

Lori Wallace

Mastering Adobe Dreamweaver Workshop

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Thank you so much for the scholarship support to attend this workshop. It is wonderful to have this around in such tight budget times.

The world of the administrative assistant is constantly changing. Our duties have changed from simple typing and budgeting to merging files and updating web pages along with the original duties. The computer era has created a faster turnaround of once time consuming duties so we all have more time to do more diverse duties.

My job description has had items added to it each year. Not necessarily getting rid of duties when new ones are added. Most of my extra duties have come from the promotion of my supervisor and these extra duties are to support her new job duties.

In the past 2 years I have been put in charge of keeping up to date the MSUM Grants Web site which contains in excess of 20 pages, MSUM Library Instructional Resources pages, and a few MSUM Library pages. These all have been in the same program. The latest addition has been to keep up to date the Distance Learning Web Site which is in yet another web creation program. Since this is a new program for me training is essential.

With our busy work days, leisurely learning through trial and error is not a cost effective way to learn new programs. It was nice to go to the workshop and have them start at the beginning. The instructor talked about the beginning idea process of the layout plan on to how to actually create the web pages, along the way showing us some cool features with video and drop down options, etc. to enhance the look of our web pages.

We have all heard the acronym K.I.S.S. well I learned with web pages it is K.I.S.S. Keep is super simple stupid. People don't like to wait for the pages to load, a page with a load time of 20 seconds or more won't be looked at. He showed us how to place images that load quickly by pixelating the image and then unpixelating slowly until it is a good enough picture for the web. This saves long loading times for the page while still having a good picture.

He went through the different page formats and what to use so that the pages will have the least amount of variations with the different platforms (Internet Explorer, Firefox, etc) and the greater possibility of being read on all platforms.

All that I learned has made this an invaluable experience. I am thankful for the opportunity to be able to attend this session. Once I again, I appreciate the scholarship opportunity.

Thank you,



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