

Introduction to Webpublishing using Macromedia Dreamweaver 8 Session 4

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Companion website: <http://www.udel.edu/learn/webpublishing/>

Session 4

Objectives for Session 4

By the end of this session, you will understand the value of using Dreamweaver to develop a web site.

You will learn:

- About Meta Tags
- Common web design mistakes to avoid
- To create Rollover/Swap Images
- To create a Navigation Bar
- To customize the Favorites toolbar

Opening Dreamweaver 8

Exercise: Open Macromedia Dreamweaver 8



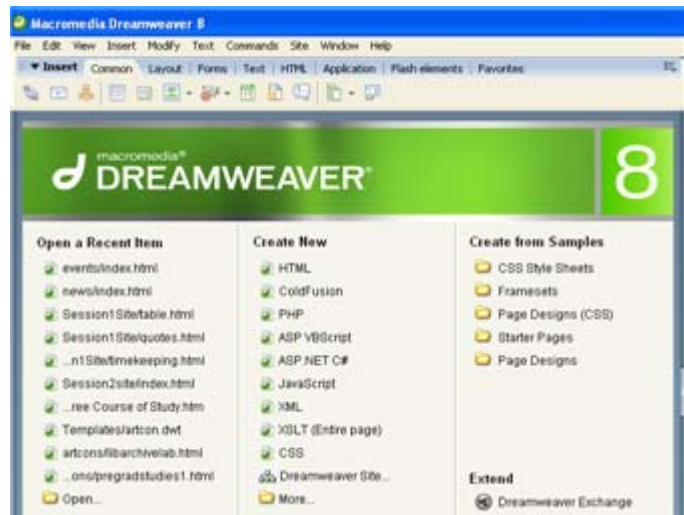
1. On the Desktop, in the **Applications** folder.
2. Double-click on **Macromedia Dreamweaver**.

This is the opening page of Macromedia Dreamweaver:

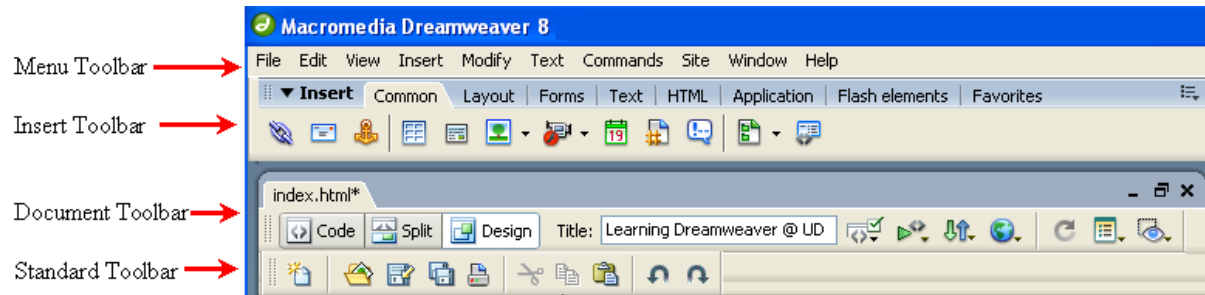
Your choices are:

1. **Open a Recent Item**
2. **Create New**
3. **Create from Samples**

Under **Create New**, click **HTML**



Dreamweaver 8 Menus



Dreamweaver has 4 toolbars that need to be differentiated and understood to be successful in using this document.

1. The **Menu Toolbar** contains the standard menu items for File, Edit, View, Insert, Modify, Text, Commands, Site, Window, and Help menus.
2. The **Insert Toolbar** can be displayed as a menu bar or as a tab bar. For this class, we will use the tab bar. It is used to insert various “objects” into Dreamweaver files. You will find what you need most often under the Common tab, such as: images, tables, links, horizontal rules, and line breaks. The other tabs provide more specific tools for specific objects.
3. The **Document Toolbar** displays frequently used buttons such as: View (Code, Split Design), Title field (insert a title of the file), Get, Put, Preview in Browser, Refresh and View Options.
4. The **Standard Toolbar** has file management shortcuts such as: New, Open, Save, Save All, Print Code, Cut Copy, Paste, Undo and Redo.

When this document references a menu, it will specify:

- From the **Menu toolbar**, click **File > New**
- From the **Insert bar**, click **Text > Form**
- From the **Document toolbar**, click **Code**
- From the **Standard toolbar**, click **Save**

Managing a Dreamweaver Site

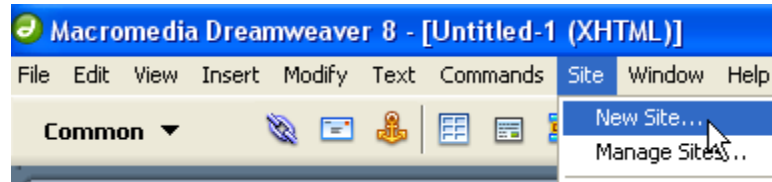
Opening a Dreamweaver Site

IMPORTANT

Dreamweaver is a site management tool. Defining a site is necessary to take advantage of Dreamweaver's site management features. Any site, no matter how small, can benefit from these features.

