

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

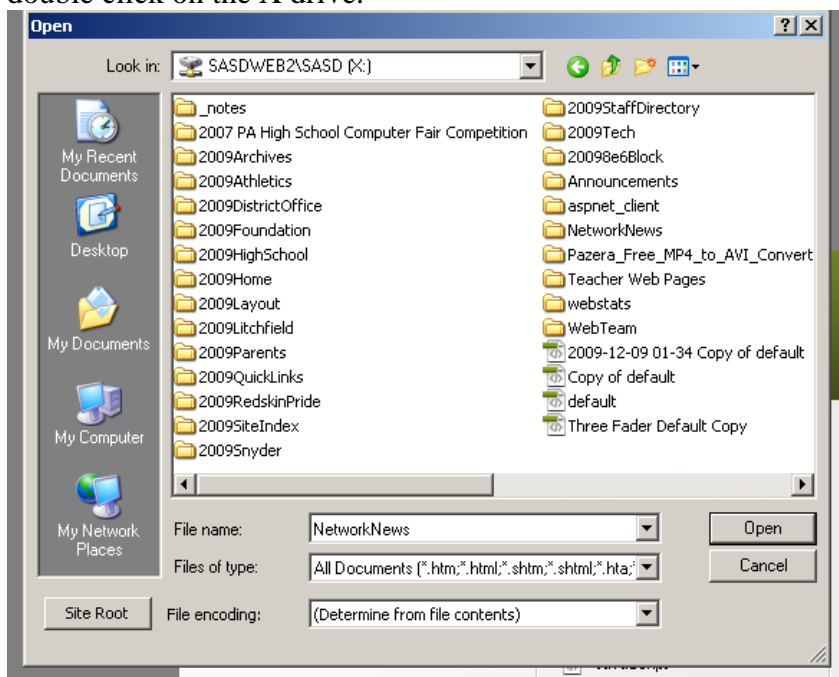
UPDATING THE NETWORK NEWS PAGE

Purpose

This handout goes over how to update the Network News webpage for SASD.

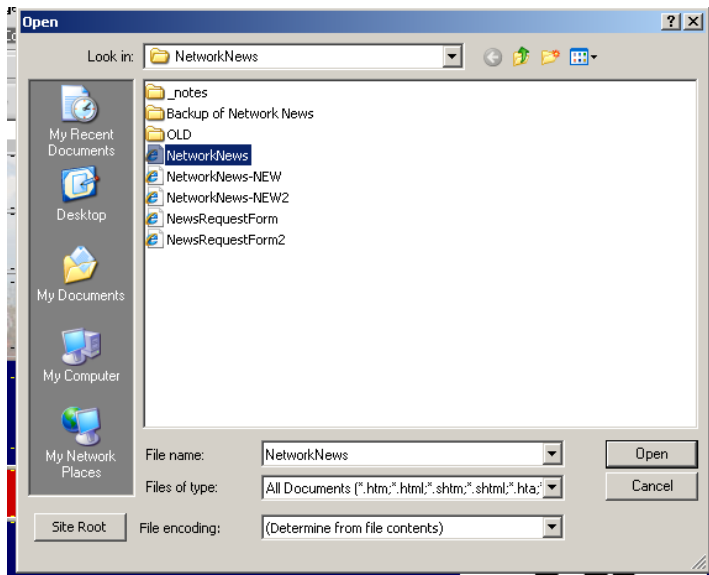
Which Network News file do I open?

After you open up Dreamweaver, go to the File button and click on Open. Go to my computer and double click on the X drive.



Double clicking on the X drive will open it and you will see the screen above. Click on Network News.

After opening the file Network News, you will see five html documents. The first one, labeled "Network News" is the one to click on.



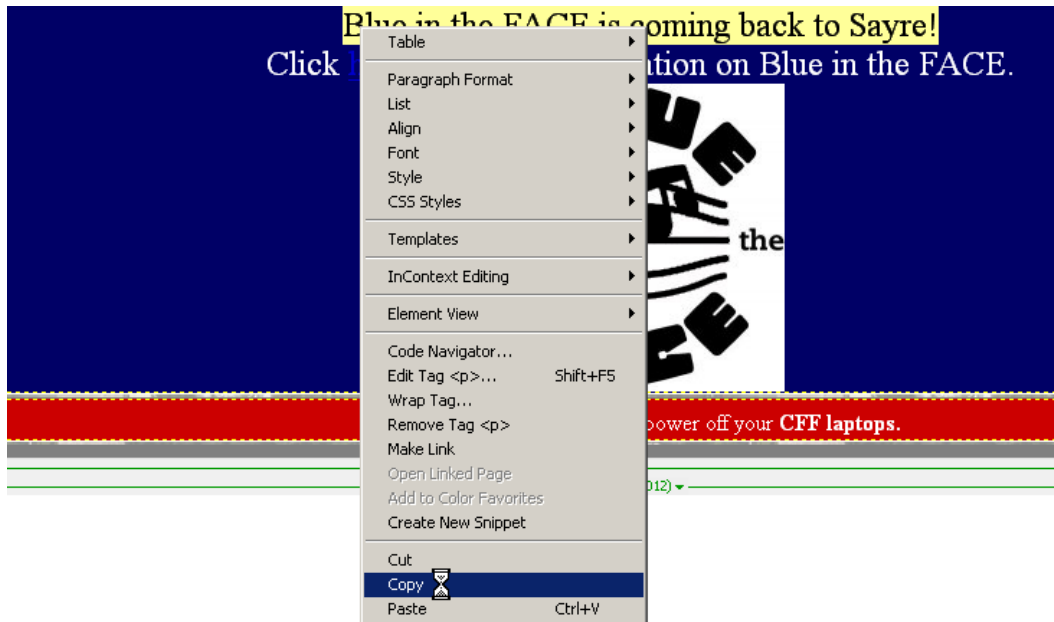
Now that I have the webpage open, what do I do next?

