

Media Writing Portfolios

Personalizing the FolioWeb Pages

A tutorial prepared for the
School of Journalism and Mass Communication's
Media Writing Course

for more assistance contact

Gary Mote
Student Multimedia Studio

gmote@kent.edu

<http://www.library.kent.edu/sms>

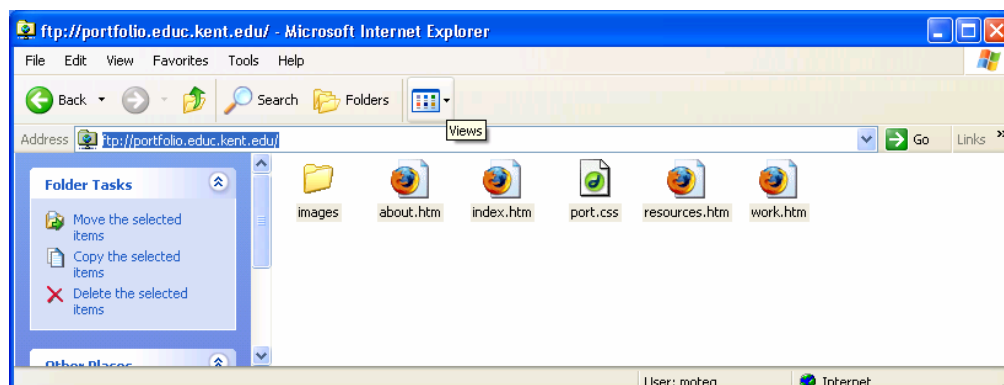
[*View the FolioWeb website used for this demonstration*](#)

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DOWNLOAD THE DREAMWEAVER TEMPLATE FILES FROM THE FOLIOWEB SERVER

- Create a folder on your USB Jump Drive for your Dreamweaver website. You can name it anything you want. For the purposes of this demo, I named mine, **gm_webportfolio**.
- Login to the Folioweb Server.
 - Type <ftp://portfolio.educ.kent.edu/> into the Address in Internet Explorer.
 - Enter your Folioweb **username** and **password**
 - After logging in, you will see the following screen and files in Internet Explorer. You are looking at the files in your space on the server.



- Select all of the **files** and the **images folder** then drag and drop them into the folder you created on your USB Jump Drive. I put mine into the folder I named, **gm_webportfolio**.

Congratulations. You now have an identical copy of everything that was on the folioweb server inside the folder on your USB Jump Drive.

You are now ready to start editing your web pages using Dreamweaver.

Important Note:

Do not try to edit the pages directly while they are on the Folioweb server. It won't work!

You must edit the pages that you downloaded to your USB Jump Drive then "upload" the edited pages back to the server. We'll tell you how to do that later either using the drag and drop method you used to download the files from the server to your Jump Drive as described above or using Dreamweaver's upload to Remote Server function.

TRANSFER ALL DOCUMENTS AND IMAGES INTO THE FOLDER YOU CREATED ON YOUR USB JUMP DRIVE

Before start using Dreamweaver you should copy any

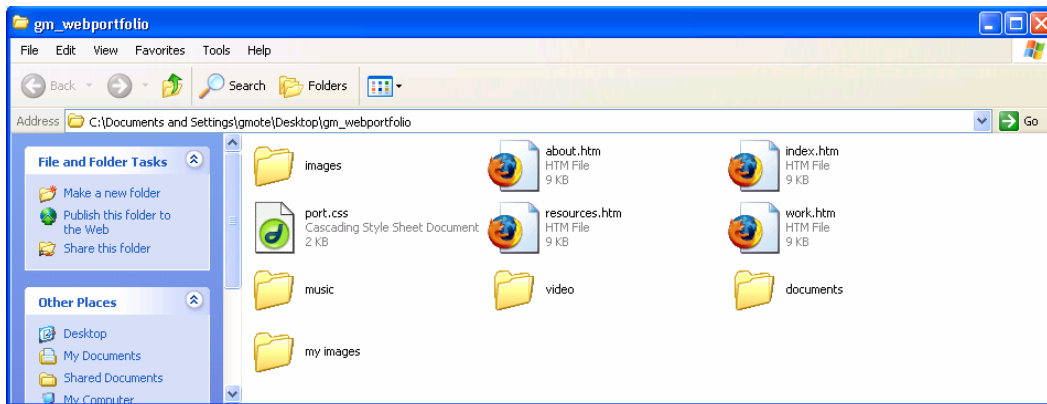
- documents (word, pdf, powerpoint),
- pictures (jpg or gif format only),
- audio (mp3, wav, wma) and
- video (windows media video or quicktime movies)

that you are going to use on your website into the folder you created for your website on your USB Jump Drive.