Exercise: Setting up a Site

1. From the **Menu toolbar**, click **Site**
click **Manage Sites**
A Manage Sites window opens.

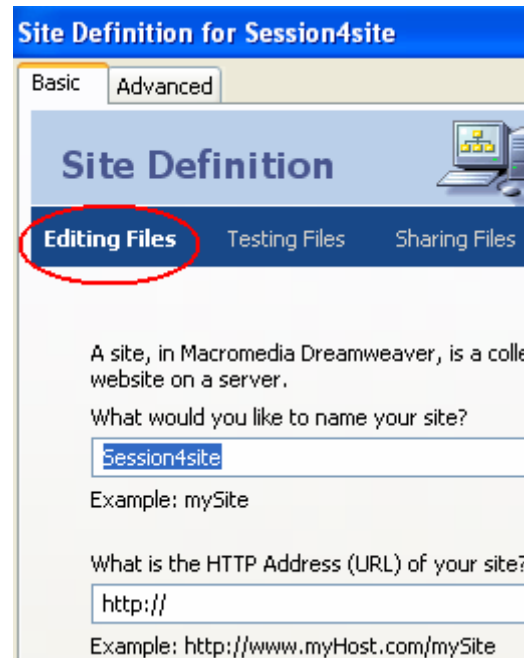


2. Click **New > Site**
The Site Definition window opens.
*Make sure the **Basic** tab is selected.
In the **Editing Files** window:

“What would you like to name your site?”

- Type: **Session4site**
- Click **Next**

3. In the **Editing Files, Part 2: “Do you want to work with a server technology...?”**
 - Verify that **No** is selected.
 - Click **Next**



4. In the **Editing Files, Part 3** window, there are two questions to answer: **“How do you want to work with your files during development?”**
- Verify that **“Edit local copies on my machine, then upload to server...”** is selected.

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

- Notice that Dreamweaver creates the Session4site folder in:
C:\Document and Settings\whoever\My Documents\Session4site
- Click **Next**

Site Definition for Session4site

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?

C:\Documents and Settings\Administrator\Desktop\Session4site\

5. In the **Sharing Files** window: **“How do you want to connect to your remote server?”**
- Select **FTP** from the pull-down list. New input boxes will appear after FTP is chosen from the list.

“What is the hostname or FTP address of your web server?”

- Type: *copland.udel.edu*
- Press [TAB]

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

- Type: **public_html/**
- Press [TAB]

“What is your FTP login?”

- Type: **<your UdelNet ID>**
- Press [TAB]

“What is your FTP password?”

- Type in **<UdelNet ID password>**
- Put a **Check** in the box **“Use Secure FTP”**.
- Click **Test Connection**
 - * If successful, click **OK**
 - * If not successful, ask the instructor for assistance.

Site Definition for Session4site

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?

copland.udel.edu

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

public_html/

What is your FTP login?

<your UDelNetID>

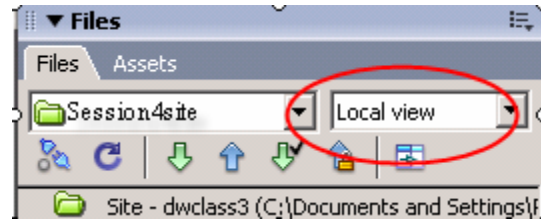
What is your FTP password?

<your UdelNetID password> Save

Use Secure FTP (SFTP)

Test Connection

- Remove the check mark from the **Save** check box.
 - Click **Next**
 - Select “**No, do not enable check in and check out**”
 - Click **Next**
6. In the **Summary** window:
- Review your settings.
 - Click **Done** to close the **Site Definition** window.
7. Click **Done** to close the Manage Sites window.
8. In the **Site** panel, be sure that you are viewing the **Local view** of your site.




Your local site has now been defined in Dreamweaver.


Using Dreamweaver to Manage Files

We will use the Site toolbar (pictured here) for the most common site management tasks.

Right-clicking within the Site window will invoke a context-sensitive menu, shown at right, with many common site management options.

Exercise: Manage Files

1. Connect to the web site by clicking icon,  “Connects to remote host.”
2. Type <your UDelNet ID password> click OK.

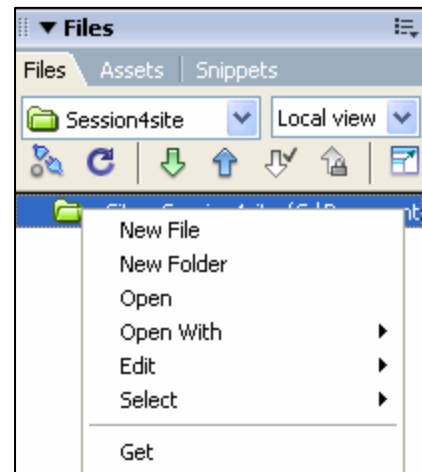
3. Click the **Expand/Collapse**  icon to expand the Site panel.

- **On the left side** is a view of the directory structure and files in your directory on the remote web server.
- **On the right side** is a view of the directory structure and files on the local computer you are currently using.
- Files can be transferred by clicking and dragging them from the source window to the destination window

OR by clicking the **Get**  or **Put**  icon.

- Other file management tasks can be accomplished by right-clicking on the folder icon within the Site window to have a context sensitive menu open. Files and folders can be created, renamed, moved, or deleted.

4. Click on the the **Expand/Collapse**  icon to collapse the Site panel.



Meta Tags

Meta tags are not required in an HTML page. A meta tag is a head element that records information about the current page, such as the character encoding, author, copyright, or keywords. Meta tags can also be used to give information to the server, such as the expiration date, refresh interval, and PICS rating for the page.

NOTE: PICS, the Platform for Internet Content Selection, provide a method for assigning ratings, such as movie ratings, to web pages.

