

How To . . .

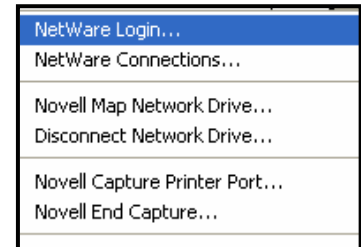
Accessing, Uploading & Editing Your Website

ACCESSING

YOUR WEBSITE FILES - LOGGING ON TO THE NETWORK

If the computer is on and is already logged into a generic Fac login you will need to login with your account information. If the computer is at the Novell login screen already proceed to step 3

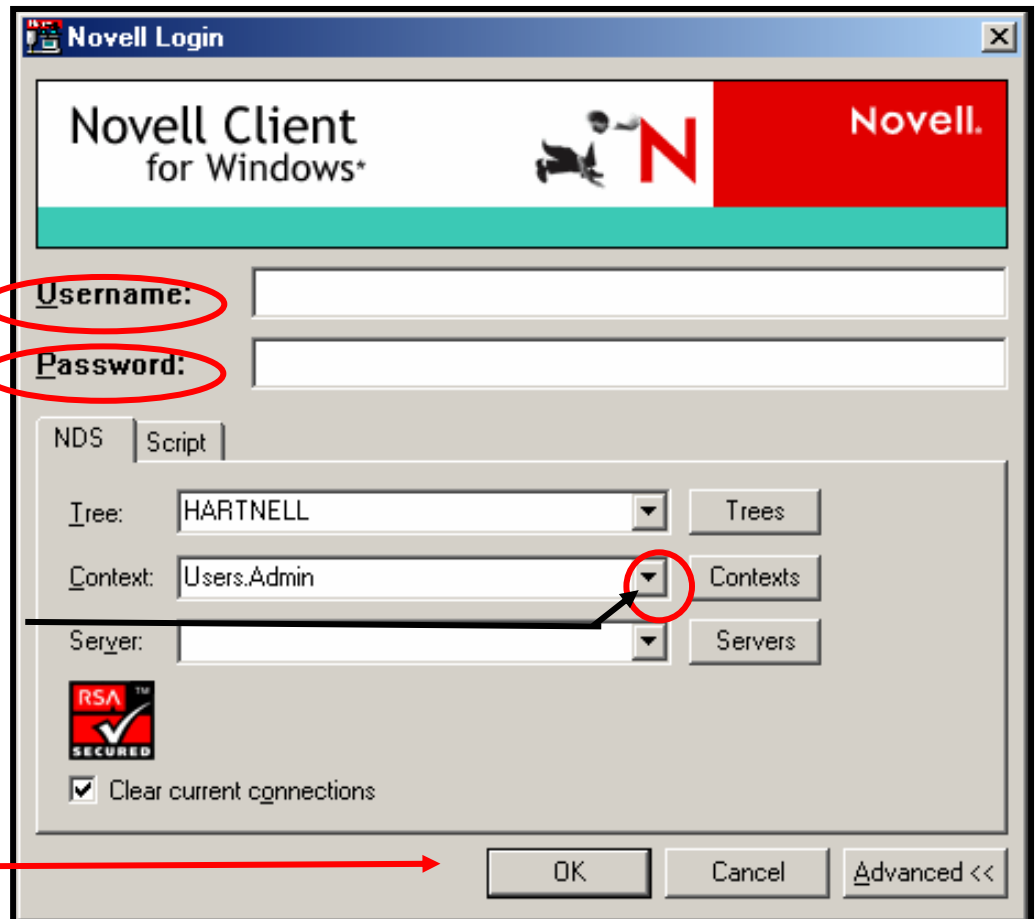
Step 1: Right Click on Red N from in the Task Bar.



Step 2: Select *Novell Map Network Drive* from the Pop up Menu.

Step 3: Login following the illustration below.

**Type Username: Ex: jdonegan
Then password**



**Click on the drop
down menu to change
between Academic and
Admin**

**Users.Labs.Academic
or Users.Admin**

Then click OK

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CREATING YOUR WEBSITE

After you have created a Hartnell College webpage and syllabus the next step is to create your website.

You will place the template files into your web folder and then edit them from your web folder.

Step 1 – Novell Network Access

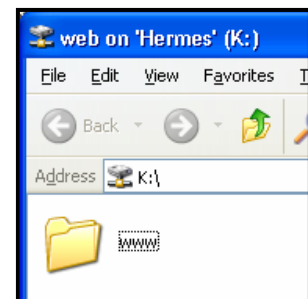
After signing in to the Novell Network. Navigate to your web folder; there is a shortcut on the desktop of the computers in the Faculty and Staff Resource Center.