If you don't do the above, your links to these documents, audio and video clips won't work and the images won't appear on the pages after you upload them to the FolioWeb server and try to view them on the internet in Internet Explorer.

If you want to add more documents, images, video or audio later, you can. But you must add them to your website folder on your Jump Drive before creating links to these files or inserting images onto pages.

Finally, while you don't have to do this, you might want to create new folders inside your website folder to hold the different types of documents, video, audio, etc files to help keep your website organized. Here's how I organized my site:



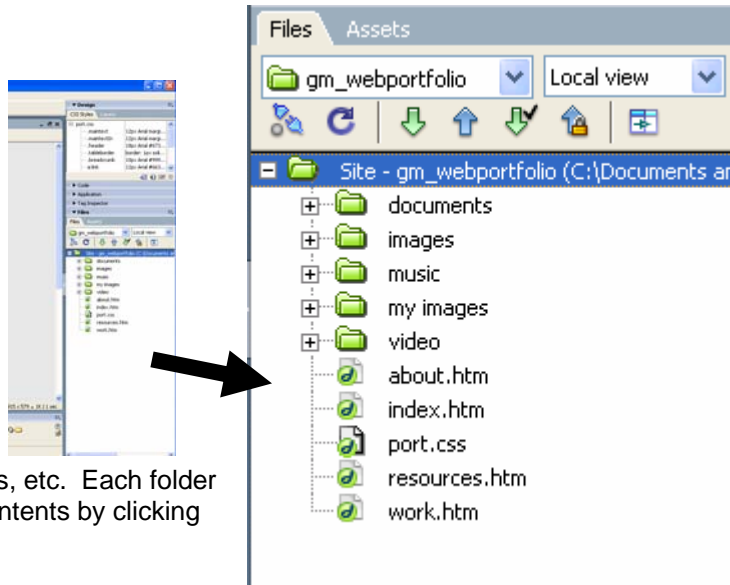
Notice that I've added **music, video, documents** and **"my images" folders** to my website. I left the original **"images" folder** that was downloaded from the server intact and untouched since it contains specific images related to the page's construction and navigation and I didn't want to confuse these images with "my images".

You could also create folders on your website to organize it different ways, like by subject, year, activity, etc. Then, place all of your documents into those folders. Just remember, the more organized you are now, the easier it will be to revise and update your website in the future.

SETUP YOUR DREAMWEAVER WEBSITE

- **Start Dreamweaver.**
- On the top menu bar choose **Site > Manage Sites**
- Click on the **NEW** button and choose **SITE** from the drop down box.
- Type in a name for your site. I called mine, **gm_webportfolio**. Click **Next**
- Leave **No, I do not want to use server technology** selected. Click **Next**
- Leave **Edit local copies on my machine, then upload to server when ready (recommended)** selected. Click **Next**.
- Browse to the folder you created on your USB Jumpdrive and select the folder, I selected the **gm_webportfolio** I created. Click **Next**.
- Under **How do you connect to your remote server** choose **FTP** from the drop down box.
- Type in the ftp address: **portfolio.educ.kent.edu**
- Type in your **login** and **password**.
- Click on the **Test Connection** button. You should see a popup that tells you that you connected to the remote server successfully. If it didn't connect, you didn't type in the proper ftp address, user name and/or password.
- If you did see the connected to remote server popup, click **Next**
- Leave **No, do not enable check in and check out** selected.
- Click **Next**. Click **Done**. Click **Done**.
- At this point your Dreamweaver website will be created, files cached and all of the folders/files you downloaded will appear in the **Files Window** on the right as shown below.

