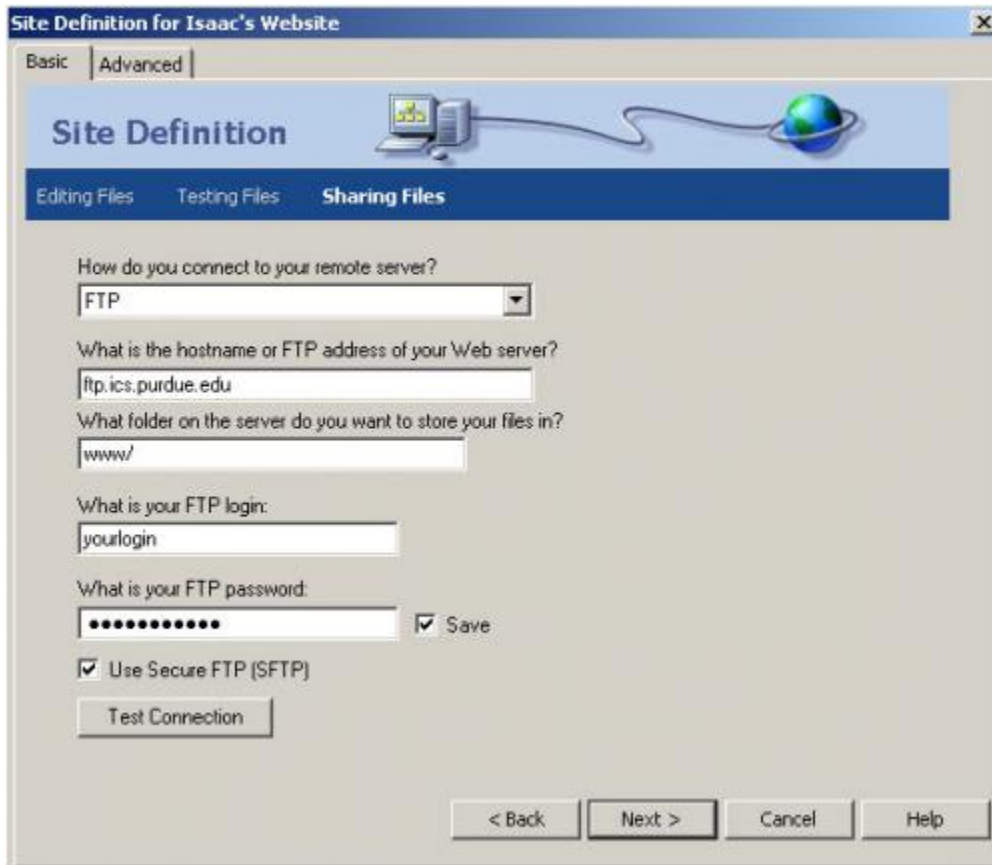


- **Jump to step 7.** (If you decide to access your site using an off-campus connection, continue on with steps 4 to 6.)

4. Select **Edit local copies on my machine**, then upload to server when ready (recommended). Then select a folder you will use to store a local copy of the website on your computer. This process makes editing the files fast because you don't load them to the server until you are done editing them. Click **Next**.



5. Under "How do you connect to your remote server?" select **FTP**, then use "*ftp.ics.purdue.edu*" as the FTP address. Enter in "*www/*" for the folder to use on the server (the "*www/*" is the folder from your Purdue Career Account, or H drive, where the web space is located). Enter your Purdue career account login under FTP login, as well as your password. Check the **save** and the **Use Secure FTP (SFTP)** box. Click **test connection**. If you entered everything in correctly, it will say successfully connected. If not, recheck the information you entered. When completed, click **Next**.



