

## Exercise 4 – Teacher Bio Pages

When the web site was redesigned in 2011, we had hoped to include special teacher bio/photo pages. This exercise is to add links to the teachers main page that go to the individual teacher bio/photo pages. Use the list below to determine the links you will add to the future teacher main page: “csi\_about03\_future.htm”

Jill Riley	csi_about03_01.htm
Greg Feldkamp	csi_about03_02.htm
Stacey Knoll	csi_about03_03.htm
Geoff Clark	csi_about03_04.htm
Megan Berry	csi_about03_05.htm
Mike Allore	csi_about03_06.htm
Scott Spry	csi_about03_07.htm
Jessica Tuohey	csi_about03_08.htm

I’ve created 200 pixel X 200 pixel placeholder jpeg files for these pages. When you have photos of each teacher, you will want to format them to fit the 200x200 px slot on each of the pages.

1. Launch Dreamweaver. Toggle to the local view and find the file: “csi\_about03\_future.htm”. Select file and double click on the icon to the left of the file name to open.
2. After each teach name, you’ll find “view bio”. Your first task is to select one by one, each “view bio” and add the correct link to the individual teacher page using the chart above. Note that Geoff Clark appears twice, so his link in both place will be the same.
  - a. Here’s instructions that you will follow per “view bio” link:
    - i. Jill Riley – select the “view bio” link to the right of her name.
    - ii. From the chart above copy her link “csi\_about03\_01.htm”. In the properties window, place your cursor in the white field to the right of Link. Right click/Paste the link.
    - iii. In the target pull-down menu select “\_top”. This will load Jill’s bio page in the same browser window.
  - b. Repeat these steps for all of the other “view bio” with the correct link for each teacher.
3. Now we will update each teacher page with “greeked bios” and placeholder photos.
4. Here are a couple of paragraphs of “greeked copy”:

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In hac habitasse platea dictumst. Vestibulum ante ipsum primis in faucibus

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5. Using Jill's bio page as an example, open file: "csi\_about03\_01.htm".
6. On the right of the page you will see [photo]. Select [photo] and press "backspace" key to remove.
7. In the top menu bar, select insert/image and go to:  
/graphics/2011\_teachers/ Photo03\_01.jpg  
You may include alt text if you wish, then click "ok".
8. Back in the Exercise 4.doc, select and copy the 2 paragraphs of greeked copy.
9. Back to : "csi\_about03\_01.htm" in Dreamweaver - On the left side of the page you will find below "Jill Rilley" [copy here]. Select "[copy here]" and paste the greeked copy. Because it was copied from a numbered (ordered) list, it will retain that formatting. Put your cursor at the beginning of the 1<sup>st</sup> paragraph, then in the properties window, click on the ordered list icon (to the right of the bullet point icon). This will remove the #1 from the beginning of the first paragraph.
10. For the purposes of training, we will add a temporary link back to the teacher home (future) page. Below the photo type: >>Meet the Teachers Home
11. Select ">>Meet the Teachers" and in the properties window add the link "csi\_about03\_future.htm", target = "\_top".
12. Save the file.
13. Repeat steps for all other teacher bio pages using the correct link/photo for each teacher.