

Link to a PDF in DreamWeaver

PDFs are a great way to provide documents that are “guaranteed” to be compatible regardless of the reader’s computer.

Connect to WebDEV

Open the WebDEV Server, either as a mounted server volume on your desktop (Mac) or as a mapped drive (PC)

If you are on a Mac:

1. Go to ‘Find,’ select the menu item ‘Go’ and ‘Connect to Server.’
2. Then connect to server: `afp://www.epi.umn.edu`
3. Enter your EpiCH username and password.
4. Choose the WebDEV server from the list and hit ‘OK’. The server will be put on your desktop.
5. Open the “Courses” folder and look for your course.

If you are using a PC:

1. You will need to define (map) a new drive the first time you access WebDEV. Contact Epi-Help to set up the drive.
2. Once the drive has been mapped, it will automatically log you in to the serve when you log onto to your PC.
3. You can access WebDEV through “My Network”, and then click on “Courses” and choose your WebCT course.

Make sure the PDF is named correctly

- The file MUST have a “.pdf” extension or
This should automatically happen when you create a PDF, but occasionally if you use a Mac you may have to add the extension.
- Do NOT use spaces in the title.
The link may work if you do have spaces in the title. The preferred convention to aid in accessibility is to have spaces in the title.
USE: `lecture_1.pdf`
DON'T USE: `lecture 1.pdf`
- Try to use all lower case letters.
WebCT is case sensitive. If you have both upper & lower case letters you must get them exact – every time.
- Do NOT use a ‘.’ in the title.
The “.” indicates the end of the name and the beginning of the extension as recognized by HTML and WebCT. If you have more than one “.” In the name, the web page will become confused and not be able to read the link.
- Do not uses slashes, plus marks, percentages or ampersands in the title.
HTML and WebCT do not recognize those characters in file titles.
- Avoid tremendously long titles.
Recommended for ease of use.
USE: `lecture_01.pdf`
DON'T USE: `lecture_01_epidemiological_effects.pdf`

Link the PDF file in DreamWeaver

1) Copy or drag your PDF file into YOUR course folder in WebDev.

- Open the WebDev server.
- Click on the 'courses' folder.
- Look for your course folder and open it up
- Copy or drag your PDF file into the "pdf" folder

2) Open your course in DreamWeaver.

This is a web-editing software program. If you don't have it, request it through the EpiCH Computer Support Group. It is part of the Faculty Toolkit and extremely cheap for staff.

- Open your site, or course, in DreamWeaver.
Click on "Site" from the top menu, select "Manage Sites" and select the appropriate site.
(Note: If you do not have your course set up as a site, see: "HOW TO: Set up a Course as a Site in DreamWeaver.")

3) Make a link to the PDF file.

- Select the text you want to represent the link.
This could be the name of the PDF or a description of what the PDF is about.
- With the text selected, click on the "cross-hairs" tool to the right of the link window in the Properties Box and drag the mouse pointer to the file. The link will automatically appear in the Link window.

OR

- With the text selected, use the "Browse" option to the right of the link window in the Properties Box (it looks like a little folder) and find the file. When you click "Open," the link will automatically appear in the Link window.

4) Make sure the link looks correct.

- Look in the Link window in the Property Box.
- The link should look something like: pdf/lecture_01.pdf
This means that when someone clicks on that link, the software will look in the folder "pdf" for the file named "lecture_01.pdf."
- The link should NOT look like:
//fileservers/emsdesktop/course_files/lectures/pdf/lecture_01.pdf

If it does, delete everything to make it look like: pdf/lecture_01.pdf

5) Save the file!!!

6) Upload the files to WebCT

- Upload BOTH the .htm file and the .pdf file.
- Be sure the .pdf file is loaded into the PDF folder in WebCT.

7) Check to make sure the file works in WebCT!