You should place META tags within the <HEAD> of every web page that you write. Besides helping your web site get better search engine placement, the use of a copyright META tag in your pages tells those who would like to take and reuse your code or images that you are the legal owner of the information within the pages that they are viewing.

The use of a contact address and author META allows those who would like to use your information a way to contact you to ask for your permission.

The author and contact address META also provides the site visitor with a way to contact you for web site development which is available on every page you create.

Some search engines are relying less on META tags and more on actual page content but using good METAs in your web site pages is still very important, not to mention being sound HTML coding practice.

- **Attribute** specifies whether the meta tag contains descriptive information about the page (name) or HTTP header information (http-equiv).
- **Value** specifies the type of information you're supplying in this tag. Some values, such as description, keywords, and refresh, are already well defined (and have their own individual Property inspectors in Dreamweaver), but you can specify practically any value (for example, creationdate, documentID, or level).
- **Content** is the actual information. For example, if you specified level for Value, you might specify beginner, intermediate, or advanced for Content.

Top Ten METAs for Search Engines

Suggested Robot META tags for use on ALL pages, in order of importance:

1. `<META NAME="DESCRIPTION" CONTENT="place the page's description here">`
This is what will be displayed on the search index page so write well and accurately!
2. `<META NAME="KEYWORDS" CONTENT="place PAGE key words here, separated by commas">`
Hint: Do not repeat words and keep the list short and specific to the page.
3. Choose **ONLY ONE** of the four Robot METAs below that apply to the page you place it on.
`<META NAME="ROBOTS" CONTENT="INDEX, FOLLOW">`
Function: Robot indexes the page AND follows all links. (Default state if no robots meta is specified.)
`<META NAME="ROBOTS" CONTENT="NOINDEX, NOFOLLOW">`
Function: Robot does not index the page nor follow links. (Good for a links page, shopping cart, etc.)
`<META NAME="ROBOTS" CONTENT="INDEX, NOFOLLOW">`
Function: Robot indexes the page but does NOT follow links.
`<META NAME="ROBOTS" CONTENT="NOINDEX, FOLLOW">`
Function: Robot does NOT index the page but follows all links. (Good for a transition page.)
4. `<META NAME="REVISIT-AFTER" CONTENT="30 days">`
Options: This can be anything you want in days. Be realistic, if your site is rather static, go with 30 days or longer. If you do a weekly calendar of events, 5 days is a good starting point for that individual page. You don't want to have robots scarfing up your pages every day if they are not changing.
5. `<META NAME="RATING" CONTENT="viewer rating goes here (choose one from options)">`
Options: general, adult, mature, restricted, 14 years, [safe for kids](#)
6. `<META NAME="COPYRIGHT" CONTENT="Copyright © 2001 your information here, all rights reserved">`
7. `<META NAME="AUTHOR" CONTENT="your name or company name here">`
This and the contact address below provides a way for individuals to contact you.
8. `<META NAME="CONTACT_ADDR"="the contact E-mail or physical address for you or your company">` This and the author tag above provides a way for individuals to contact you.
9. `<META NAME="DISTRIBUTION" CONTENT="Global">`
Options: Local (or a specific geographic area such as New England, Western Europe, or Japan). Use Global unless you want your pages restricted to a certain geographic area. Use Local for intranet (internal company) sites that you do NOT want indexed along with a NOINDEX NOFOLLOW robots META and a robots.txt file restricting robot access to the pages.
10. `<META NAME="RESOURCE-TYPE" CONTENT="document">`
This tells the robot that the page is an html document and should be walked.

Robots - also known as spiders - are programs that retrieve Web resources, using the embedded hyperlinks to automate the process. Robots retrieve data for all sorts of purposes, but they were invented mostly to drive search engines.

A Well Developed Web Site.

It's a sum of good visual design, fresh, engaging content and consistent, logical navigation.

Visual Design

- ❖ Visitors' eyes should immediately go to the most important content on the page.
- ❖ All graphics used should enhance the look of the page.
- ❖ Graphics should be optimized for the web.
- ❖ Unified font - multiple fonts and styles should be used with great care (the average web visitor doesn't like blinking text, too much italic and/or bold text, text that's too large or small, all-caps text, text with mixed case, and mixed fonts on a page).
- ❖ A rather humorous set of visual design guidelines can also be found at: <http://www.coolhomepages.com/cda/10commandments/> courtesy of CoolHomepages.com

Content

- ❖ Determine: your site's purpose, its target audience and how to keep visitors interested.
- ❖ Content should be fresh (and dating content should be avoided unless it resides in an "archive").
- ❖ Avoid using terminology that insiders might know but visitors to the site may not understand (this is a very common mistake that even some of the best websites make).
- ❖ Site content should be proofed so that it is free from typos or grammatical errors.
- ❖ Text should, of course, be readable and nicely formatted.

Navigation

- ❖ Site navigation should be consistent, logical, accurate.
- ❖ A good navigational system has to answer 4 questions: Where am I? Where have I been? Where can I go next? How do I get back to the Home Page? (this "golden rule" is courtesy of Vincent Flanders in his book [Son of Web Pages That Suck](#))
- ❖ Navigation buttons should be easy to locate, understand and use.

The Home Page

- ❖ The Home Page sets the tone for the entire site.
- ❖ It is often the first and most visited page on the site. "You only get one chance to make a first impression" - make it engaging.
- ❖ It should load quickly.

