

# Creating Your Personal Website

These instructions will show you how to create a personal webpage for CSULB students using Dreamweaver MX 2004. The page will consist of a title, background image, text, pictures, and links. These instructions will help you understand the basics of designing a webpage and how to upload web pages to the CSULB server. You will need a windows base computer with Dreamweaver MX 2004 installed, an internet connection and some background knowledge of Windows.

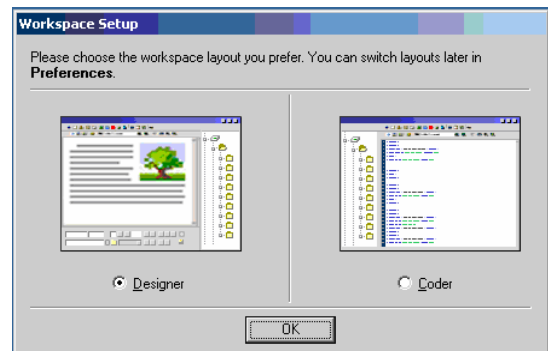
## Getting Familiar with Macromedia Dreamweaver

1. Click **Start**, select **All Programs**, select **Web Design**, and select **Macromedia Dreamweaver MX 2004**.

The **Dreamweaver Quick Launch** window will appear.

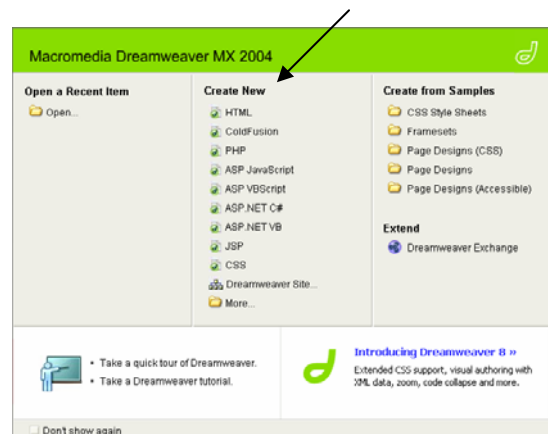
2. Select the **Designer** when prompted in **Workspace Setup** window and click **OK**.

*Note:* If **Workspace Setup** menu does not pop up, this step can be skipped.



3. Locate **Create New** and select **HTML**.

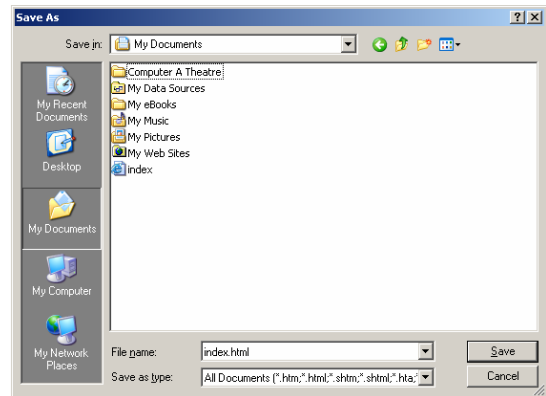
An “untitled document” will appear.



4. Click **File** at upper left hand corner of the window.

5. Click **Save As**.

The **Save As** window will appear.



- a. Holding the “**CTRL**” key and pressing “**S**” will save your document. It is recommended you do this periodically to save changes.

6. Click **My Documents** located on the left hand side.

*Note:* This will save the document to **My Documents**.

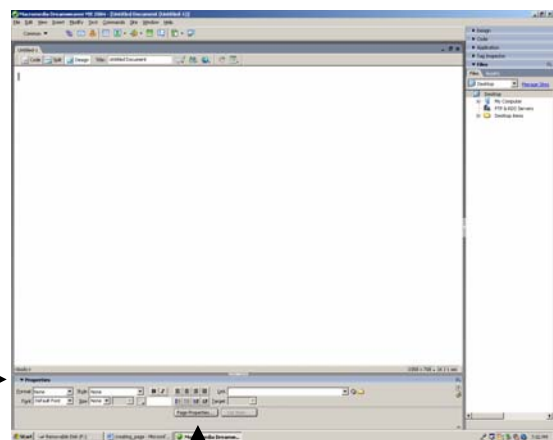
7. Type “index.html” in **File name** text box.
8. Click **OK** to save document.

### **Adding a Background Color**

1. Click on **Page Properties** in the Property Menu at the bottom of the window.

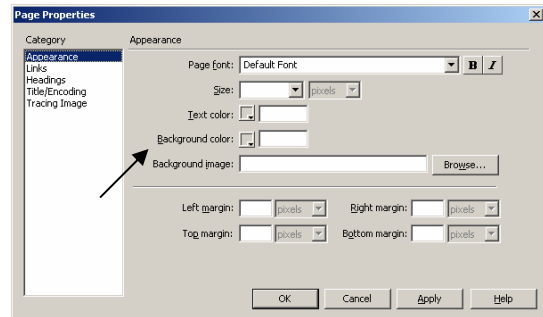
The **Page Properties** window will appear.