Site Definition for Isaac's Website

Basic | Advanced

Site Definition

Editing Files | Testing Files | **Sharing Files**

How do you connect to your remote server?
FTP

What is the hostname or FTP address of your Web server?
ftp.ics.purdue.edu

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

What is your FTP login:
yourlogin

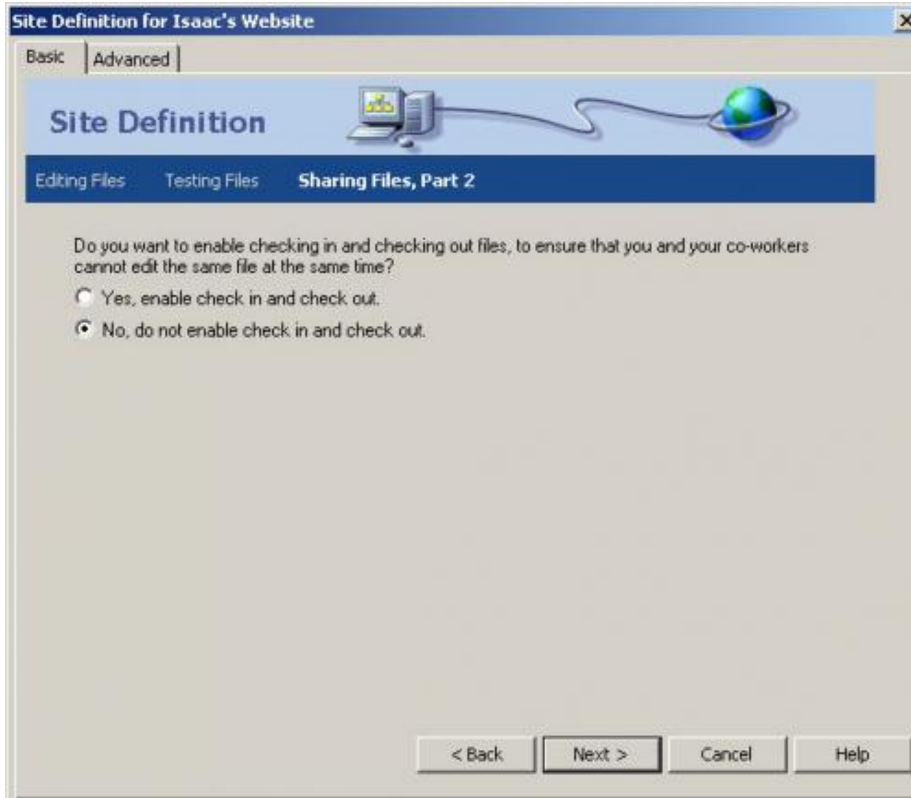
What is your FTP password:
..... Save

Use Secure FTP (SFTP)

