

Adobe Dreamweaver CS4

Part 5: Site Management

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Introduction

Adobe Dreamweaver CS4 is the widely used industry standard program for website creation. For both beginners and experienced users, Dreamweaver offers the ease and flexibility to create a variety of websites. The added ability to integrate other Adobe Creative Suite software such as Photoshop, Illustrator, and Flash into the final page design is another benefit of the program.

Site management involves more than just getting the site online. It also involves ensuring that problems are found and fixed before publishing the site. Dreamweaver makes this process easy by checking for certain problems to ensure that the site will run smoothly. Only once this has been completed should a host be chosen and the files be uploaded to a live server.

Downloading the Data Files

This handout includes sample data files that can be used for hands-on practice. The data files are stored in a self-extracting archive. The archive must be downloaded and executed in order to extract the data files.

- The data files used with this handout are available for download at <http://www.calstatela.edu/its/training/datafiles/dreamweavercs4p5.exe>.
- Instructions on how to download and extract the data files are available at <http://www.calstatela.edu/its/docs/download.php>.

Attaching Word Documents

Dreamweaver is in no way a word processor, so most work that involves text will be done using a word processor such as Microsoft Word. Once the text has been checked for spelling and grammar, it can be inserted into a web page in various ways.

Importing a Word File (Windows Only)

Dreamweaver CS4 enables users to import Microsoft Word documents (.doc and .docx) into a web page. The advantage of this method is that users can choose whether or not to keep the formatting of the text.

To import the site into Dreamweaver:

1. Start **Adobe Dreamweaver CS4**.
2. Click the **Site** menu and select **Manage Sites**. The **Manage Sites** dialog box opens.
3. Click the **Import** button to locate the site definition file. The **Import Site** dialog box opens.
4. Navigate to the data files folder, locate and select the **LakerFanSite5.ste** file, and click the **Open** button.
5. If prompted, select the appropriate local root folder and images folder for the site, and then click the **Select** button.
6. In the **Manage Sites** dialog box, click the **Done** button to import the files into the **Files** panel.

To import a Word document into a web page:

1. In the **Files** panel, expand the **LakerFanSite5** folder, and then double-click the **Attach_article.html** file to open it.

2. Place the insertion point inside the main content area (beige area). To ensure that the insertion point is properly placed, type temporary text in the main content area. Or, use the arrow keys to move the insertion point into the main content div tag.
3. Click the **File** menu, point to **Import**, and select **Word Document**. The **Import Word Document** dialog box opens.
4. Select the **Attach_doc.doc** file.
5. Click the **Formatting** arrow and select **Text, structure, full formatting** from the list (see Figure 1).
6. Click the **Open** button. The Word document is imported, complete with formatting.

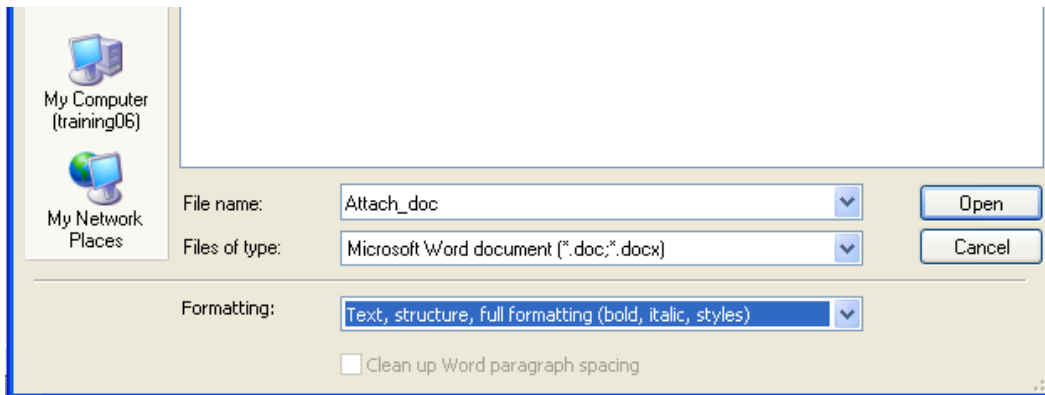


Figure 1 – Import Word Document Dialog Box

NOTE: This method requires having a version of Microsoft Word 97 or higher and that the document be no more than 300 kilobytes. Additionally, this method accesses Word (opens the program and then closes it). In some cases, this causes Dreamweaver or Word to crash (see Figure 2). It is recommended to save the document before importing it into Dreamweaver.