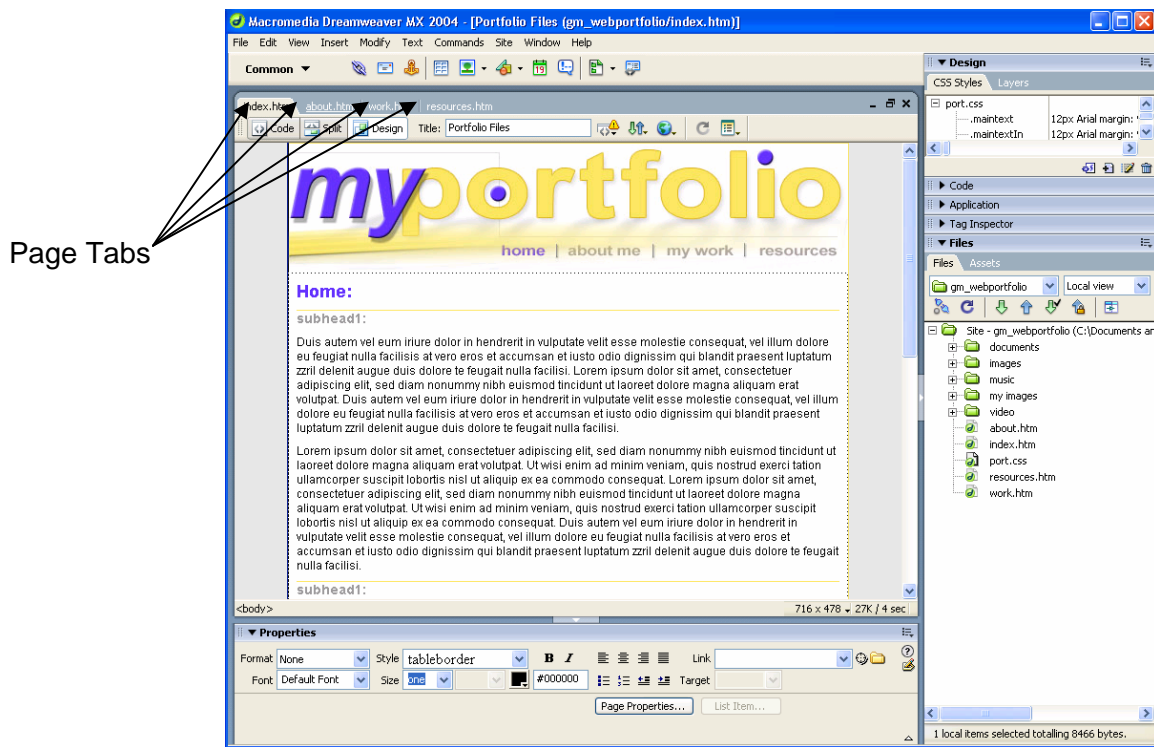
Note: This example shows the "**Local View**" of the website folder, gm_webportfolio, that's on the Jump Drive along with the additional folders I added to the site to hold documents, video, music and "my images". If you didn't create additional folders, your website files would only include the .htm files, the .css file and the "images" folder plus any additional docs, images, etc. Each folder can be "opened" to reveal its contents by clicking on the + next to the folder.



Also notice that the folder, **gm_webportfolio** appears in the box on the top left and "**Local view**" appears in the box on the top right. The "Local View" shows the files/folders that are on your Jump Drive. If this box reads, "**Remote View**" then you are seeing the files that are on the FolioWeb Server. Make sure that this box reads, "Local View" while you are editing your pages.

