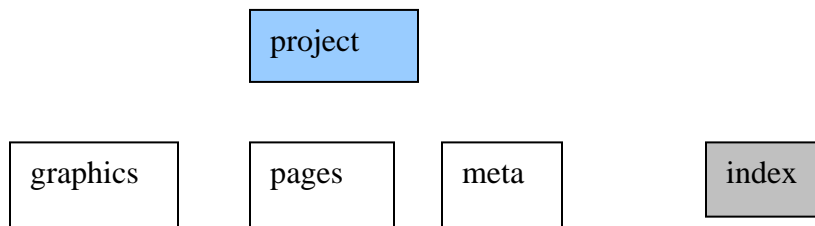


Photoshop/Dreamweaver/FTP Instruction Set

Website filing system:

1. Main folder: titled project or your last name or project name, etc.
(* Just to be safe, all names should be **lowercase with no space or punctuation.**)
2. Three folder inside the main folder for graphics, pages, and meta.
 - **graphics** or images is for your graphics or images that will appear on your site.
 - **pages** is for all pages linked in your site EXCEPT your index.
 - **meta** or support can be used for all original documents (Word docs) or images (GIFs, etc.) or extra information for your site.
(*This folder should ideally be removed before FTPing but keeps your information organized while you are building a site. In a larger website, you would store information here to assist someone else who might take over maintenance of your site.)
3. Your site index will be saved inside the project folder but outside of the other folders.



Photoshop Basics for the Web:

1. Open image in Photoshop (FILE/OPEN/BROWSE FOR IMAGE)
2. Crop image to desired area (SELECT AREA WITH CROP TOOL/IMAGE/CROP)
3. Size image and adjust pixels for web (IMAGE/SIZE/72 PIXELS PER INCH)
4. Name and save image as JPG in your graphics folder (FILE/SAVE AS/FILE TYPE JPG/FILE NAME ALL LOWERCASE, NO SPACE)

Managing Sites and FTP in Dreamweaver:

1. Select NEW HTML page when opening Dreamweaver (this should be the default)
2. Create a new site (SITES/MANAGE SITES/NEW SITE)
3. Name your site
4. Map to your MAIN FOLDER, hit OPEN and/or SELECT
5. Go to REMOTE INFO
6. Access: FTP from dropdown menu
7. FTP Host: ramsites.net
8. Host Directory: public_html/
9. Enter Login: EID and password
10. Select passive FTP box
11. Hit TEST to make sure you are connected

Making basic webpages:

1. Insert images or text (see below)
2. Use MODIFY/PAGE PROPERTIES to change background color, etc.
3. SAVE homepage as “index” inside of project folder, outside of other folders
4. SAVE additional web pages, named appropriately in your pages folder

Inserting an image or text layer:

1. Create a layer (INSERT/LAYOUT/AP DIV)
2. Insert image or text

Making a text link:

1. Highlight text for link
2. Click folder to right of link box in properties menu to browse for file
3. Use TARGET/BLANK if you want the new page to open in a new window

Making an image link:

1. Click on image and map to link
2. OR create a hotspot by selecting mapping shapes on properties menu, then using black arrow selector to select hotspot and map to link
3. Don't forget your alt tags

FTP:

1. For whole site, select main site folder in files menu on right side of screen
2. Use the blue arrow to “put” site to your web space (already set up in site management)
3. For one file at a time, select file or image or page and “put” to web.

Your website address is: <http://ramsites.net/~yourEID>