

- **General Process**

- I. Download the following files from <http://www.wmich.edu/ur/standards/template.php>
 - 1) Dreamweaver Templates
 - 2) Fonts
 - 3) Photoshop Files
- II. Local File Structure
 - 1) Create a folder labeled "WMU"
 - *Represents the root directory of your server: <http://www.wmich.edu/>*
 - 2) Within the "WMU" folder create the following sub folders:
 - 2.1) "Templates" folder—place the "parent.dwt" and "child.dwt" files here
 - 2.2) " _____ " folder—for your Web site; the name of this folder will emulate the name of the folder that is being hosted on your server
 - *For example:*
Board of Trustees Web site
Remote file structure: <http://www.wmich.edu/bot/>
Local file structure: WMU > bot
 - 2.3) Within your Web site's folder, create the following sub folders:
 - 2.3.1) "dev" folder—place the developmental files "masthead.psd" and "splash.psd" here
 - 2.3.2) "images" folder—for hosting the images relevant to your Web site
- III. Photoshop
 - 1) Create your masthead image
 - 1.1) Open masthead.psd in your "dev" folder
 - 1.2) Type in the name of your unit
 - 1.3) File > Save for Web...
 - 1.4) Use the "JPEG High" preset (Quality: 60) and click "Save"
 - 1.5) Name the file "masthead.jpg"—this should already be done by default
 - 1.6) Locate your "images" folder of your Web site and click "Save"
 - 2) Create your splash image
 - 2.1) Open splash.psd in your "dev" folder
 - **General Information**
 - Three (3) main folders: Tag Line, 3 Panel, and 4 Panel
 - "Tag Line" folder contains text layers that are **only** used for official tag lines (contact Thom Myers for questions)
 - "3 Panel" folder contains the sub folders: Left, Center and Right—each of these sub folders contains a mask for layout purposes
 - "4 Panel" is essentially the same with the exception of an additional photo to work with
 - The "3 Panel" and "4 Panel" folders also contain a "Fill" layer that is a shadow effect to enhance the contrast between the splash image and the page content below it
 - 2.2) Place your photography within the preferred layout
 - 2.3) File > Save for Web...
 - 2.4) Use the "JPEG High" preset (Quality: 60) and click "Save"
 - 2.5) Name the file "masthead.jpg"—this should already be done by default
 - 2.6) Locate your "images" folder of your Web site and click "Save"
- IV. Dreamweaver
 - 1) Using "Site Manager" set up two (2) accounts
 - *Site > Manage Sites...*
 - 2) "WMU"—no detailed account information (e.g. FTP) necessary
 - **General Information**
 - This account is only to control the use of the Templates
 - parent.dwt is where the Template Properties are defined—there should never be any reason to change anything to the parent.dwt
 - child.dwt is where you insert values to the Template Properties that are unique to your Web site
 - You will create a duplicate/renamed child.dwt for every Web site you maintain

- 3) " _____ "—for your Web site

General Information

- This account is used simply for FTP and (optionally) Library Item purposes
- There is no access to the Templates from this account—meaning, no access to Template Properties

- 4) Duplicate "child.dwt" and name it appropriately

For example: child.dwt is renamed to: bot.dwt

- 5) Within the "WMU" account open the renamed "child.dwt"

- 6) Access "Template Properties"

General Information

- "passing through" a value allows this value to be controlled on a page-by-page basis (e.g. the "Top" button that returns the client to the top of the page may not be necessary on every Web page)
- Entering a value applied this value to every page that uses this template (e.g. masthead_img, because the masthead will typically be the same for every page)
- Most items that are "passing through" by default **should** pass though, with a few exceptions

- 6.1) Fill in the the appropriate content using the "Template Properties Guide."

- **Discussion Topics**

- Working from a virtual servers
- Future changes to the template
- Overriding the global CSS
- Printing Web pages
- The differences between: "www," "wwwtest," and "wwwdev"