

Access Faculty Website with Dreamweaver

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS A FACULTY WEBSITE?

A faculty website can be used by instructors to post contact information, courses they are teaching, research projects and interests, publications and other information about themselves. Earlier versions of our campus faculty website template, can be edited using Dreamweaver, a website editor.

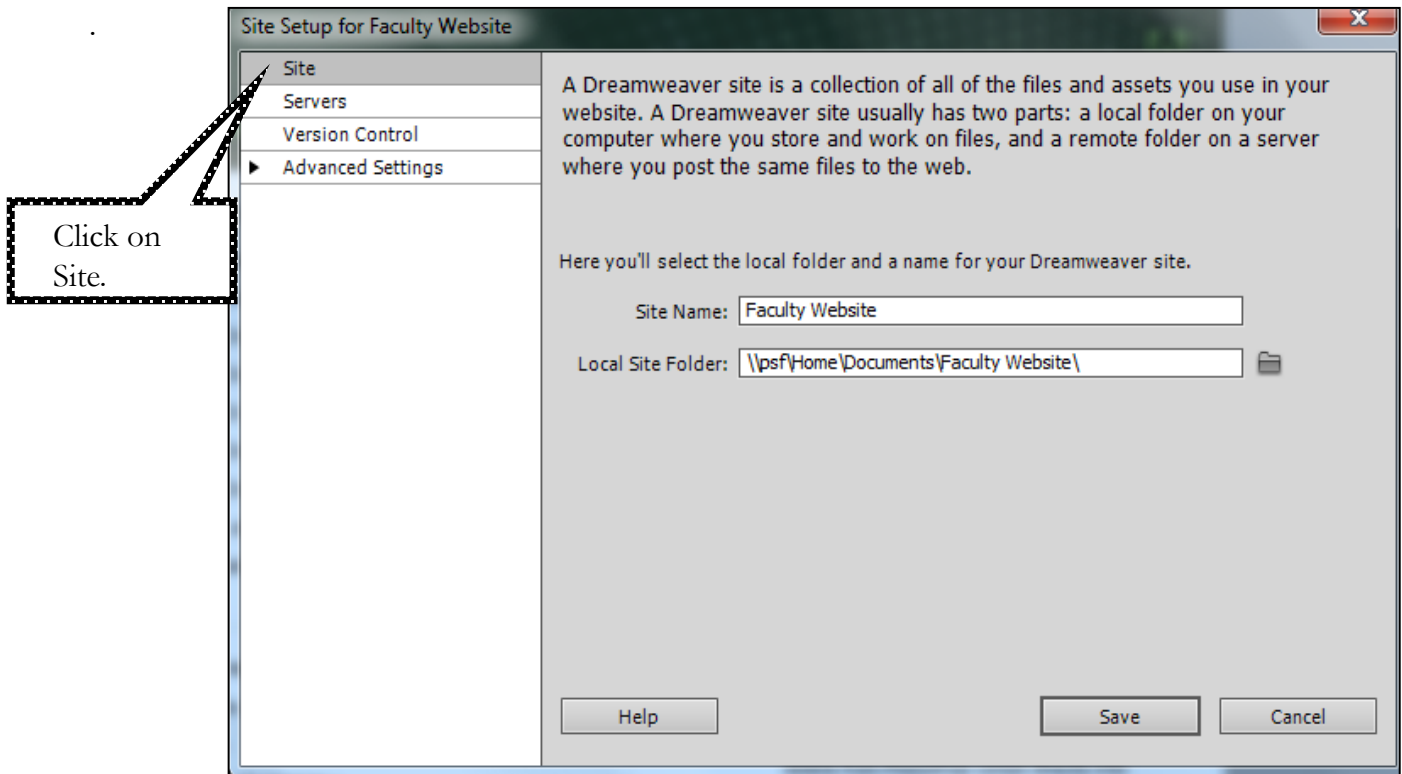
Refer to the sections below for instructions on how to use Dreamweaver to access your faculty website.

SITE SETUP IN DREAMWEAVER

To access your faculty website in Dreamweaver, you need to complete the Site Setup. First, you will indicate the location on your computer where you will be saving your website files to, this is known as the “Local Site Folder.” Second, you will enter the settings to connect with the campus server that houses your faculty website files, known as the “Remote Server.”