Step 2 – Your Web Folder

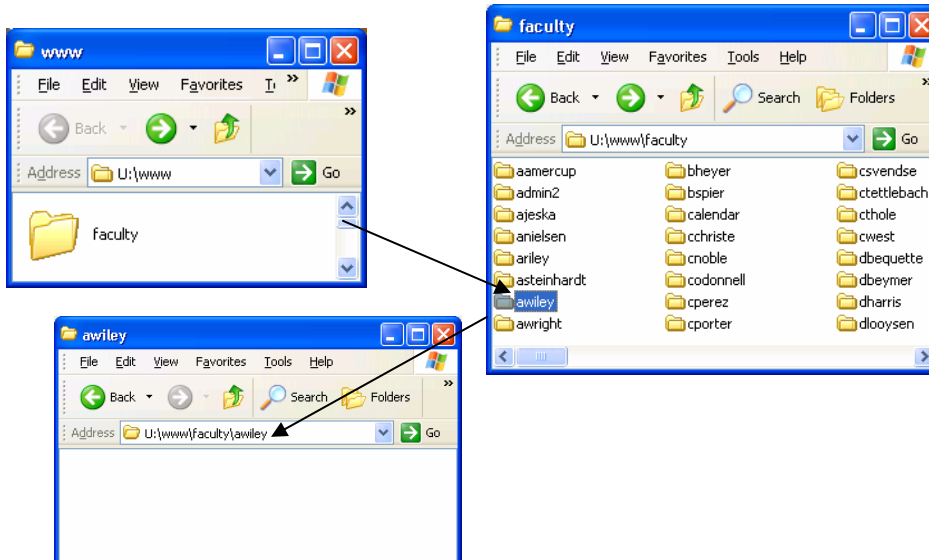
Double Click on the **shortcut to www** located on the desktop



A new window will appear similar to the one below



Inside that folder is a folder called **Faculty**. Open the Faculty Folder to locate your personal web folder. It will be your login name. ex: scoffelt
Leave this window open as you go to the next step.

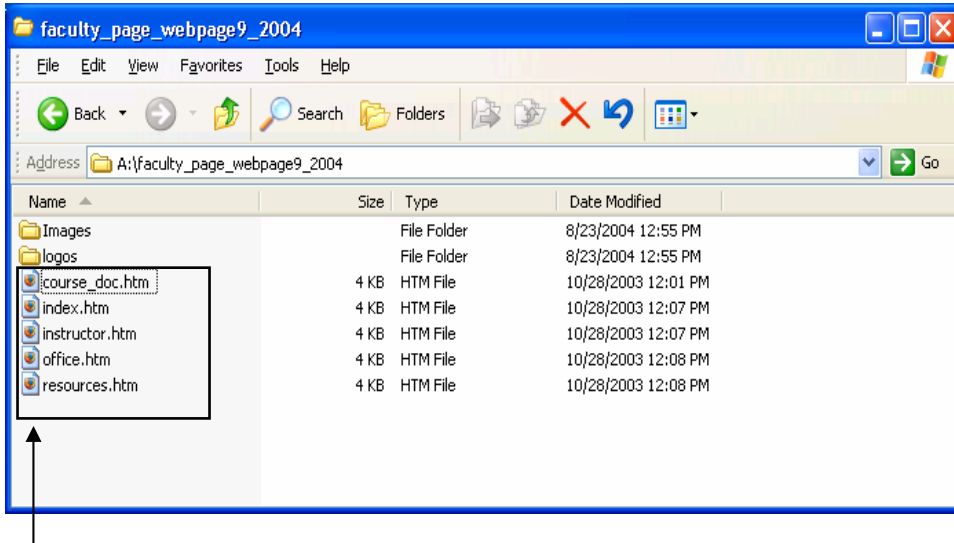


Note: If you do not have a folder you will need one created by James Fitch, Webmaster x6003

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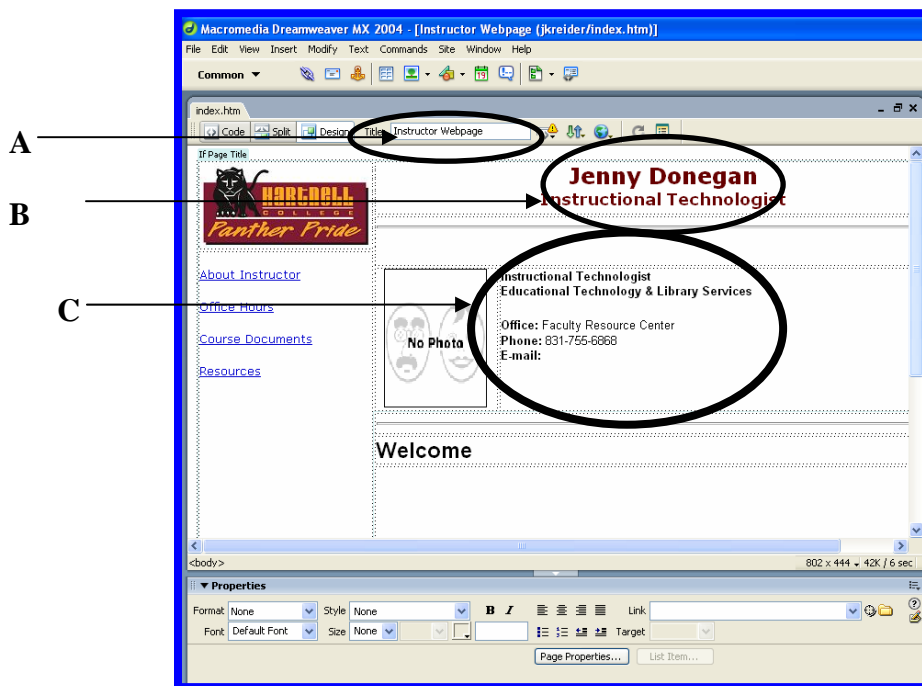
EDITING YOUR WEBSITE



