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Adobe® Dreamweaver® CC

The Professional Portfolio

AGAINST THE CLOCK

mastering graphic technology

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AGAINST THE CLOCK
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Acknowledgements

About Against The Clock

Against The Clock, long recognized as one of the nation's leaders in courseware development, has been publishing high-quality educational materials for the graphic and computer arts industries since 1990. The company has developed a solid and widely-respected approach to teaching people how to effectively utilize graphics applications while maintaining a disciplined approach to real-world problems.

Having developed the *Against The Clock* and the *Essentials for Design* series with Prentice Hall/Pearson Education, ATC drew from years of professional experience and instructor feedback to develop *The Professional Portfolio Series*, focusing on the Adobe Creative Suite. These books feature step-by-step explanations, detailed foundational information, and advice and tips from industry professionals that offer practical solutions to technical issues.

Against The Clock works closely with all major software developers to create learning solutions that fulfill both the requirements of instructors and the needs of students. Thousands of graphic arts professionals — designers, illustrators, imaging specialists, prepress experts, and production managers — began their educations with Against The Clock training books. These professionals studied at Baker College, Nossi College of Art, Virginia Tech, Appalachian State University, Keiser College, University of South Carolina, Gress Graphic Arts Institute, Kean University, Southern Polytechnic State University, Brenau University, and many other educational institutions.

About the Author

Erika Kendra holds a BA in History and a BA in English Literature from the University of Pittsburgh. She began her career in the graphic communications industry as an editor at Graphic Arts Technical Foundation before moving to Los Angeles in 2000. Erika is the author or co-author of more than thirty books about Adobe graphic design software. She has also written several books about graphic design concepts such as color reproduction and preflighting, and dozens of articles for online and print journals in the graphics industry. Working with Against The Clock for more than 13 years, Erika was a key partner in developing *The Professional Portfolio Series* of software training books.

Contributing Artists and Editors

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Walk-Through

project 7

Vintage Car JavaScript Site

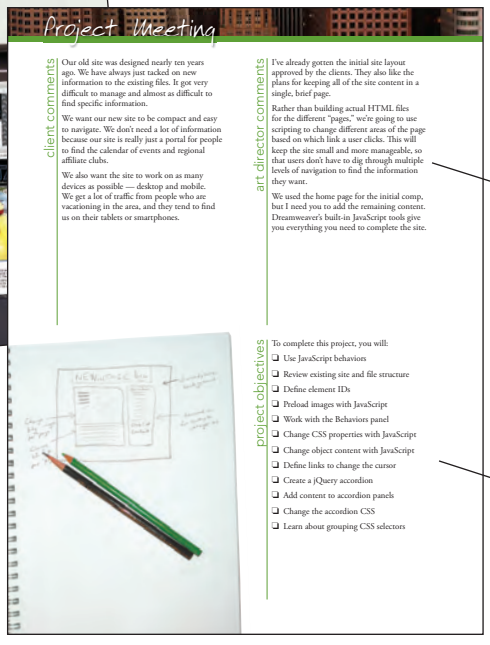
Your client, the president of a vintage car collectors association, wants to redesign the group's Web site to be more friendly to users on mobile devices. Your job is to incorporate JavaScript that changes various areas of the site based on user interaction.

This project incorporates the following skills:

- Creating JavaScript behaviors in Dreamweaver
- Preloading images with JavaScript
- Changing CSS properties with JavaScript
- Changing object content with JavaScript
- Creating and managing a jQuery user-interface object

Project Goals

Each project begins with a clear description of the overall concepts that are explained in the project; these goals closely match the different "stages" of the project workflow.


Project Meeting

client comments

Our old site was designed nearly ten years ago. We have always just tacked on new information to the existing files. It got very difficult to manage and almost as difficult to find specific information.

We want our new site to be compact and easy to navigate. We don't need a lot of information because our site is really just a portal for people to find the calendar of events and regional affiliate clubs.

We also want the site to work on as many devices as possible — desktop and mobile. We get a lot of traffic from people who are vacationing in the area, and they tend to find us on their tablets or smartphones.

art director comments

I've already gotten the initial site layout approved by the clients. They also like the plans for keeping all of the site content in a single, brief page.