Behind The Scenes

- ❖ Websites should be tested on the most commonly used [browsers](#), browser versions and various operating systems (Windows, Mac, Unix) to make sure they work properly.
- ❖ Websites should be built for optimal search engine placement.
- ❖ Dynamic websites should be coded to minimize the strain on system resources.

Common Web Design Mistakes to Avoid

Sloppy Web Site Copy: The heading and first paragraph should clearly indicate the purpose of your web site. “Content is King” on the Net, so make sure there is plenty of focused information. The content should draw the visitor through the site to take action in the end. Include contact information on every page.

Poor Color Combinations: Use colors that blend well together.

Pages Load Too Slowly: Optimize your images (reduce their size) before you insert them on your site.

Poor Navigation: There are broken links, error pages, too many moving objects (animations, flash, scrolling text, marquees) – all these are annoying and cause visitors to click elsewhere. Keep your navigation simple by creating clear links on all web pages.

Orphan Pages: Pages other than your homepage, where the visitor has no idea how it fits in with the overall structure of your web site. You should always have a link to the homepage, so visitors know where they are on your web site.

Information Overload: Create the width of your web page to fit on one screen, and have a maximum of 3 pages to be scrolled vertically.

Meta Tags Missing: Without optimizing your web page with a description or keywords, people can’t find you on the search engines. Research key words or phrases relevant to your site content. Include them in your title, description and Web Site copy.

Lack of Marketing Strategy: Create numerous marketing strategies to attract visitors to your web site – you never know which one will be the most effective.

Poor Layout and Design: Create an aesthetically pleasing design to keep the visitors on your site. Create enough white space between your text and images by using margins. Use font type such as Arial or Verdana to make it easier to read on your computer screen.

Refrain from Using Frames: Frames don’t allow you to bookmark the page or return to it and sometimes the URLs stop working.

Browser Compatibility: Web Site is not compatible to the browsers most people are using. Internet Explorer (IE 4, 5, 6) is currently the dominant browser, and most users are displaying 800x600 pixels or more, with a color depth of at least 65K colors.

Outdated Information: Continually adding new information (i.e. latest news), deleting irrelevant, outdated information and removing broken links.

Background Music: Background music on a page adds no content but increases the annoyance factor - and the page download time. It's ok to include music clips on your site, but give your visitors the option to listen instead of assaulting them with a tinny rendition of Beethoven's Fifth Symphony the instant your page loads. The choice makes your site seem more interactive and gives visitors more control of their experience.

Under Construction: Few Web sites are static. Most are continually being updated with new information and optimized for search engines. In a sense, they're always "under construction." However, that message should never appear on your home page because you're essentially telling visitors that your site is a waste of their time. If you have some sections of other pages that aren't complete, it's ok to note that, but avoid the animated road construction graphic.

Examples:

<http://www.netmechanic.com/news/vol3/scaryPage.htm>

<http://www.thecrabbarn.com/>

<http://www.renttoownrealestate.com/>

Rollovers & Swap Images

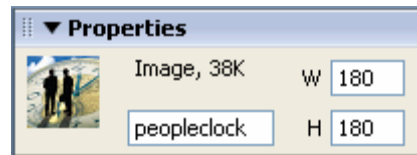
The Rollover action swaps one image for another by changing the src attribute of the img tag. Use this action to create button rollovers and other image effects (including swapping more than one image at a time). Inserting a rollover image automatically adds a Swap Image behavior to your page.

To view examples of how this works, visit: <http://www.crawforddirect.com/roll.htm>

Note: Swap images should have the same dimensions (height and width) as the original. Otherwise, the image you swap in appears compacted or expanded to fit the original image's dimensions.

Exercise: Swap/Rollover Image

1. Press **[CTRL] N** to create a new page
2. From the **General** tab,
Click **Basic Page**
Click **HTML**
Verify that **Document type (DTD)** is **XHTML 1.0 transitional**
Click **Create**
3. Press **[CTRL] S**. The **Save As** window opens.
In the **File name** box, type: **myfile.html**
Click **Save**
4. From the **Site** panel,
click the + sign next to the **images** folder to expand the folder.
Click and drag **peopleclock.jpg** to the document window.



***** If prompted to provide **alt text**,
click the “**change the Accessibility preferences**” link.
Then uncheck **Images**
Click **OK** to close the **Preferences** window
Click **OK** to close the **Image Tag Accessibility Attributes** window

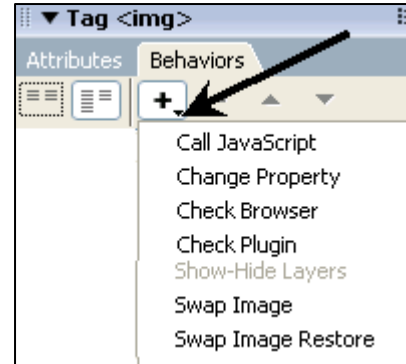
With the image selected, go to the **Property** panel **image** box,
type: **peopleclock**

The Swap Image action works best if you name your images.