There will be four rows on the Network News page, all containing information that needs to be updated on a daily basis.



Now, the real announcement here is that the group, Blue in the FACE is coming back to Sayre. So, Let's move the line "Blue in the FACE is coming back to Sayre!" up under the line "Announcement:"

How do we do this?



Well, since Dreamweaver is already open we simply highlight the words “Blue in the FACE is coming back to Sayre” and paste it under announcements



Alright, now that the announcement is taken care of, we have to tidy up the page. Since we copied and pasted the information, the text will need to be changed to the proper format. So highlight the actual announcement we are announcing.

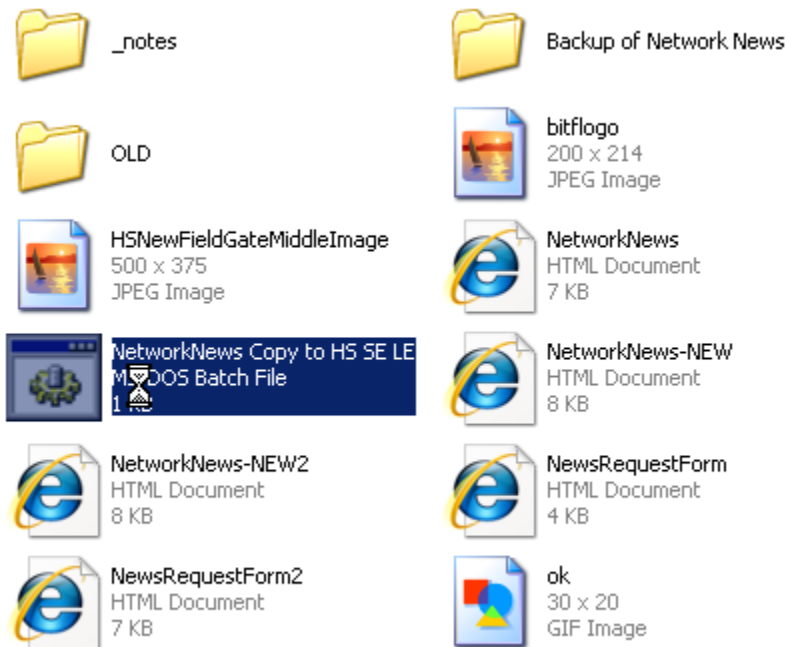
At the bottom of the Dreamweaver screen there'll be something that says “Class” with a box next to it. The class needs to be changed to style 8 for the Announcement section.

After you have all the changes you want, save them and go to my computer and open up the X drive. Once that's open then click on the Network News file again.

We don't want to open up the Network News document again. Instead we want to update the newly updated page the the other servers., meaning Litchfield, Snyder and the rest of the highschool.

How Do I Update the Network News Page to the Other Servers?

It's pretty easy actually. After opening the Network News file on the X drive you just double click on the icon that is highlighted below.



After you do that a box that looks like the one below should pop up.

```
C:\WINDOWS\system32\cmd.exe
\\sasweb2\sasd\networknews\HSNewFieldGateMiddleImage.jpg
\\sasweb2\sasd\networknews\NetworkNews Copy to HS SE LE.bat
\\sasweb2\sasd\networknews\NetworkNews-NEW.html
\\sasweb2\sasd\networknews\NetworkNews-NEW2.html
\\sasweb2\sasd\networknews\NetworkNews.html
\\sasweb2\sasd\networknews\NewsRequestForm.html
\\sasweb2\sasd\networknews\NewsRequestForm2.html
\\sasweb2\sasd\networknews\ok.GIF
9 file(s) copied.

X:\NetworkNews>copy \\sasweb2\sasd\networknews\*. * \\sasnewsle2008\networknews
\\sasweb2\sasd\networknews\bitflogo.jpg
\\sasweb2\sasd\networknews\HSNewFieldGateMiddleImage.jpg
\\sasweb2\sasd\networknews\NetworkNews Copy to HS SE LE.bat
\\sasweb2\sasd\networknews\NetworkNews-NEW.html
\\sasweb2\sasd\networknews\NetworkNews-NEW2.html
\\sasweb2\sasd\networknews\NetworkNews.html
\\sasweb2\sasd\networknews\NewsRequestForm.html
\\sasweb2\sasd\networknews\NewsRequestForm2.html
\\sasweb2\sasd\networknews\ok.GIF
9 file(s) copied.

X:\NetworkNews>pause
Press any key to continue . . .
```

Note that it tells you that you are to press any key to continue. After you do that you have successfully updated the Network News page.