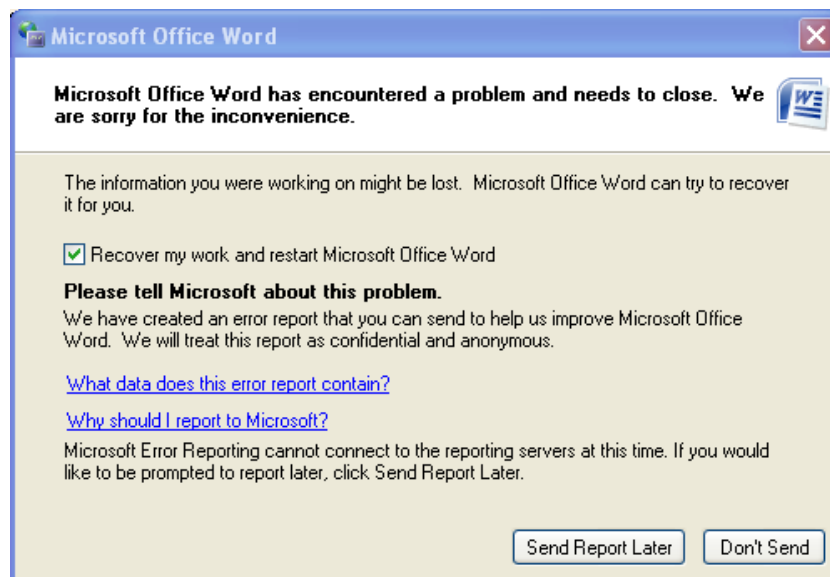


Figure 2 – Report Error Dialog Box

Site Reports

Running a site report in Dreamweaver allows users to check for several types of errors such as missing Alt text and untitled documents. Once the problem areas have been found and fixed, the report can be run again to ensure all problems have been resolved.


NOTE: Pages do not need to be open to run a site report in Dreamweaver. Only the site must be loaded beforehand.

To run a site report:

1. Click the **Window** menu, point to **Results**, and select **Site Reports**. The **Site Reports** tab of the **Results** panel displays (see Figure 3).



Figure 3 – Site Reports Tab of the Results Panel

2. Click the **Reports** button  located in the upper-left corner of the **Results** panel. The **Reports** dialog box opens (see Figure 4).
3. Click the **Report on** arrow and select **Entire Current Local Site** from the list.
4. Under **HTML Reports**, select the **Missing Alt Text** and **Untitled Documents** check boxes.