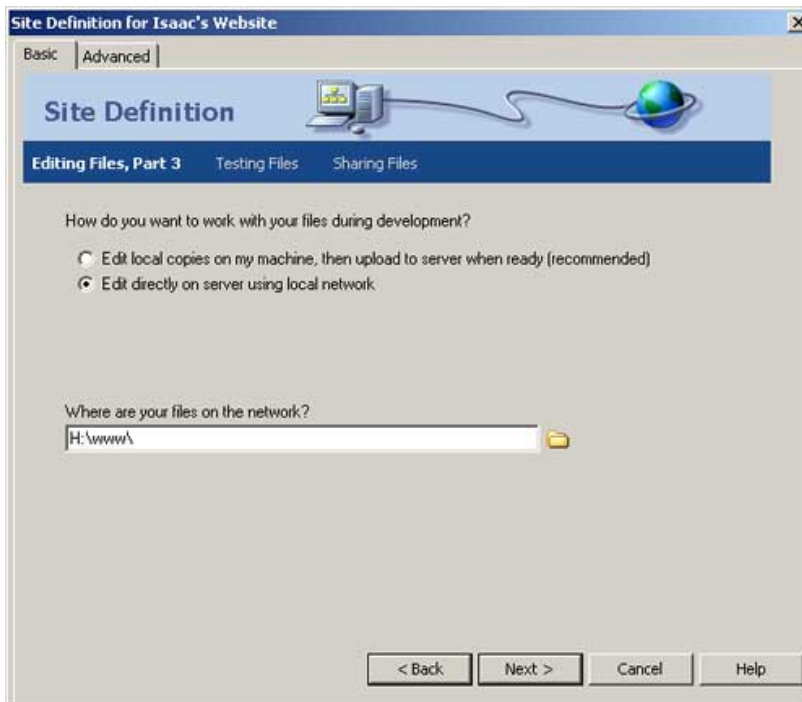
Test Connection

< Back | Next > | Cancel | Help

6. Select "No, do not enable check in and check out", then click **Next**. Go to step 8.



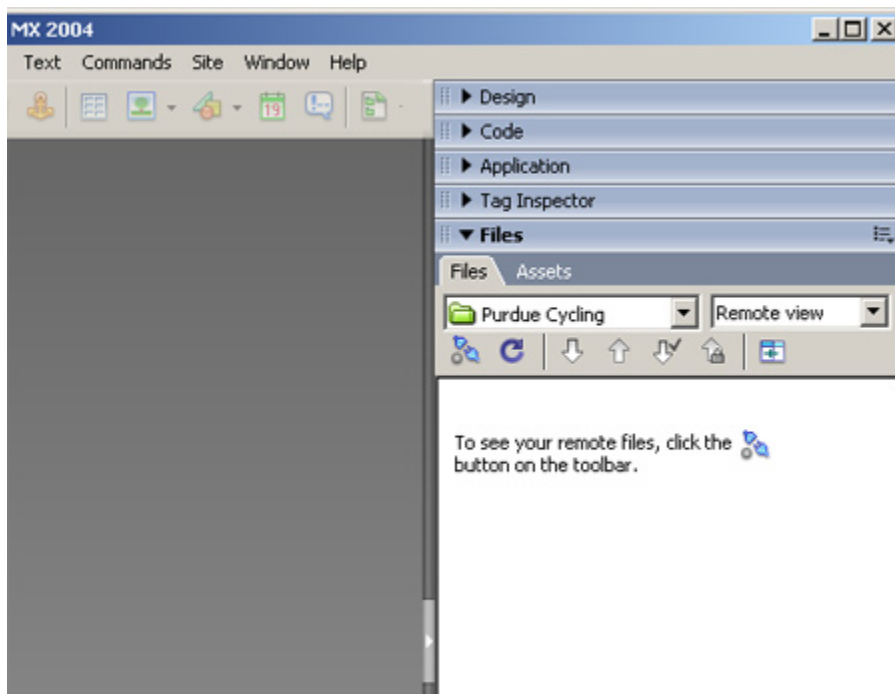
7. Use this step if you are using an ITaP lab (as opposed to an offcampus connection). Select **Edit directly on server using local network**. For the location of the files on the network, enter "H:\www\". Click **Next**.



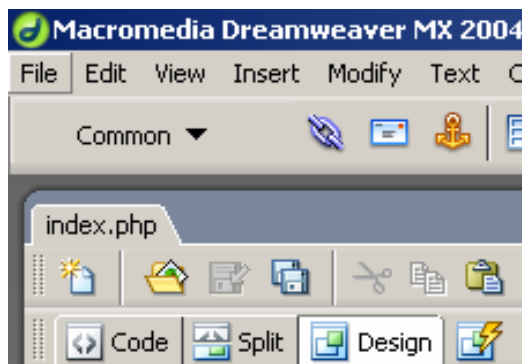
8. On the Site Definition Summary window, click **Done**. Then click **Done** once again on the Manage Sites window.

Step 3: Create an index page in your www folder using Dreamweaver

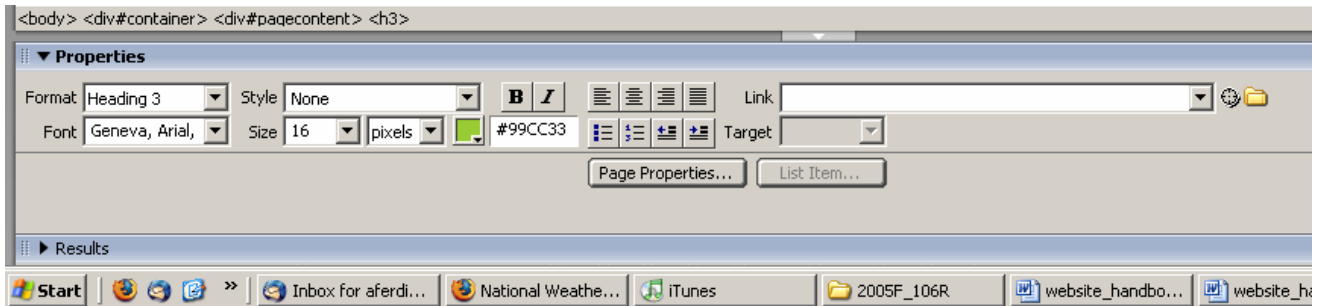
1. Now you can choose what files you wish to edit on the right side of the screen. Be sure it says **Local View** above the file listing (this means you are viewing the files located on your computer). If it says **Remote View** you are viewing the files that are on the server (editing these directly can create a lag as your computer has to talk to the server constantly), but first you must click the connect button to view the files (see picture below). If you are using an ITaP lab computer, use only the **Local View** because there is no remote server setup (because you are connected directly to your web space folder).