OPENING WEB PAGES FOR EDITING

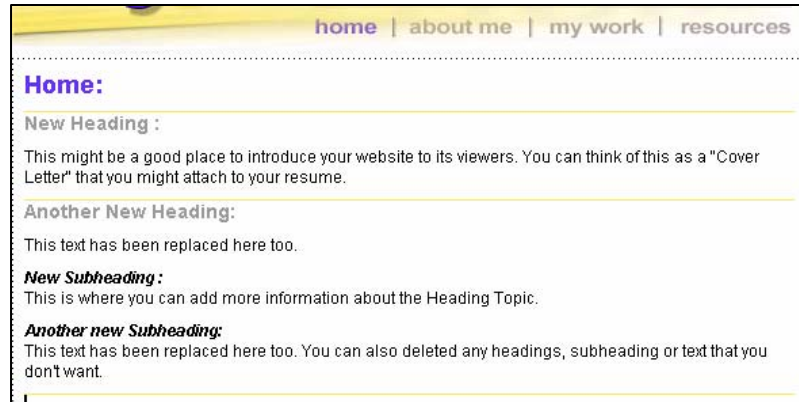
- Open a page for editing by double clicking on the page in the files window.
- Your “homepage” will have the filename, index.htm.
- Double click on the icon to the left of the filename to open the page.
- You can open all the pages, when you open each page, a tab will appear in the large editing window (view) on the left.
- Click on the page tabs to see the pages and edit them.



REPLACING THE “TEMPLATE’S” TEXT WITH YOUR OWN TEXT

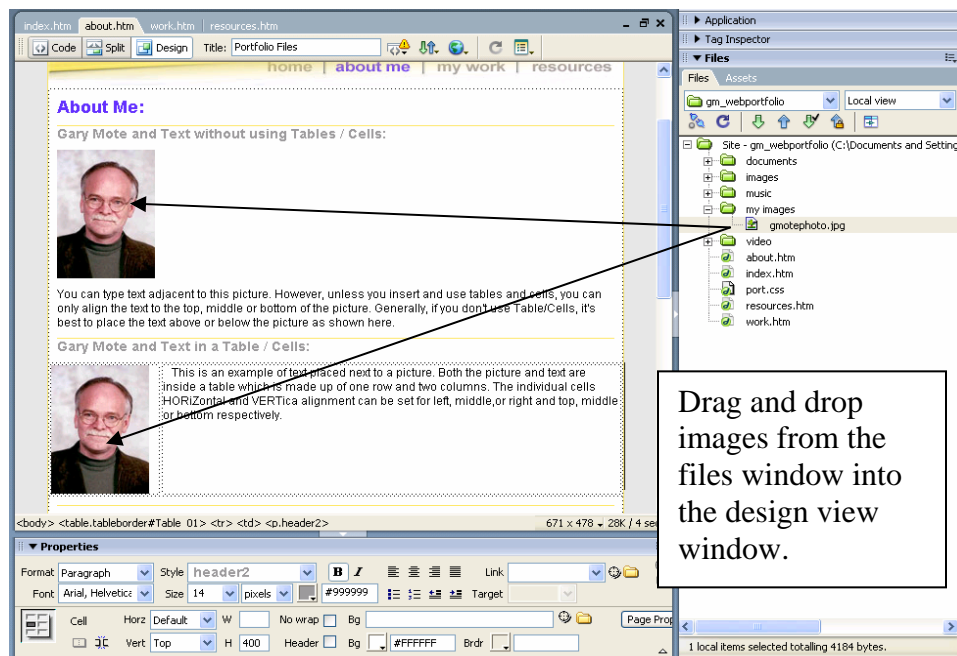
- With one of the pages open in the left window,
 - **select the text** you would like to replace with your own text
 - then, just **type new text** over the text you selected.
- When you select just the “subhead 1” text, the text you type will be gray. When you select either the “subhead 2” or the “body” text, the text will be the same size and color as the original text.
- **DO NOT select more than one format text** to be replaced at a time! If you do, all the text will take on the formatting of the first text selected.
- After replacing the text, save the page. With the page still open in the left window, choose **File > Save**

Here's an example of the Home Page, **index.htm**, with text replaced.



ADDING PICTURES TO PAGES

To add a picture to a web page, simply **drag the image from the files window** on the right onto the webpage and **drop it at the location** where you want the picture to appear on the page. Remember, you can “generally” only insert .jpg and .gif format pictures onto web pages. You can't use .bmp, psd, tif, etc.



The page above shows a picture that has been placed “**in-line**” with the text in the top example and within a Table in the bottom example. Unlike creating a “word” document, you can't change the picture's “layout” to place text to the left or right of a “block” of text.