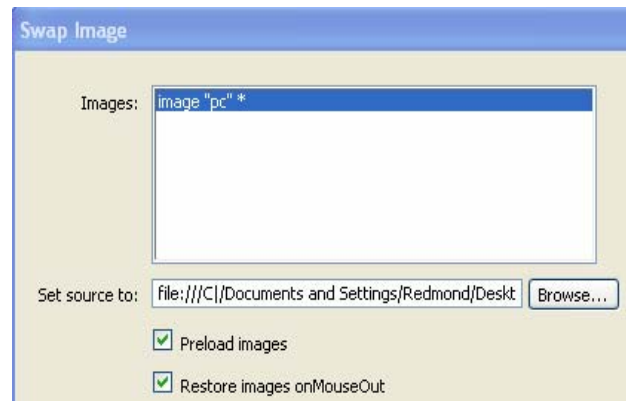
5. From the **Site** panel, click on **Tag Inspector**'s down arrow to expand the panel



- Click on the **Behaviors** tab.
- Click the **Plus (+) down arrow** button to reveal the behaviors menu.
- Click **Swap Image**. The **Swap Image** dialog box opens.
- From the **Images** list, select **“image: peopleclock”**
- In the **Set Source to** box, click **Browse**. The **Select Image Source** window opens.



- Double click the **images** folder to open it
- Click on **willreturn.jpg**
- Click **OK**
The **Select Image Source** window closes and you are returned to the **Swap Image** window
- Leave the **Preload Images and Swap Restore** checked



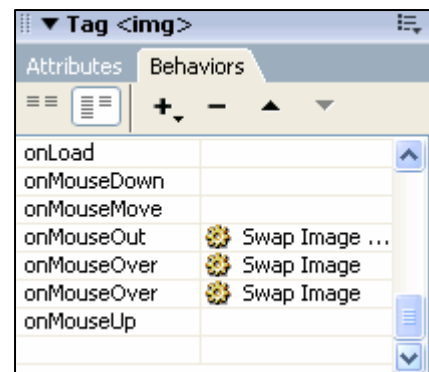
6. Click **OK**

7. Press **[CTRL] S.** to save the file

8. Press **F12** to preview the page in Internet Explorer

NOTE: If Internet Explorer's popup blocker may prevent this from showing, simply click on Unblock.

9. Move your mouse over the image and see the image **“swap”** to the second image selected.



10. Close Internet Explorer, in Dreamweaver, click the down arrow next to **Tag** to close the panel.

Swap Image Restore: The Swap Image Restore action is automatically added and restores the last set of swapped images to their previous source files.

Navigation Bar

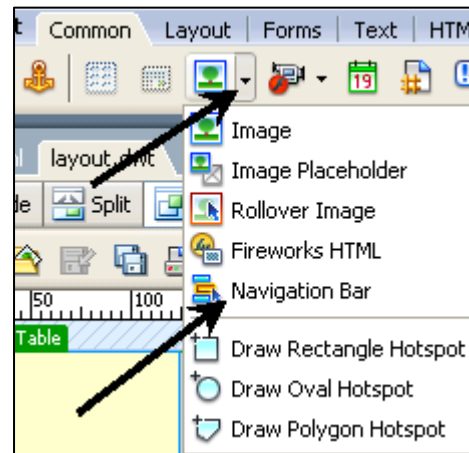
A navigation bar consists of an image (or set of images) whose display changes based on the actions of a user. An action occurs when you place the mouse over or clicks on an image. Navigation bars often provide an easy way to move between pages and files on a site.

Exercise: Creation of Navigation Bars


NOTE: do not hit [ENTER] during this exercise.

1. In the **Site** panel, click the – sign next to **images** folder to collapse the folder.
2. From the **Site** panel, click on the + sign next to **templates** to expand that folder.
3. Double click on **layout.dwt** to open the file.
4. Click in the **Navigation** cell of the template.

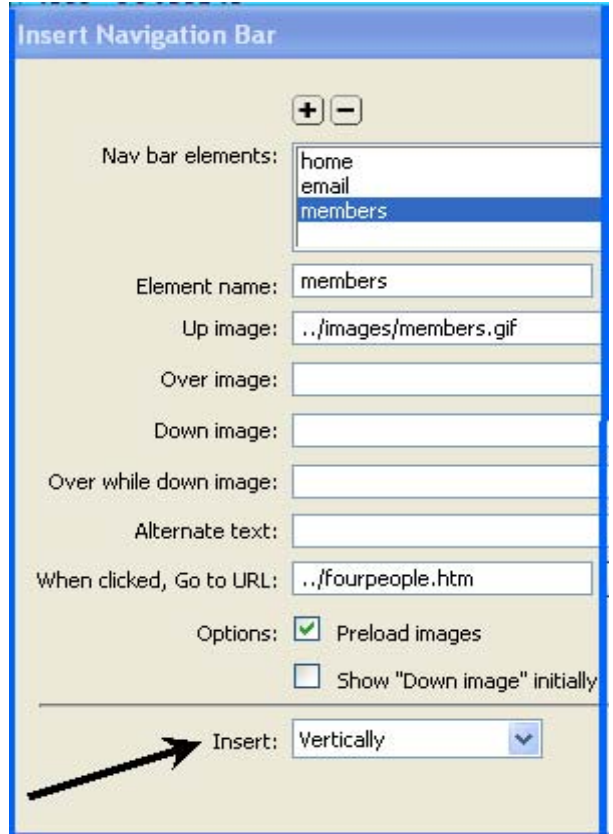
5. From the **Insert toolbar**, click **Common Tab**
Click the **Image** down arrow button
Click **Navigation Bar**. The **Insert Navigation Bar** window opens.