Property menu →



↑  
Page Properties

2. Locate and click the **Background color** icon.



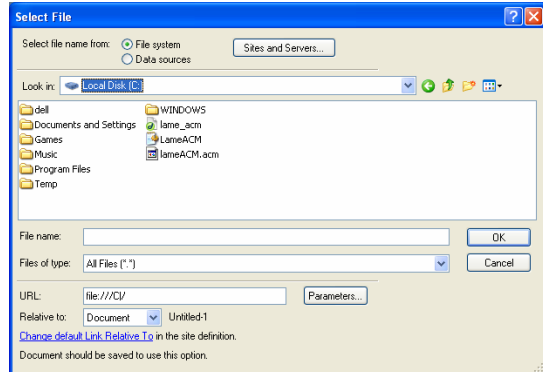
3. Click on desired color.
4. Click **OK**.

The background will change to the selected color.

### Adding Music to Your Page

1. Click **Insert**.
2. Select **Media**.
3. Select **Plugin**.

The **Select File** window will appear.

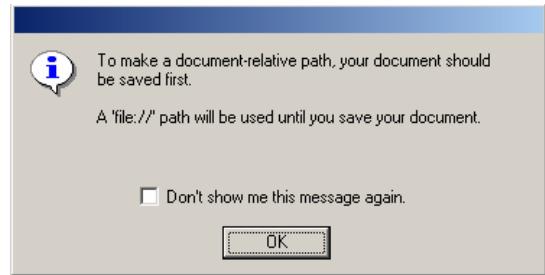


4. Click down arrow in the Look in text box.
5. Select **Local Disk (C:)**
6. Double click on **Documents** folder.
7. Double click on **My Music** folder.
8. Double click on **Sample Music** folder.

9. Double click on **Beethoven's Symphony No. 9 (Scherzo)**.

This information screen will appear.

*Note:* If this window does not appear skip step 10.

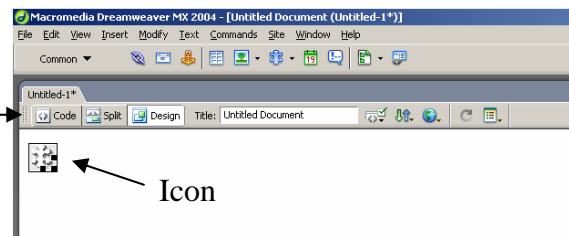


10. Click **OK**.  
An icon will appear.

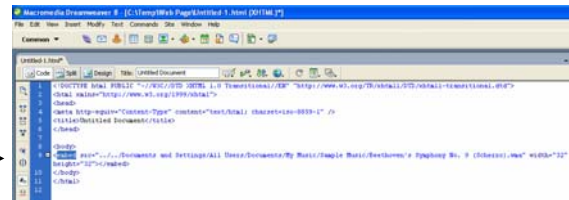
11. Click on **Icon**.

12. Click on **Code** icon.

Code icon →



13. Replace “embed” with “bgsound.”

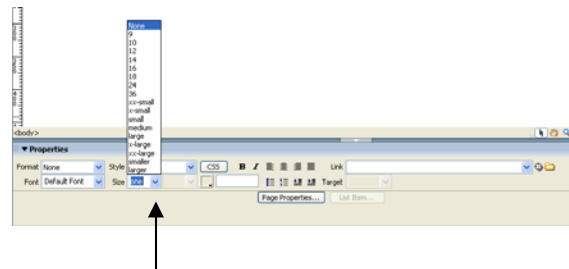


14. Click on the **Design** icon.

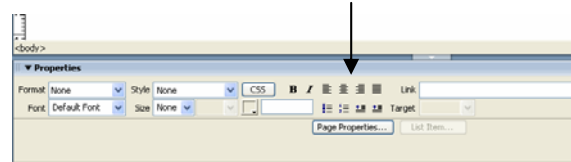
This should return you to your website.

## Entering Text on Your Web page and Formatting Your Text

1. Click anywhere on the page to set cursor on the page.
2. Type desired text on screen.
- a. Change the size of your text.
  - Highlight text by clicking the end of the text and dragging.
  - Click the **Size** arrow, which is in the **Properties Menu**.
  - Select desired size.



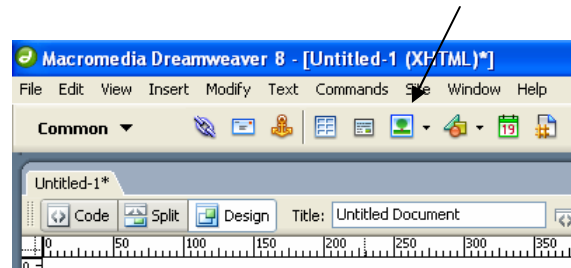
- b. Change the alignment of your text.
  - Highlight text.
  - Click on the desired alignment. The alignment is located in the middle of the **Properties Menu**.