Rather than building actual HTML files for the different "pages," we're going to use scripting to change different areas of the page based on which link a user clicks. This will keep the site small and more manageable, so that users don't have to dig through multiple levels of navigation to find the information they want.

We used the home page for the initial comp, but I need you to add the remaining content. Dreamweaver's built-in JavaScript tools give you everything you need to complete the site.

project objectives

To complete this project, you will:

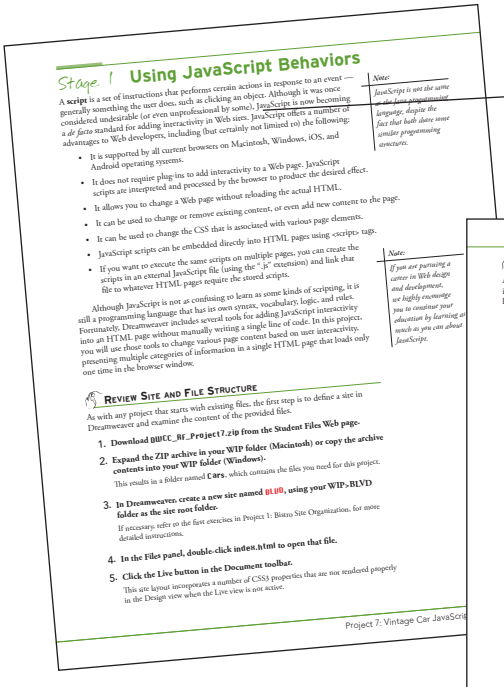
- Use JavaScript behaviors
- Review existing site and file structure
- Define element IDs
- Preload images with JavaScript
- Work with the Behaviors panel
- Change CSS properties with JavaScript
- Change object content with JavaScript
- Define links to change the cursor
- Create a jQuery accordion
- Add content to accordion panels
- Change the accordion CSS
- Learn about grouping CSS selectors

The Project Meeting

Each project includes the client's initial comments, which provide valuable information about the job. The Project Art Director, a vital part of any design workflow, also provides fundamental advice and production requirements.

Project Objectives

Each Project Meeting includes a summary of the specific skills required to complete the project.


Stage 1 Using JavaScript Behaviors

A **script** is a set of instructions that performs certain actions in response to an event — generally something the user does, such as clicking an object. Although it was once considered undesirable (or even unprofessional by some), JavaScript is now becoming *a de facto* standard for adding interactivity in Web sites. JavaScript offers a number of advantages to Web developers, including (but certainly not limited to) the following:

- It is supported by all current browsers on Macintosh, Windows, iOS, and Android operating systems.
- It does not require plug-ins to add interactivity to a Web page. JavaScript scripts are interpreted and processed by the browser to produce the desired effect.
- It allows you to change a Web page without reloading the actual HTML.
- It can be used to change or remove existing content, or even add new content to the page.
- It can be used to change the CSS that is associated with various page elements.
- JavaScript scripts can be embedded directly into HTML pages using <script> tags.
- If you want to execute the same scripts on multiple pages, you can create the scripts in an external JavaScript file (using the ".js" extension) and link that file to whatever HTML pages require the stored scripts.

Note: *JavaScript is not the same as the Java programming language, despite the fact that both share some similar programming structures.*

Note: *If you are pursuing a career in Web design and development, we highly encourage you to continue your education by learning as much as you can about JavaScript.*

