Exercise 3 – Process for revising pages

Overview:

To revise a page from the web site, you should follow these steps carefully for each page revision:

1. Launch Dreamweaver, if not already opened. You should have the site window expanded to display the remote server and local files.
2. Connect to the remote server.
3. Find the file to be revised on the left side (remote server) of the site window. Use the "Utica Center for Science & Industry Website document to identify which file you will be working on.
4. In this example, let's say we will be changing the email link/text on the "Contact Info" page (http://csi.uticak12.org/csi_contact00.htm)
   a. Select csi_contact00.htm on the remote server site of the site window.
   b. Click on the green arrow to get the selected file.
      i. This will write over the file on your local site.
      ii. This is an important step, as if more than one person is working on the web site, your local files may not be the latest version of the page to be edited.
5. Collapse the site window to local files. Select the "csi_contact00.htm" file from the local files and double click on the icon to the left of the file name to open.
6. Now we will take a moment to back up the file and to create a temporary new version which will not affect the live page as follows:
   a. Save the file 2 times:
      i. File save as: csi_contact00_bkup071712.htm – note that 071712=current date when saving.
      ii. And File save as: csi_contact00_071712.htm
   b. The backup file is made incase you make some error when modifying the second file "csi_contact00_071712.htm"
   c. I will have a new email address and contact info by the time we train 7/25/12. So I'm not including instructions for the revision yet.
   d. Once revised, toggle the local files site to the remote site/local file view and connect to the remote server. Select the file "csi_contact00_071712.htm", then click on the blue arrow to "put" the file on the remote server.
7. To test the revised file, we can view it by clicking on the following hyperlink: http://csi.uticak12.org/training2012/csi_contact00_071712.htm Note: in the training we are still working in the "training2012" folder, so that needs to be in the hyperlink file path.
8. Once viewed and tested, we can, in Dreamweaver, open the "csi_contact00_071712.htm file and resave it over the original file as: "csi_contact00.htm". You will be prompted that the file exists – and yes your want to replace it.
9. The last step it to select "csi_contact00.htm" in the local files and click on the blue "put" arrow to move the file over to the remote server.