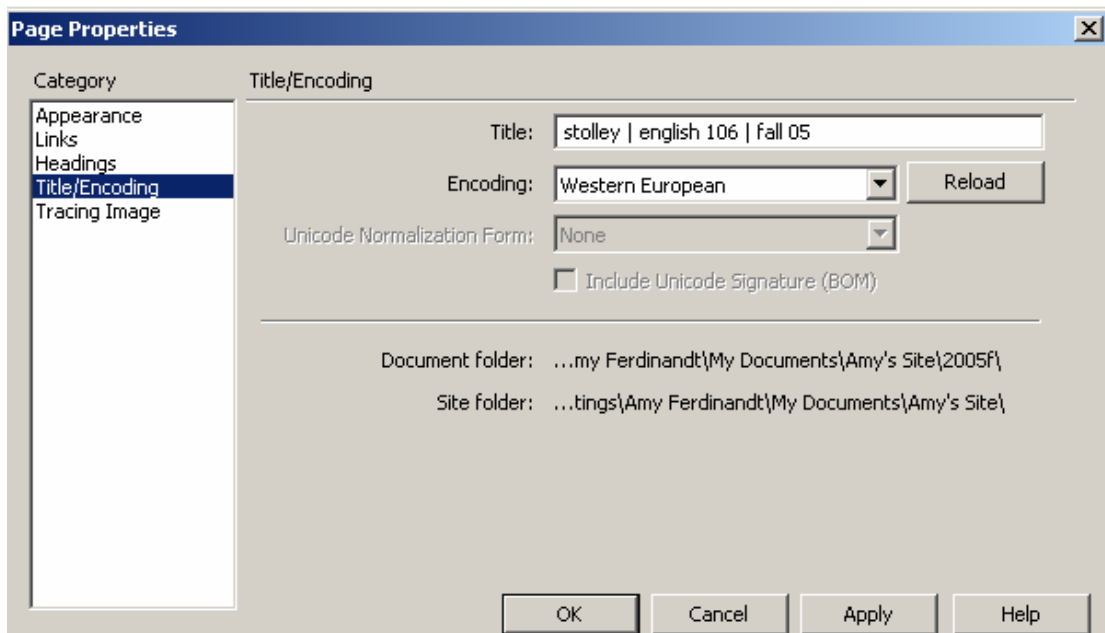
2. Select the file called index. This will be your home page. Make sure you have the Design button selected near the top left corner.



- Look at the bottom of the page in the properties section. This will be an important section for you to use, because it provides all of the formatting options for designing your page.



- Go to the top of the page and click on **Modify -> Page Properties**. In the **Category** box on the left, select **Appearance**. Here is where you can set the default information for the entire web page. Select the page font, font size, text color, and background color that you would like your page.
- In the **Page Properties** box, select **Title/Encoding** in the **Category** box on the left. In the Title space on the right, type in the title you want to give this page (e.g., your last name—English 106 Portfolio). This will be what appears in the top left corner when someone visits this page.



- Click **Apply**, then click **OK**. This will return you to the main screen where you can begin designing your page.

7. Type your name, e-mail address, and the name of this course on the main page.
 1. Highlight your e-mail address.
 2. Go to the **Link** space in the **Properties** toolbar. Type **mailto:your e-mail address** (with no spaces). This will create a link to your e-mail address.
 3. Highlight English 106. Return to the **Link** space in the **Properties** toolbar and type **http://web.ics.purdue.edu/~aferdina/2005f**. This will create a link to the course website. (You don't need to keep this link here in your final web portfolio).