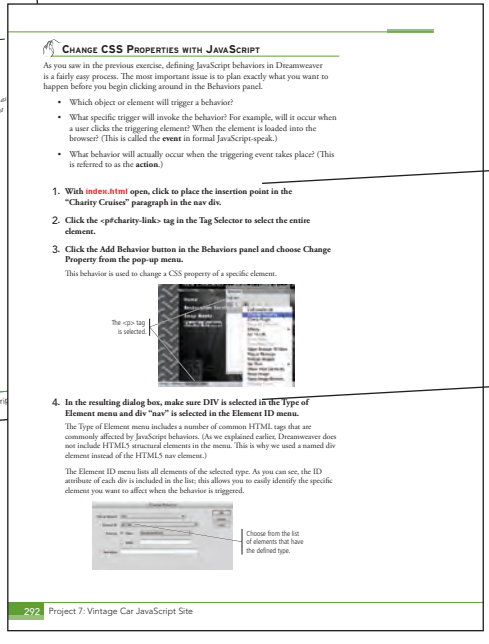
Although JavaScript is not as confusing to learn as some kinds of scripting, it is still a programming language that has its own syntax, vocabulary, logic, and rules. Fortunately, Dreamweaver includes several tools for adding JavaScript interactivity into an HTML page without manually writing a single line of code. In this project, you will use those tools to change various page content based on user interactivity, presenting multiple categories of information in a single HTML page that loads only one time in the browser window.

Review Site and File Structure

As with any project that starts with existing files, the first step is to define a site in Dreamweaver and examine the content of the provided files.

1. **Download DWCC_8E_Project7.zip from the Student Files Web page.**
2. **Expand the ZIP archive in your WIP folder (Macintosh) or copy the archive contents into your WIP folder (Windows).**
   This results in a folder named **Cars**, which contains the files you need for this project.
3. **In Dreamweaver, create a new site named** **BLVD**, **using your WIP>BLVD folder as the site root folder.**
   If necessary, refer to the first exercises in Project 1: Bistro Site Organization, for more detailed instructions.
4. **In the Files panel, double-click index.html to open that file.**
5. **Click the Live button in the Document toolbar.**
   This site layout incorporates a number of CSS3 properties that are not rendered properly in the Design view when the Live view is not active.

Project 7: Vintage Car JavaScri


Change CSS Properties with JavaScript

As you saw in the previous exercise, defining JavaScript behaviors in Dreamweaver is a fairly easy process. The most important issue is to plan exactly what you want to happen before you begin clicking around in the Behaviors panel.

- Which object or element will trigger a behavior?
- What specific trigger will invoke the behavior? For example, will it occur when a user clicks the triggering element? When the element is loaded into the browser? (This is called the **event** in formal JavaScript-speak.)
- What behavior will actually occur when the triggering event takes place? (This is referred to as the **action**.)

1. **With index.html open, click to place the insertion point in the "Charity Cruises" paragraph in the nav div.**
2. **Click the <p#charity-link> tag in the Tag Selector to select the entire element.**
3. **Click the Add Behavior button in the Behaviors panel and choose Change Property from the pop-up menu.**
   This behavior is used to change a CSS property of a specific element.

The <p> tag is selected.

4. **In the resulting dialog box, make sure DIV is selected in the Type of Element menu and div "nav" is selected in the Element ID menu.**
   The Type of Element menu includes a number of common HTML tags that are commonly affected by JavaScript behaviors. (As we explained earlier, Dreamweaver does not include HTML5 structural elements in the menu. This is why we used a named div element instead of the HTML5 nav element.)

   The Element ID menu lists all elements of the selected type. As you can see, the ID attribute of each div is included in the list; this allows you to easily identify the specific element you want to affect when the behavior is triggered.

Choose from the list of elements that have the defined type.