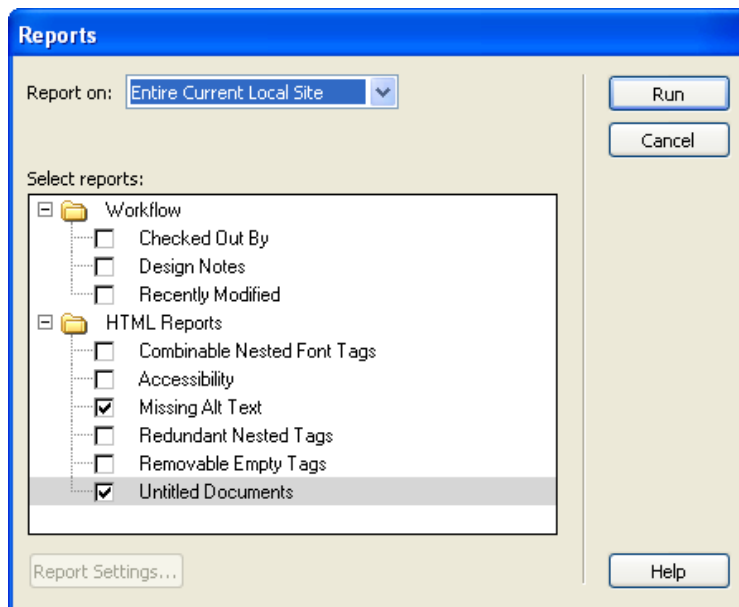


Figure 4 – Reports Dialog Box

5. Click the **Run** button. The errors are listed in the **Results** panel (see Figure 5).

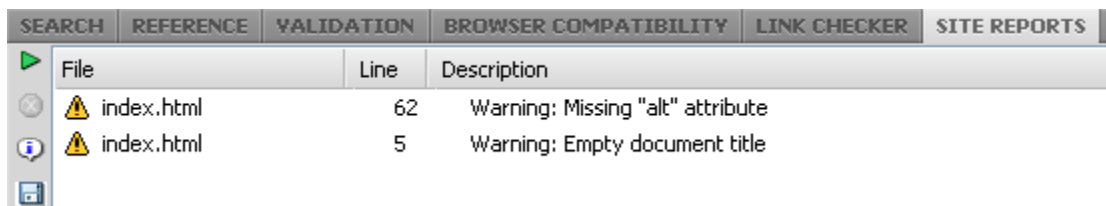


Figure 5 – Error Report

To fix the errors:

1. In the **Results** panel, double-click the **index.html** file with the **Missing “alt” attribute** description. This automatically opens the document in **Split** view with the error highlighted.
2. In the **Properties** panel, type **Laker Banner** in the **Alt** box and press the **Enter** key (see Figure 6).

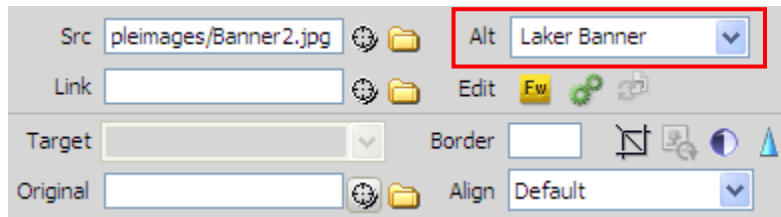


Figure 6 – Adding Missing Alt Text


3. In the **Results** panel, double-click the next error with the **Empty document title** description.
4. In the **Properties** panel, type **Laker Fan Site** in the **Title** box and press the **Enter** key.
5. Run the report again. If the errors have been resolved, the report should be clean.

NOTE: Other reports such as **Accessibility** may be run as well, depending on the type of page (personal, professional, corporate) and the type of audience expected to visit the page. For more information on creating a site that is compliant to accessibility standards, visit <http://www.calstatela.edu/accessibility>.

Checking Links

Broken links can occur throughout the website creation process. One might forget to update links, rename files outside of Dreamweaver, or link sites to nowhere.

To check for broken links:

1. Click the **Window** menu, point to **Results**, and select **Link Checker**. The **Link Checker** tab of the **Results** panel displays.
2. Click the **Check Links** button  located in the upper-left corner of the **Results** panel and select **Check Links for Entire Current Local Site**.
3. Double-click the **index.html** file which includes a broken link (see Figure 7).

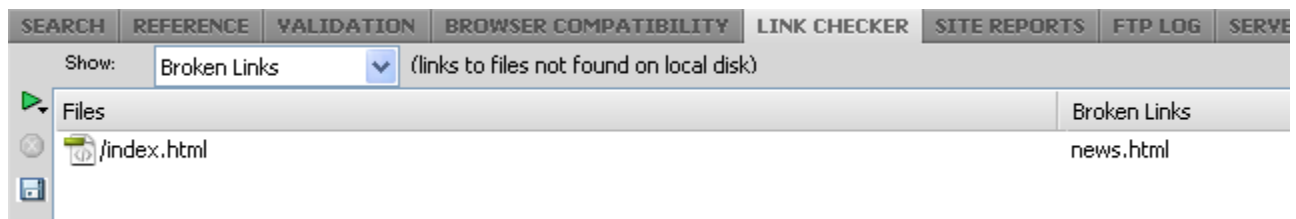


Figure 7 – Broken Links Report

4. In the **Properties** panel, type **#** in the **Link** box and press the **Enter** key (see Figure 8).
5. Run the report again. The error is removed from the report.