Step 1 - Opening the webpages in Dreamweaver

- Right mouse click on the .htm files
- Select Open with Dreamweaver

Step 2 – Basic Editing of your Website Pages

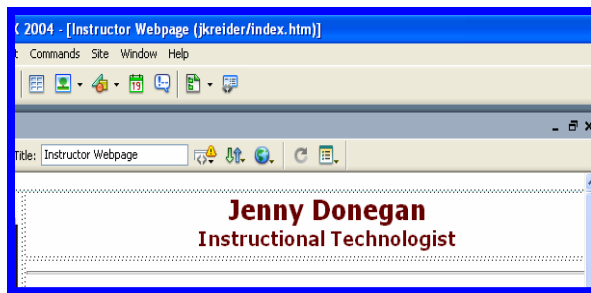
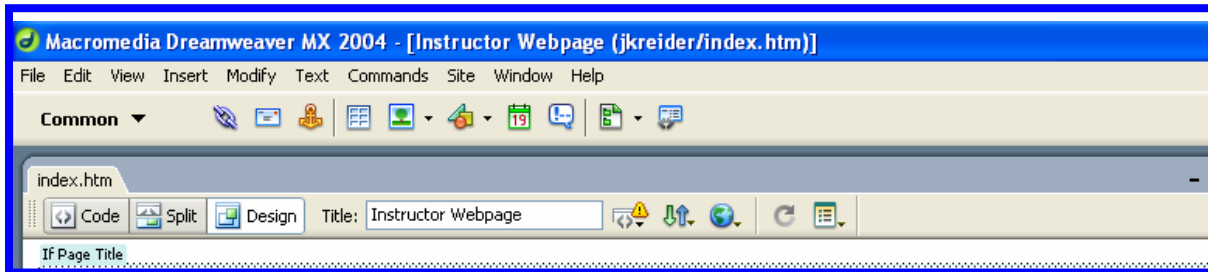


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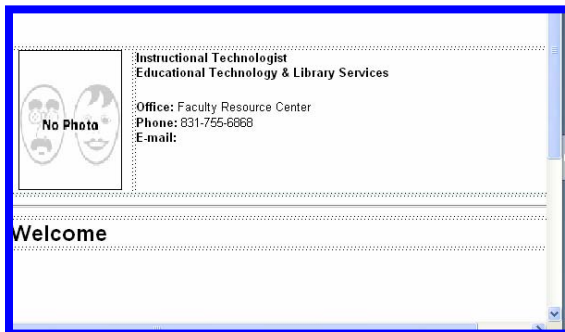
A. Webpage Title

Please change the title on each page to reflect an appropriate title of your page. Example: *Mr. Smith's Math Website*. This is what will appear at the top of the page when the end user prints out that page.



B. Webpage Headings

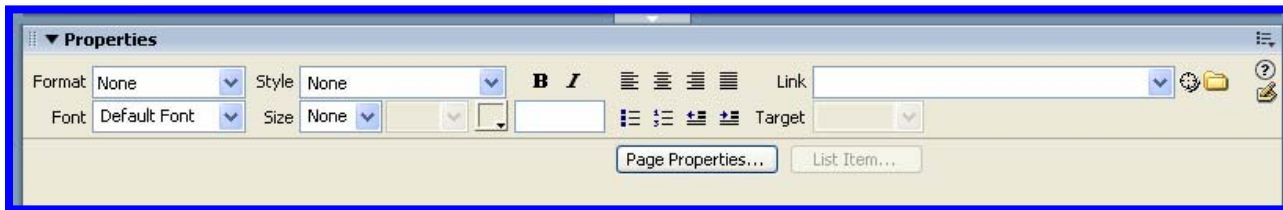
Highlight existing text to replace it with your information. Note: you can use the copy and paste function to copy this text and paste it on the heading of the other pages in your site



C. Webpage Contact Information Highlight existing text to replace it with your information. Note: you can use the copy and paste function to copy this text and paste it on the heading of the other pages in your site.

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D. Properties Inspector , located at the bottom of the Dreamweaver interface.

- a. Click and drag across the text to highlight the text on your page to edit the properties.
- b. Use the features in the properties inspector to change the attributes of the text ie: size, style, font, alignment etc.

*Save pages by using the Save As command under the File menu. This allows you to verify that the file is being saved in your web folder. To preview saved pages from Dreamweaver hit the F12 button on the keyboard and your page will appear in a web browser.

**When you are finished log off the computer and test your pages by accessing them via a web browser and typing in the url example;
www.hartnell.edu/faculty/jenny