- In the **Element Name** box, type: **home**
- In the **Up Image** box, click **Browse**
The **Select Image Source** window opens to the **Image** folder.
- Double click **home.gif** to select the image and return to the **Insert Navigation Bar** dialog window
- For **Over image** effect, click **Browse**. The **Select Image Source** window opens.
- Double click **house.jpg** to select the image and return to the **Insert Navigation Bar** dialog window.
- In the **When clicked, Go to URL:** click **Browse**. The **Select HTML file** opens.
- Double click **index.html** to select the image and return to the **Insert Navigation Bar**

6. To add another element to the Navigation Bar, click on the  icon.

- In the **Element Name** box, type: **email**
- In the **Up Image** box, click **Browse**. The **Select Image Source** window opens.
- Double click **email.gif** to select the image and return to the **Insert Navigation Bar** window.
- For **Over image** effect, click **Browse**. The **Select Image Source** window opens.
- Double click **envelope.jpg** to select the image and return to the **Insert Navigation Bar** dialog window.
- In the **When clicked, Go to URL:** click **Browse**. The **Select HTML file** opens.
- In the **When clicked, Go to URL:** type: **mailto: <yourUDelNet ID>@udel.edu**



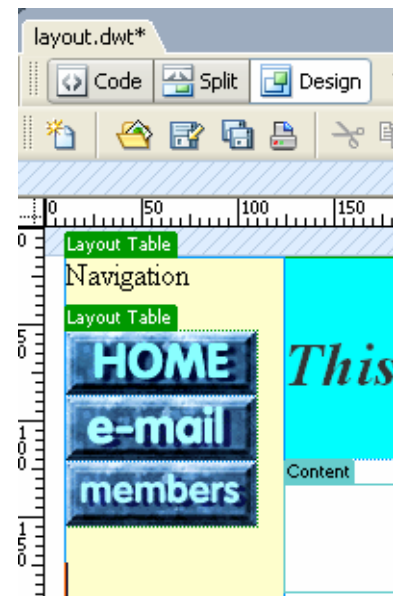
7. To add another element to the Navigation Bar, click on the  icon.

- In the **Element Name** box, type: **Members**
- In the **Up Image** box, click **browse**. The **Select Image Source** window opens.
- Double click **member.gif** to select the image and return to the **Insert Navigation Bar**
- In the **When clicked, Go to URL:** click **Browse** The **Select HTML file** opens. Double-click on **fourpeople.html**

8. Change the **Insert:** to **Vertical**.

9. Click **OK**

10. Press **[CTRL] S**. Close the **layout.dwt** file.



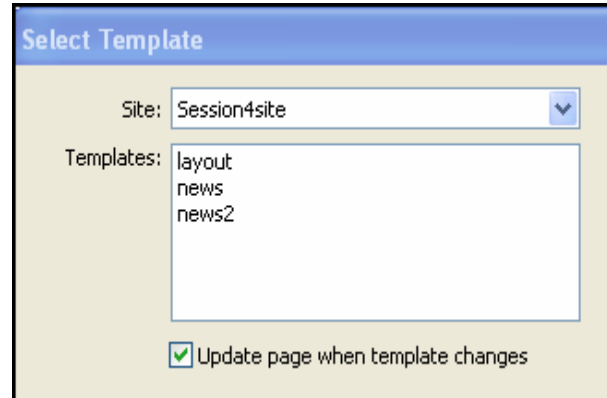
Attach the template

Exercise: Attach a template to a file.

1. From the **Site File** panel, double click **webwriting.html** to open the file.
Notice that this file is unformatted, unstyled pages.

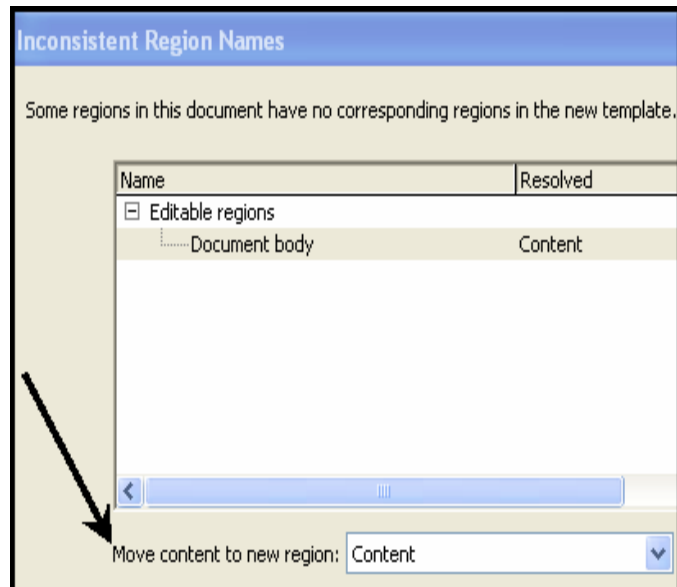
2. From the Document toolbar, select the webwriting.html tab

- From the **Menu toolbar**
- Click on **Modify**
- Click on **Template**
- Click on **Apply Template to page**
The Select Template window opens.
- Click on **layout** to select the template to apply
- Verify that there is a checkmark in **“Update page when template changes”**.
- Click the **Select** button



3. The **Inconsistent Region Names** window opens.

- Under the Editable regions, click on **Document body**
- In the **“Move content to new region”** box, click the down arrow
Select **Content**
- Click **OK**