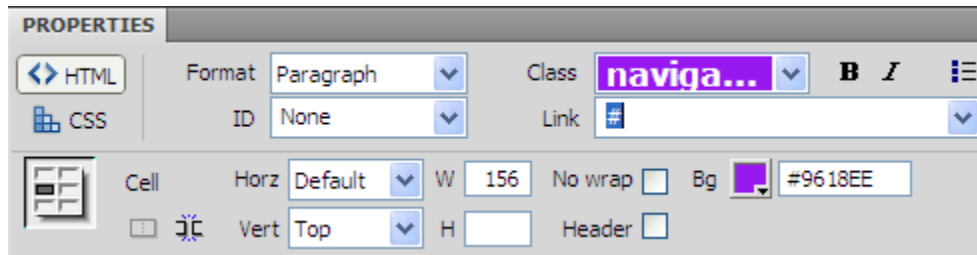


Figure 8 – Updating a Link

NOTE: If the URL or file is not known for a hyperlink, # can be entered instead as a temporary solution to maintain the hyperlink text. However, once the new web pages are established, users have to manually update the link. For example, the # should be changed back to **news.html** once the **news.html** page is created.

Uploading Files to Bravenet

Once a site has been completed and checked for errors, it is ready to be uploaded to a host so that it can be accessed online. Hosts can either be free or require some sort of monthly premium. For this lesson, a free host will be used.

Creating a Bravenet Account

First, an account needs to be created in order to use the Bravenet hosting service. Second, an FTP (File Transfer Protocol) account needs to be created in order to take advantage of this simple method of uploading files.

To create a Bravenet account:

1. Open a web browser and enter <http://www.bravenet.com> in the **Address** bar.
2. Under **Website Hosting**, click the **Get Hosting!** link.
3. Under **bravehost**, click the **get bravehost** link. The page changes and displays all their different services and prices.
4. Under **Free**, click the **SIGNUP NOW!** link (see Figure 9).



Figure 9 – Bravenet Free Account

5. On the signup page, fill out the registration form and click the **join bravenet** link. After skipping the advertisements, the page should look like Figure 10.

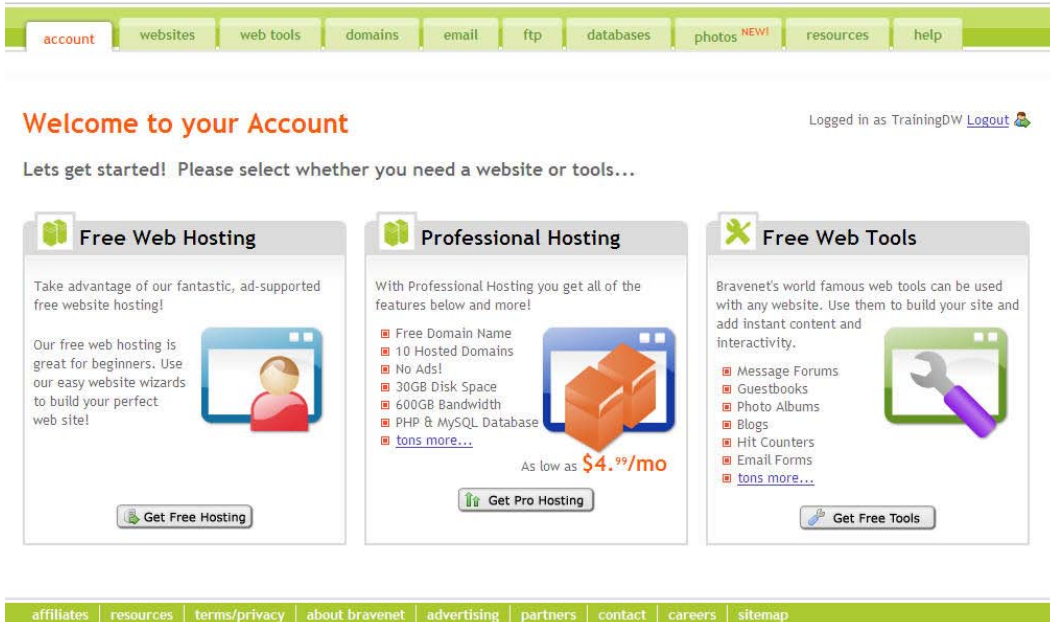


Figure 10 – Welcome Screen

6. Under **Free Web Hosting**, click the **Get Free Hosting** link which should redirect to the validation page.
7. Enter the validation code in the text field and click the **Validate Account** link. The validation code is sent by Bravenet to your e-mail account.
8. On the **Congratulations** page, select the newsletters that you wish to subscribe to and click the button at the bottom to continue on to the members area.
9. Once in the members area, click the **websites** tab located at the top of the page (see Figure 11).