292 Project 7: Vintage Car JavaScript Site

Real-World Workflow

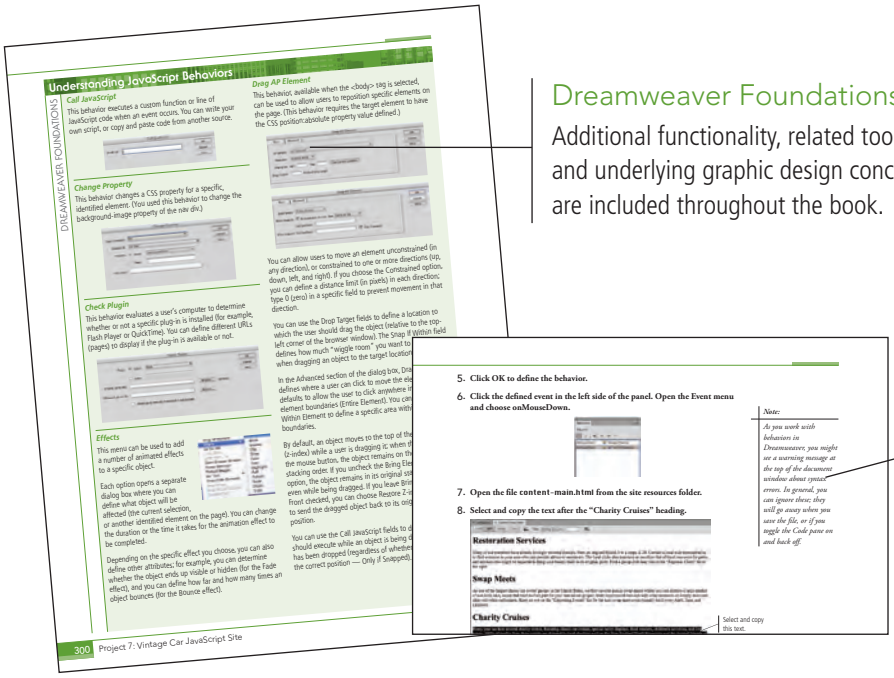
Projects are broken into logical lessons or "stages" of the workflow. Brief introductions at the beginning of each stage provide vital foundational material required to complete the task.

Step-By-Step Exercises

Every stage of the workflow is broken into multiple hands-on, step-by-step exercises.

Visual Explanations

Wherever possible, screen shots are annotated so that you can quickly identify important information.

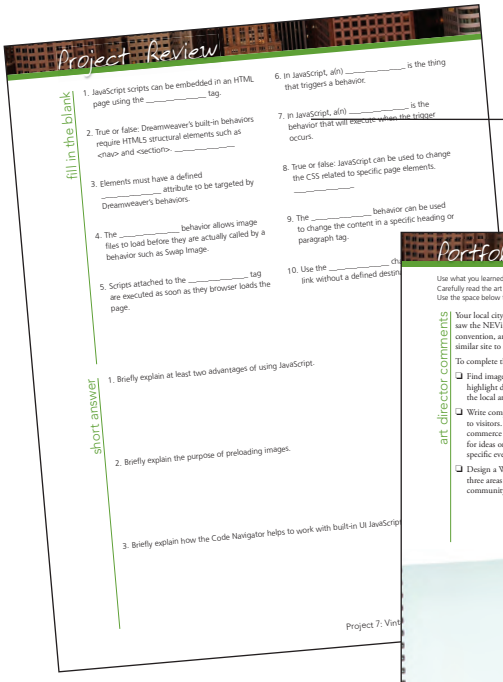


Dreamweaver Foundations

Additional functionality, related tools, and underlying graphic design concepts are included throughout the book.

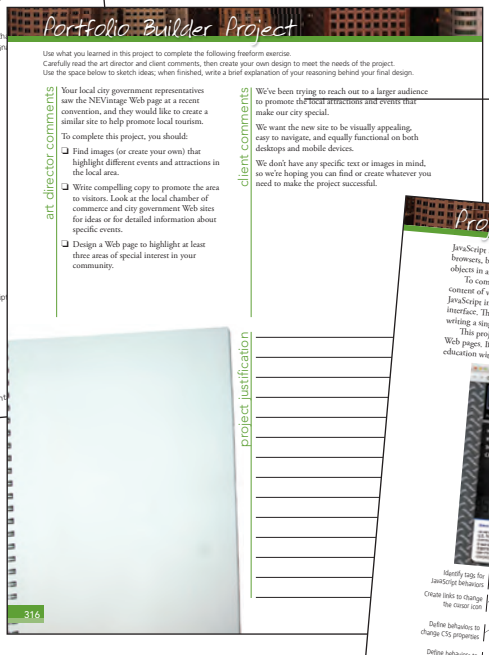
Advice and Warnings

Where appropriate, sidebars provide shortcuts, warnings, or tips about the topic at hand.