In the top example, text can't be placed in a solid “block” to the right of the picture except on a **single line** at the top, middle or bottom of the picture. If there's more than one line of text, the text will wrap around the picture. In this case, it's best to place text above or below the picture as shown.

In the bottom example, a table with one row and two columns was created first. Then, the picture was dropped into the cell on the left and text was typed into the cell on the right.

The “**PROPERTIES**” window at the bottom of the Dreamweaver editor was used to control the placement of the picture and text within the cells.

CREATING LINKS

You can create links using text or images (pictures).

You create the links by select the text or image, then entering the link in the “PROPERTIES” window at the bottom of the Dreamweaver screen.

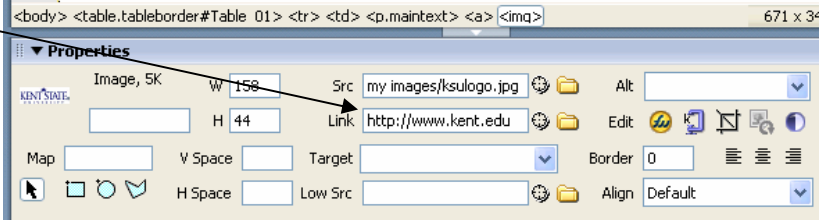
Links to websites on the internet

1. Select image or text



Example of a text link to [Kent State University](http://www.kent.edu)

2. Type in full website URL in the “Link:” type-in box.



Note: You must include the http:// at the beginning of the URL for the link to work.

Links to documents, audio/music, video files that you copied into your website folder

- First you must have the document, video clip, etc. saved in your website folder and it must appear in Dreamweaver's Files Window.
- Select a picture or text on the web page that you're editing.
- In the **Properties Window** choose the folder next to the link and Browse to the file you want to link to. Just remember that you must link to a file that's saved inside your website folder. You can not link to files located outside of your website folder.
- You can also click on the "**Point To File**" icon and just drag over to the Files Window and drop the selector on the file you want linked when the file is highlighted.

This example shows text, **Writing Example Title**, on the webpage that has been linked to the file: **writing_sample_1.doc**.

The screenshot shows the Dreamweaver interface. On the left, a webpage titled "my portfolio" is displayed. The "My Work:" section contains a "Documents:" subsection with the text "Writing Example Title" highlighted. Below it are sections for "Presentations:", "Speech Title", and "Videos:". On the right, the "Files" window shows a folder structure with "writing_sample_1.doc" selected. At the bottom, the "Properties" window shows the "Link" field set to "documents/writ".

1. Select Text

Linked file text window. After "linking" the file link shows up here

2. Select the **Point to File** icon & drag it to the file you want to link to in the window on the right

or 2. Use **Browse to File** to select the file on your Jump Drive that you want to link to from the text selected on the webpage.

Email links

Create an email link by selecting text or a picture then in the **Properties Window** type into the **Link** text box: **mailto:username@kent.edu**

The screenshot shows a web editor interface. At the top, there is a subheading "Another new Subheading:" followed by a paragraph of text: "This text has been replaced here too. You can also deleted any headings, subheading or text that you don't want." Below this text, the words "email me" are highlighted in yellow. A callout box with the text "1. Select Text (or picture)" has an arrow pointing to the highlighted text. Below the text area is a code editor showing HTML tags: `<body> <table.tableborder#Table 01> <tr> <td> <p.header2> <a>`. Below the code editor is the "Properties" window. The "Format" dropdown is set to "Paragraph" and the "Style" dropdown is set to "header2". The "Link" field contains the text "mailto:gnote@". The "Target" field is empty. The "Cell" section shows "Horz" set to "Default" and "Vert" set to "Top". The "Bg" field is set to "#FFFFFF".

2. Type: <mailto:username@kent.edu> into this box.
(Replace "username" with your own user name)


UPLOADING YOUR REVISED PAGES TO THE FOLIOWEB SERVER

When your done editing the pages on your website you need to “upload” them to the FolioWeb server so they can be viewed on the internet.