Figure 11 – Websites Tab

10. Click the **Build a new website** link. A window opens asking you to select an address for the site (see Figure 12).

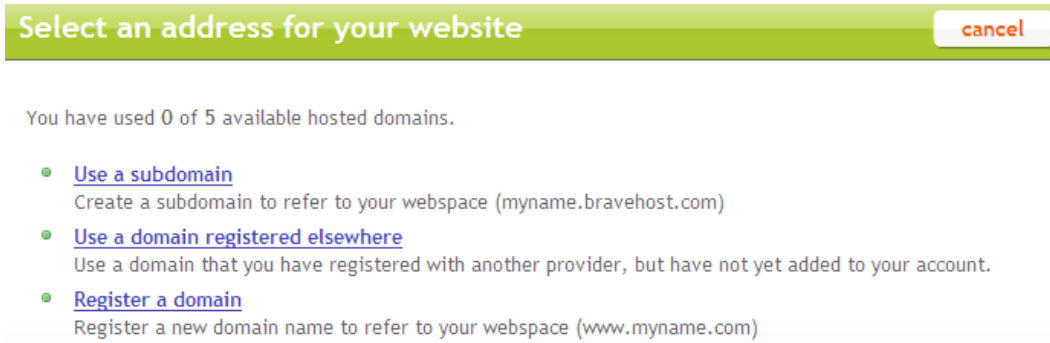


Figure 12 – Selecting an Address for the Site

11. Click the **Use a subdomain** link and type a desired name in the **Enter a subdomain** box. The domain **.bravehost.com** will be included in the web address (URL) of the site.
12. Click the **create subdomain** button.

Creating an FTP Account

A File Transfer Protocol (FTP) account must be made through Bravehost as well. This is a separate account from the Bravehost.com account. This FTP account will allow users to securely access their remote site from the Dreamweaver CS4 program and to transfer files from a user's computer to the remote site.

To set up an FTP account:

1. Click the **ftp** tab at the top of the Bravenet page. The **FTP Manager** page displays.
2. Click the **New ftp account** link. The **Create an FTP account** window opens (see Figure 13).

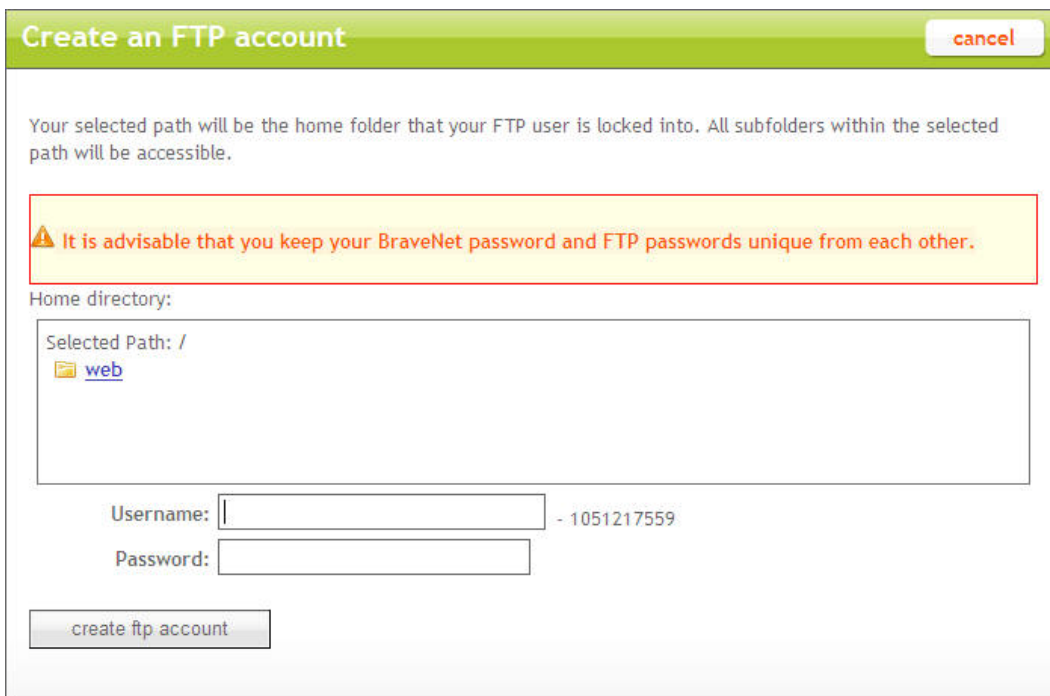


Figure 13 – Creating an FTP Account

3. Type a username and password in the **Username** and **Password** boxes, respectively.

NOTE: Take note of the FTP username. All characters, including the numbers added to the end of the entered username, must be remembered for future use in Dreamweaver (see Figure 14).