*Note:* In the Properties Menu on the bottom of your screen, you can also change font type, bold, outline style as well as others.

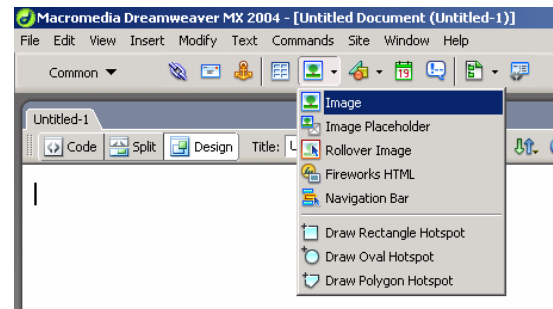
### Adding an Image

1. Click on **Image Icon**, which is located at the top of the screen in the **Common Insert Bar**.

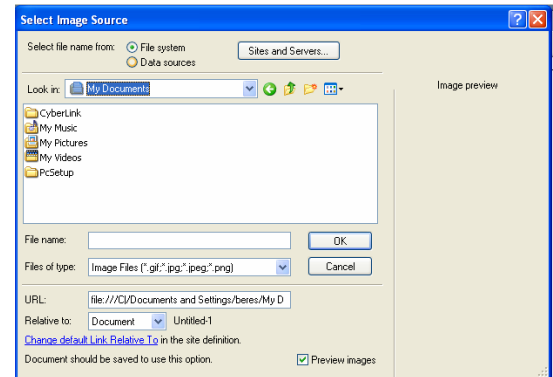


The **Select Image Source** window will appear.

- a. Note: if a dropdown menu appears, please select **Image** and proceed to step two.



2. Select **My Documents** in **Look In** text block.

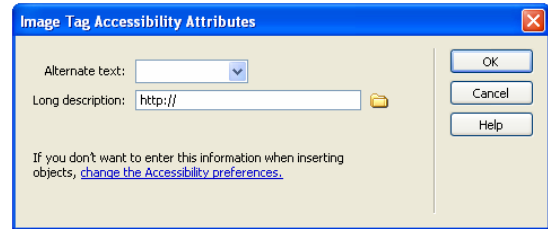


3. Double click **My Pictures**.

4. Double click **Sample Pictures**
5. Double click on “Sunset.jpg”.

The **Image Tag Accessibility Attributes** window will appear.

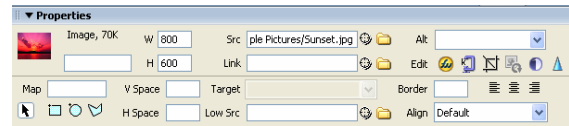
*Note:* If this window does not appear, move on to step 6 a.



6. Click **OK**.

Your image will appear on your page.

- a. Change the alignment of your picture.
  - Click the Center Alignment Button in the **Image Properties** Tab below the document.
- b. Change the Resolution of your image.
  - Highlight the box on the right side of **W**.
  - Type in “400”.
  - Click Enter on the keyboard.
  - Highlight the box on the right side of **H**.
  - Type in “380”.
  - Click Enter again.

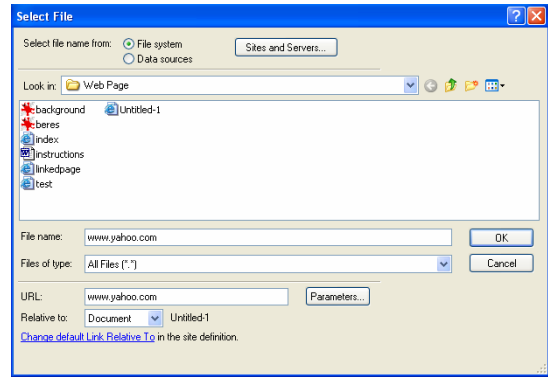


### **Linking another site on your web page**

1. Click desired location of link.
2. Type “Link to Yahoo”
3. Highlight “Link to Yahoo”
4. Locate the **Link Text** Box at the bottom right-hand side

5. Click the **File** Icon located on the right of the text box.

The **Select File** window will appear.



6. Type “<http://www.yahoo.com>” in the URL Text box located at the bottom of the **Select File**.

7. Click **OK**.

8. Please **Save** your Webpage

You’re done!!! To view your website, double-click “index.htm” in you’re **My Documents** Folder. You can upload your Website to [www.csulb.edu](http://www.csulb.edu). Instruction to upload your site webpage to [www.csulb.edu](http://www.csulb.edu) are located at:

[http://www.csulb.edu/divisions/aa/academic\\_technology/thd/account/website/](http://www.csulb.edu/divisions/aa/academic_technology/thd/account/website/)