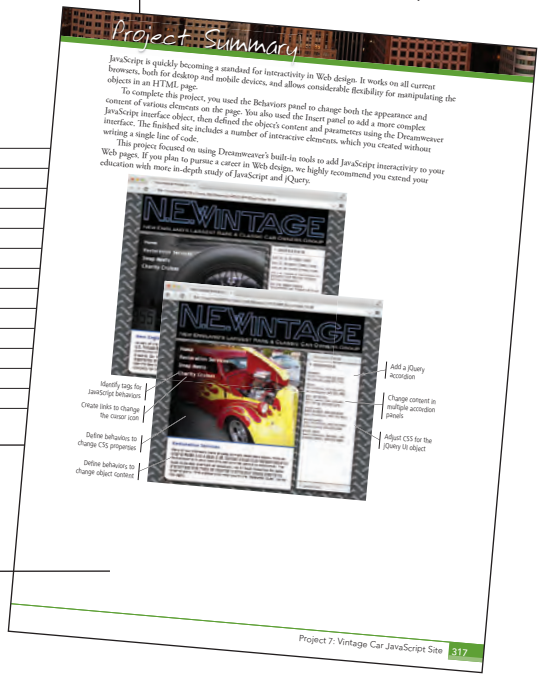
Project Review

After completing each project, you can complete these fill-in-the-blank and short-answer questions to test your understanding of the concepts in the project.



Portfolio Builder Projects

Each step-by-step project is accompanied by a freeform project, allowing you to practice skills and creativity, resulting in an extensive and diverse portfolio of work.



Visual Summary

Using an annotated version of the finished project, you can quickly identify the skills used to complete different aspects of the job.

Projects at a Glance

The Against The Clock *Portfolio Series* teaches graphic design software tools and techniques entirely within the framework of real-world projects; we introduce and explain skills where they would naturally fall into a real project workflow. For example, rather than including an entire chapter about site management, we teach site management where you naturally need to do so — when you begin building a new site in each project.

The project-based approach in the *Portfolio Series* allows you to get in depth with the software beginning in Project 1 — you don't have to read several chapters of introductory material before you can start creating finished artwork.

The *Portfolio Series* project-based approach also prevents "topic tedium" — in other words, we don't require you to read pages and pages of information about marking up text (for example); instead, we explain text-related mark-up as part of a larger project (in this case, as part of a digital book chapter).

Clear, easy-to-read, step-by-step instructions walk you through every phase of each job, from creating a new file to saving the finished piece. Wherever logical, we also offer practical advice and tips about underlying concepts and graphic design practices that will be important as you enter the job market.

The projects in this book reflect a range of different types of Dreamweaver jobs, from organizing a client's site and links to developing a functional site template to building a dynamic site. When you finish the eight projects in this book (and the accompanying Portfolio Builder exercises), you will have a substantial body of work that should impress any potential employer.

The eight Dreamweaver projects are described briefly here; more detail is provided in the full table of contents (beginning on Page viii).

project 1

Bistro Site Organization

- ❑ Exploring Site Structure
- ❑ Organizing the Site Navigation
- ❑ Naming and Titling Documents
- ❑ Making Files Public

project 2

Digital Book Chapter

- ❑ Preparing the Workspace
- ❑ Working with Semantic Markup
- ❑ Working with Special Characters
- ❑ Creating Lists
- ❑ Attaching an External CSS File

project 3

Photographer's Web Site

- ❑ Placing Static Foreground Images
- ❑ Extracting Photoshop Assets

project 4

Yosemite CSS Layout

- ❑ Creating Layouts with Style Sheets
- ❑ Working with a Template
- ❑ Using CSS to Control Content

project 5

Cupcake Bakery CSS Site

- ❑ Working with Classes
- ❑ Creating Online Forms

project 6

Kayaking HTML5 Site

- ❑ Working with HTML5 Tags
- ❑ Working with CSS3 Selectors
- ❑ Working with Web Fonts
- ❑ Adding Video in HTML5
- ❑ Creating a CSS3 Image Gallery

project 7

Vintage Car JavaScript Site

- ❑ Using JavaScript Behaviors
- ❑ Adding jQuery UI Elements

project 8

Bootstrap Responsive Page

- ❑ Working with Bootstrap
- ❑ Creating CSS3 Transitions

Our goal in this book is to familiarize you with the Dreamweaver tool set, so you can be more productive and more marketable in your career as a graphic designer.