- Click the **create ftp account** button.

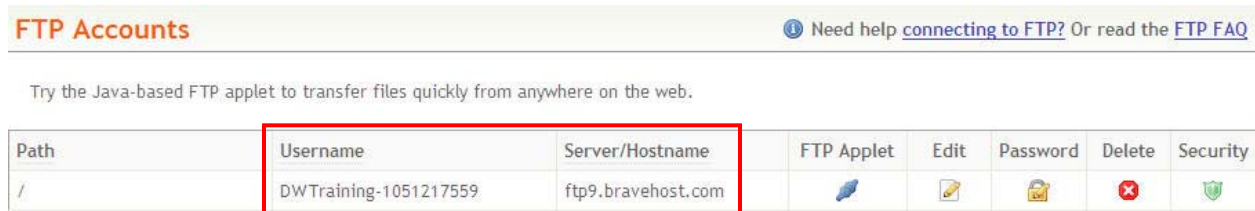


Figure 14 – FTP Username and Server/Hostname

Setting Up Remote Info

Setting up the remote site provides the necessary information for Dreamweaver to access the online folder which will host the site. Once this has been established, uploading becomes a simple process that can be achieved directly from within Dreamweaver.

To set up Remote Info:

- In the **Files** panel, double-click the list box displaying **LakerFanSite5** (see Figure 15). The **Site Definition for LakerFanSite5** dialog box opens.

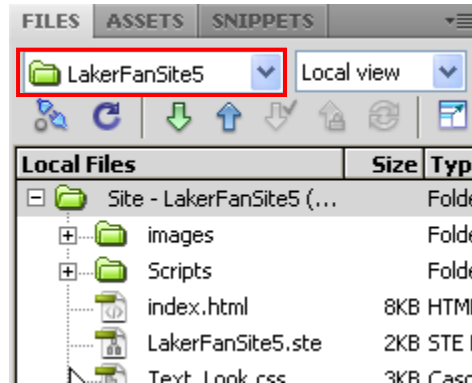


Figure 15 – Opening the Site Definition Dialog Box

- Click the **Advanced** tab.
- Select **Remote Info** from the **Category** list on the left.
- Click the **Access** arrow and select **FTP** from the list.
- Type the necessary information in the **FTP host**, **Host directory**, **Login** (username), and **Password** boxes (see Figure 16).

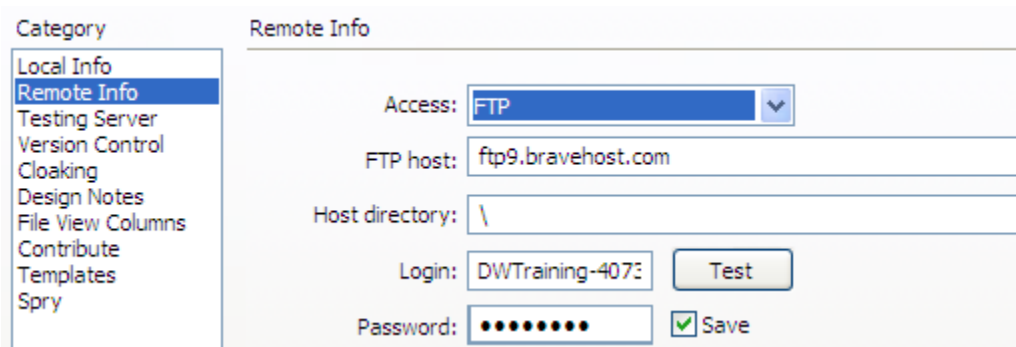


Figure 16 – Entering Remote Information

- Click the **Test** button to test the FTP connection.

7. If prompted, click the **OK** button in the **Windows Security Alert** dialog box to allow Dreamweaver security accesses (see Figure 17).