4. Press **[CTRL] S** to save this file

5. Press **F12** to preview the file in Internet Explorer.

6. Test the Navigation bar links.

7. Close Internet Explorer

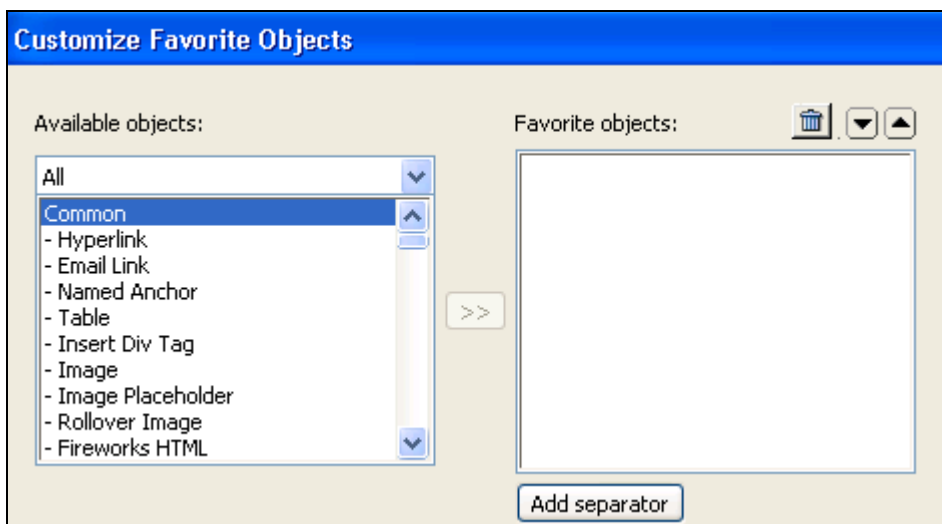
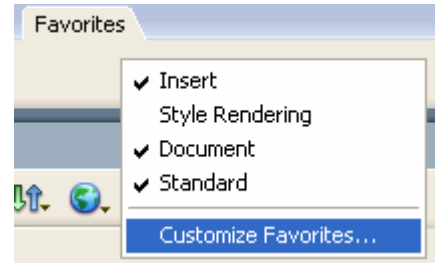
8. Return to Dreamweaver.

Customize Favorites Tab

The Favorites category of the Insert bar enables you to group and organize commonly used Insert bar buttons. You can add, manage, and delete buttons from the Favorites category.


Exercise: Customize Favorites Tab

1. In the **Insert toolbar**, click on the **Favorites** tab.
2. Right click on the gray area of the bar, select **Customize Favorites**.
The **Customize Favorites objects** window opens.





3. In this window, you can choose your most frequently used menu items. Double-click on **Hyperlink**, **Email Link**, **Named Anchor** to move them to the **Favorite Objects** window
4. Click **Add Separator** button
5. Double-click on **Table**, **Image**, **Rollover Image**
6. Click **Add Separator** button
7. Scroll down and double click on **Editable Region**, **Repeating Region**, **Tag Chooser** to move them to the **Favorite Objects** window
8. Click **OK**
You now have your most often used icons in your **Favorites** tab.

Exercise: Delete icon from the Favorites toolbar

1. To Delete an icon, right-click on the gray area of the **Favorites toolbar**
2. Select **Customize Favorites** from the drop down menu
3. Select **Named Anchor** form the list under **Favorites objects**
4. Click on the **Trash**  icon. The Item is deleted from the **Favorites toolbar**.

Exercise: Move an icon on the Favorites toolbar

1. To move an icon, right-click on the gray area of the **Favorites toolbar**
2. Select **Customize Favorites** from the drop down menu
3. On the **Favorites Object** window, select **Hyperlink**.
4. Click on the Move up   icon to reposition the icon to the top of the list.
5. Click **OK**

Look at the Favorites toolbar, the **Hyperlink** icon is now at the first position of the toolbar.

Site Management Tools




Before publishing a new web site or page, be sure to use Dreamweaver's site management tools to ensure that your site works as expected. For example, it is a good idea to check the site in multiple browsers (Netscape versions 4.7 and 7, Internet Explorer 6, and perhaps others) on different platforms (Windows, Macintosh, and UNIX), particularly when using interactive features.

Publishing Your Site

Prior to publishing a site,

1. Check spelling on each page being published.
 - From the Menu toolbar, click Text > Check Spelling or Press [Shift] F7
2. Check links sitewide.
 - From the Menu Toolbar, click Site > Check links sitewide or Press [CTRL] F8
3. Check for (X) HTML coding errors.
 - From the Menu Toolbar, click Commands > Clean up HTML
4. Check compatibility in the various browsers.
 - Preview page in I.E., Mozilla, Netscape, Thunderbird, Safari, etc.

Exercise: Publishing site


1. In the **Site** panel, click the **Expand/Collapse**  button to expand the Site Files view.
2. In the **Site** panel, click **Connects to remote host**. 
3. Once connected, Dreamweaver displays
 - Remote directory files in the **left** window.
 - Local files in the **right** window.
 Use this view to move your files from your local computer to your web directory.
4. Click anywhere in the **Local Site**, press [CTRL] A to select all the files.
5. Click the **PUT**  icon to upload the file to the server.
6. If prompted to **upload dependent files**, click **NO**.

Note: When asked if you wish to upload or download "**dependent files**," it is asking whether you want to transmit the page you have currently selected AND all other files in your site that this page requires to display properly (e.g., images, scripts, templates, stylesheet files, etc.). It is good policy to say "**No**" to the automatic transmission of dependent files. This helps prevent the unintended over-writing of files.