Define the Local Site Folder

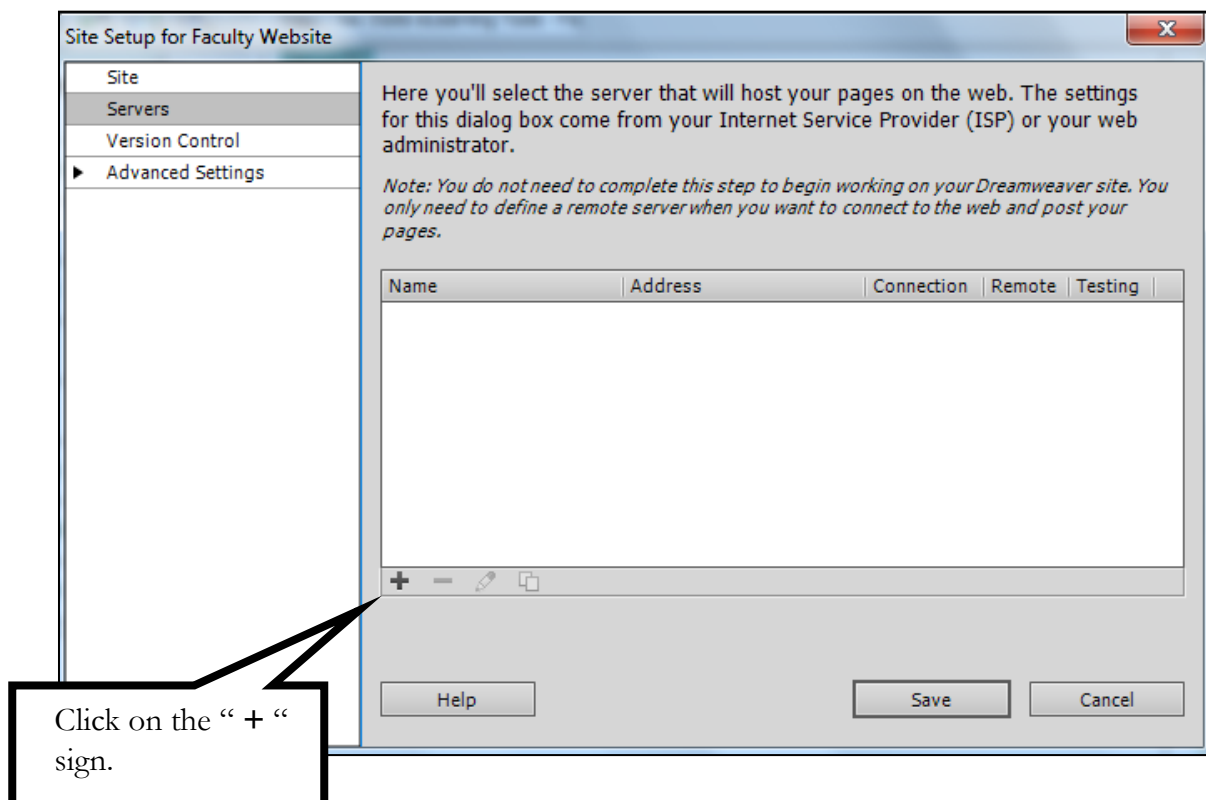
- step 1.* Create a folder on your local drive (computer) where you will be working on website updates.
- step 2.* Open Dreamweaver and click on **Site** option from menu bar.
- step 3.* Click on **New Site**.
- step 4.* Enter your Site Name (i.e. Faculty Website)
- step 5.* In the Local Site Folder, click on the folder icon and locate the folder on your computer that you created for your website.



Your local site is now set. Next, you will add the settings to connect to the campus web server.

Connect to the Campus Server

- step 1.* At the Site Setup window click the **Servers** option from panel on left hand side.
- step 2.* Under the Server window, click on the “+” sign to add a new server.



- step 3.* In the **Server Name** field, type in a name. (i.e. Faculty Website-Sac State)
- step 4.* Under the Connect using, click on the drop down arrow to change it to **SFTP**.
- step 5.* In the **SFTP Address** field, type in “**csus-sftp1.saclink.csus.edu**”.
- step 6.* Type in your saclink username and password.
- step 7.* In the **Root Directory box**, type in /www.csus.edu/indiv/initial of last name/saclinkid/ (i.e. If your name is John Smith with a Saclink ID of “jsmith” the directory would be /www.csus.edu/indiv/s/jsmith/)
- step 8.* Under the **Web URL**, type in http://www.csus.edu/indiv/initial of last name/saclinkid/ (i.e. http://www.csus.edu/indiv/s/jsmith/)
- step 9.* Once you are done, click on **Save**.
- step 10.* This will bring you back to the Site Setup page then click on **Save**.

The image shows a dialog box for site setup with two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is selected. The fields are as follows:

- Server Name: Faculty Website
- Connect using: SFTP
- SFTP Address: csus-sftp1.saclink.csus.edu
- Port: 22
- Username: jsmith
- Password: [masked]
- Save checkbox: checked
- Test button
- Root Directory: /www.csus.edu/indiv/s/jsmith/
- Web URL: http://www.csus.edu/indiv/s/jsmith/

Buttons at the bottom: Help, Save, Cancel.

Callout box text: Initial of last name and saclink ID is required.