Figure 17 – Windows Security Alert Dialog Box

8. Click the **OK** button and refresh the cache.

Uploading a Site

Once a connection has been established, the site files can be uploaded to the remote folder. Dreamweaver's Files panel allows for easy uploading and viewing of files on both the local and remote site.

To upload the pages:

1. In the **Files** panel, click the **Expand** button  to expand the panel (see Figure 18).

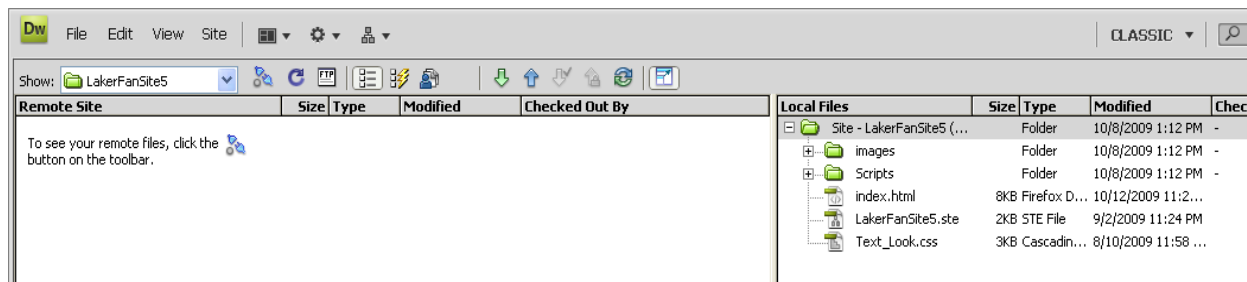



Figure 18 – Expanded Files Panel

2. Click the **Connect** button  to connect and view the files on the remote site.
3. On the **Remote Site** side (left side), expand the **web** folder to display the **yoursitename.bravehost.com** folder.
4. Select the **index.html** and **Text_Look.css** files, as well as the **images** folder on the **Local Files** side (right side).
5. Drag the files to the **yoursitename.bravehost.com** folder (see Figure 19).

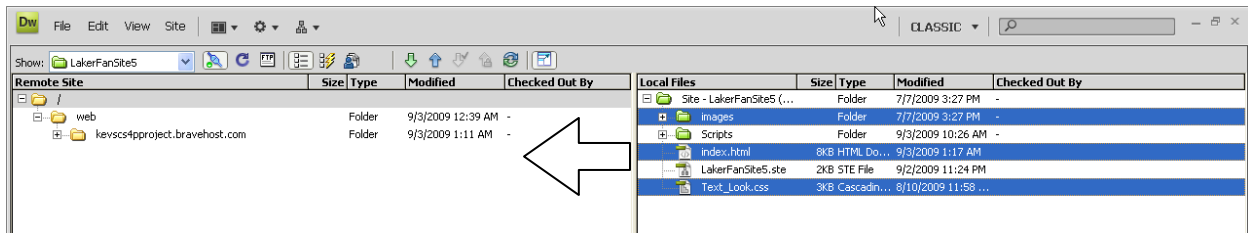


Figure 19 – Transferring Files to the Remote Site

- When the **Dependent Files** dialog box opens, click the **Yes** button (see Figure 20).

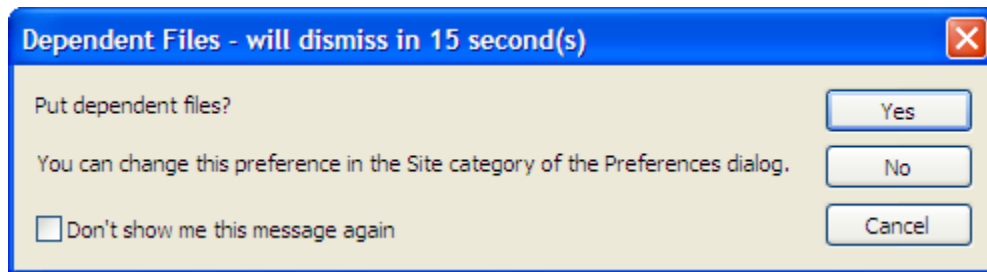



Figure 20 – Dependent Files Dialog Box

- Click the **Disconnect** button  to disconnect from the remote host.
- Test the site by opening a web browser (e.g., Internet Explorer or Firefox) and entering the URL in the **Address** bar.
- If there are any errors, fix the problems in the local files, and then upload the files again.