7. Click the **Expand/Collapse**  button to collapse the Site Files view.

View Web Pages

Exercise: Viewing published web pages

1. Open Mozilla or Internet Explorer.
2. In the Address box, type: **http://udel.edu/~yourUDNet ID/**
 - If successful, you will see your web page just as the world sees it.
 - If not successful, and you get “The page you requested was not found on this server” message, the permissions for the directory or files need to be reset.
 - a. Click **Start > Run**.
 - b. Type: **telnet copland.udel.edu**
 - c. Press **[ENTER]**.
 - d. At the login prompt, type: **<your UDeNet ID>** Press **[ENTER]**.
 - e. At the password prompt, type: **<your UDeNet ID password>** Press **[ENTER]**.
 - f. At the copland.udel.edu% prompt, type: **webpublish** Press **[ENTER]**.
 - g. When the copland.udel.edu% prompt returns, type: **exit**.
3. Return to Mozilla or Internet Explorer.
4. Click the **Refresh**  button to view your page.

Exercise: Deleting Remote Site Directory

1. In the **Site** panel, click the **Expand/Collapse** button  to expand the Site Files view.
2. In the **Site** panel, click in the **Remote Site** panel.
3. Press **[CTRL] A** to select all the files in the public_html/ folder.
4. Click **File > Delete**.
5. Click **Yes** to the prompt: “Do you really want to delete selected file(s)?”
6. Click the **Expand/Collapse**  button to collapse the Site view.

ADDENDUM

SSH Secure Shell File Transfer program and to set web files permissions

For the world to see your Web page, files must be on a Web server. Files moved to Copland public_html directory can be viewed on the University's "udel.edu" web server.

We used Dreamweaver to move the files to your UNIX public_html directory, now you will use the SSH Secure File Transfer program to set the permissions.

Exercise: Open SSH Secure File Transfer

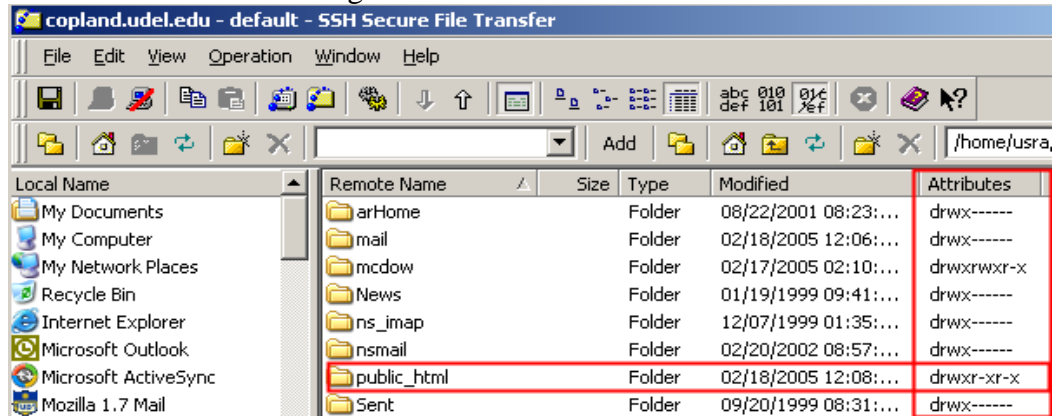
1. From the **Menu toolbar**, click **Start > Programs > SSH Secure Shell > Secure File Transfer Client**.
2. Click **Quick Connect**.



3. Type the following in the Host Name box: **copland.udel.edu**
4. Press **[Tab]**.
5. In the User Name box, type: **<your UdelNet ID>** Press **[ENTER]**.
6. Type in **<your UdelNet ID password>** Press **[ENTER]**.
Secure Shell File Transfer window opens.
7. On the right side, double-click **public_html** to open the folder.
Files are displayed.

Exercise: Setting file and folder permissions (attributes)

Attributes are shown to the far right of the file or folder name.



Use the horizontal scroll bar at the bottom of the file window to reveal the attributes column. Files and folders can have three types of users:

1. **User/Owner:** The user with full rights to all files and directories within a specific server directory space; this user can change file and folder attributes. Full Permissions.
2. **Group:** A select group of users listed by the owner with specific permissions.
3. **Others:** All other users; users accessing your pages and directories through the web or the network. Limited permissions.

Files and folders on the server can have the following attributes:

- D** The listing is a directory.
R The file or folder can be read (viewed).
W The file or folder can be written to.
X The folder can be opened to access files (execute).

Typically the default permission configuration

for folders:

User	Group	Others
d r w x	r - x	r - x

d represents directory/folder
 User has full access (r w x)
 Group has read & execute (r - x)
 Other has read & execute (r - x)

for files:

User	Group	Others
- r w -	r - -	r - -

no "d" indicates this is a file
 User has read and execute (r - x)
 Group has read (r - -)
 Other has read (r - -)

Recommended Attributes

The following settings are recommended to enable you to share your web pages over the Internet.

Folder Settings:

Permissions:	Read	Write	Execute
Owner:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Permission mode:	<input type="text" value="755"/>		

File Settings:

Permissions:	Read	Write	Execute
Owner:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission mode:	<input type="text" value="644"/>		


Exercise: Changing Attributes

1. Point to and **right-click** on a file or folder name.
2. Click **Properties**.
3. Click the check box for the desired attributes for the Owner, Group, and Other categories as shown above.
4. Click **OK**.

SSH File Transfer program and view your Web page

In the following exercise, you will quit the SSH File Transfer program and view your Web page on the “copland” Web server:

Exercise: Quitting the SSH File Transfer program

1. On the Toolbar, click the **Disconnect**  icon to quit the current File Transfer session.
2. Click **OK** to confirm you want to disconnect.
3. From the menu toolbar, select **File > Exit** to quit the SSH File Transfer program.