To upload all of the pages and all of the folders, documents, images, video, etc. from the website folder on your Jump Drive to the FolioWeb server at one time:

1. **Select the top folder** in the Files Window, here it’s called, Site – gm_webportfolio (*local path information*) .. for you the path will show the drive letter of your Jump Drive and folder).
2. Make sure that the **“Connect to Remote Server” Icon** indicates that you are **connected to the server**.

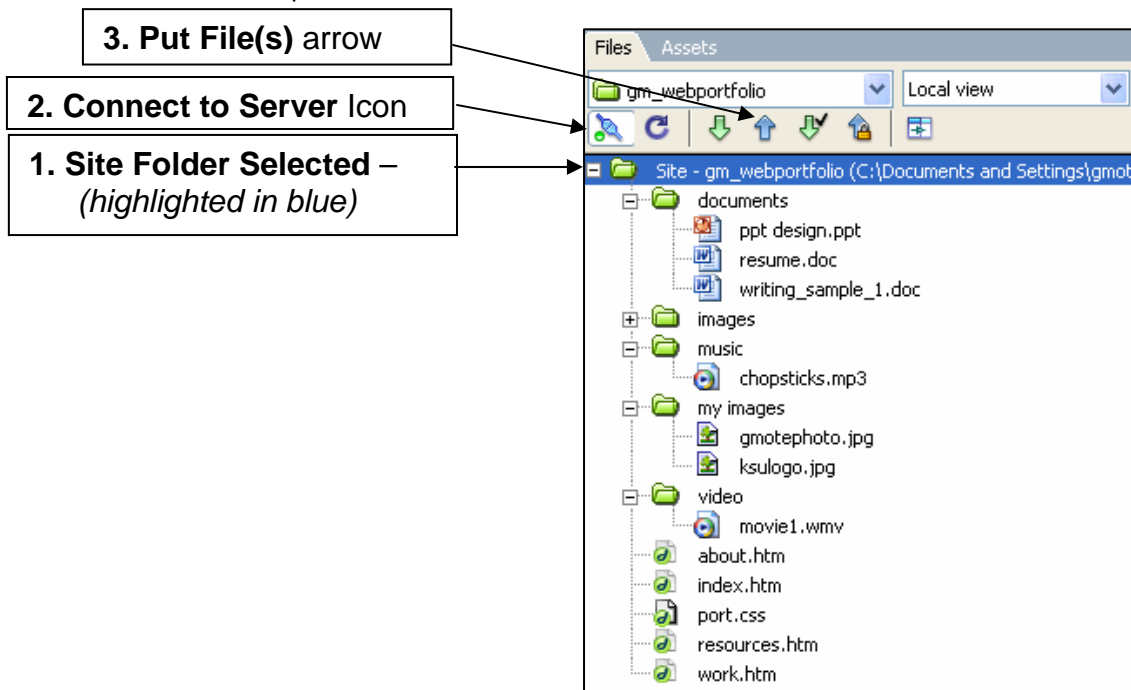
Connected to Server = 

Disconnected from the Server = 

If you aren’t connected, just click on the “Disconnected from Server” icon to reconnect to the server.

Note: Since you entered all of the information including your username and password to connect to the server when you setup your Dreamweaver Site, you won’t need to do this again.

3. Click on the **“Put File(s)” arrow**. This is the blue “up” arrow. Indicate “Yes” when asked if you wish to put the entire site.
4. All of the files will be uploaded to the FolioWeb server.



Note: You can also upload (PUT) individual pages or files simply by selecting the page or file and clicking on the upload arrow. When asked if you want to **Include Dependent Files?**, choose Yes. This will upload any pictures that you might have added to the page but not docs, video, etc. If you added documents, video or audio clips, etc. they need to be uploaded separately.

VIEWING YOUR FOLIOWEB PORTOLIO ON-LINE IN INTERNET EXPLORER

When you're done creating your website and uploading it to the server, you can view it on-line using Internet Explorer.

The address ,or URL, for your Web Portfolio will be:

<http://portfolio.educ.kent.edu/yourfoliowebusername/>

Important: Do not use your Flashline User Name for the above URL. You must use the user name assigned to you for FolioWeb

Note: The URL for the FolioWeb website created for this tutorial is at:
<http://portfolio.educ.kent.edu/moteg/>