Step Four: Save your index page.

- ▶ After you are done editing the file, save it as either a ".htm" (the Dreamweaver default) or ".html" file. It doesn't matter what you use, just make sure you are consistent with your choice for ALL the pages you create for your site, otherwise it can become a pain with inconsistent file naming. Then right click the file from the right side of the screen, and click "Put". This will upload it to the server. If you select "Include dependent files", all files associated with that file (such as pictures) will be uploaded as well. If you are on an ITaP computer, you don't need to click "Put" after creating/editing files.

Step Five: Set up folders for your web site.

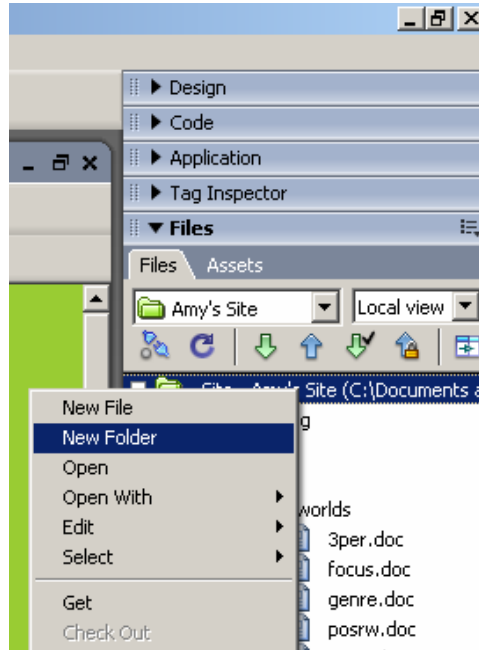
First, some information about folders, naming conventions, etc.³

- **File and folder names are case sensitive on Purdue servers.** `MyPage.htm` and `mypage.htm` are treated as two different files. **Always, always, always keep your file names in lower-case letters.** That consistency will save you much in terms of headaches when trying to share your URLs with other people.
- **File and folder names should not have spaces in them.** The Macintosh and Windows environments allow and even encourage us to name files with spaces. But a file called *My English Paper.htm* can and will cause major headaches, mostly because browsers don't like spaces (and Purdue's Web server doesn't, either.) Instead, your file will start looking like *My%20English%20Paper.htm* in browser address bars, if it works at all.
- **File and folder names should not have any characters in them except letters and numbers.** You can get away with certain characters like the hyphen (-) and the underscore (_), but it's another good idea to stick to letters and numbers.
- **File and folder names should be named once, and never again!** The worst thing you can ever do to a Web surfer is name a file one thing Tuesday, and change it Wednesday. The old link they've bookmarked will then be broken, and they'll hate you and curse your family. So please, choose wisely from this day forward when naming your files.
- **Avoid using words like "latest," "newest," "final," etc. in your file names;** documents are always changing; use the date in a folder (as in my organization of the courses I've taught) or in the file itself.
- **These rules apply to any kind of files you put on your Web space:** Word documents, PDF files, images files (JPG, GIF), cascading style sheets—you name it.

³ Taken from Karl Stolley's "Using Dreamweaver MX 2004 Like a Rock Star" (1/27/05)

► **Set up a folder for your English 106 final portfolio.**

1. In the file listing, right click on the name of your site and select new folder. Name the file *engl106* (remember to use all lower-case letters and no spaces).



2. Create a new html page titled *engl106home* and save it in your **engl106** folder. This will be the home page of your English 106 Final Portfolio, and it should provide links to each of your three final projects and your reflective essay.
3. Every document that you will link to from this page must be saved in your **engl106** folder. To do so, open the document (or PowerPoint project, etc). Click Save As -> My Documents. Your web site www folder called **your name's site** will be saved in this folder. Click on that folder, then click on the engl106folder. Save the document in this folder, being mindful of the name you give it (again, remember to use lowercase letters and no spaces).
4. To create a link to a document saved in your engl106 folder, highlight the text you wish to be linked, then at the bottom of the page in the **properties** toolbar, click on the folder next to the **link** space and navigate to the saved file.