It is important to keep in mind that Dreamweaver is an extremely versatile and powerful application. The sheer volume of available panels, options, and features can seem intimidating when you first look at the software interface. Most of these tools, however, are fairly simple to use with a bit of background information and a little practice.

Wherever necessary, we explain the underlying concepts and terms that are required for understanding the software. We're confident that these projects provide the practice you need to be able to create sophisticated artwork by the end of the very first project.

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project 1

Bistro Site Organization

Your client has opened a new restaurant in a fast-growing community in Southern California. He has already designed the pages for his site, but has hired you to make sure everything works properly and then make the site available to the browsing public.

This project incorporates the following skills:

- ❑ Creating, exporting, and removing site definitions in Dreamweaver
- ❑ Moving files around in a site root folder
- ❑ Creating relative links between pages in a site
- ❑ Defining absolute links to external sites and email addresses
- ❑ Improving search engine optimization (SEO) with file names and titles
- ❑ Cloaking site files from a Web server
- ❑ Uploading files to a Web server

Project Meeting

client comments

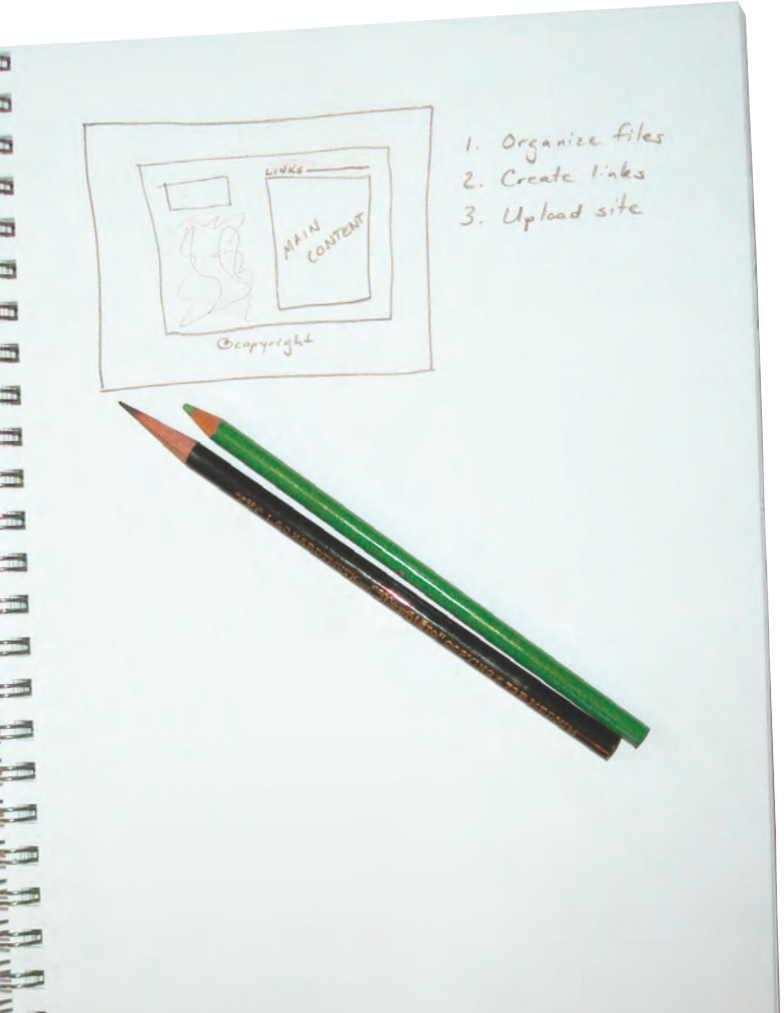
I already created the pages for our site, but I don't know what links to use, and I'm not sure how to create them. I've also heard that there are certain things you should do to improve a site's search engine rating — which is obviously important for a small business like mine.

art director comments

The more pages you add to a site, the more complex it becomes, until it's almost impossible to make sense of what you have and where it is located. Web sites — even those with only a few pages — should be designed with a good organizational plan, making it easier to modify pages later.

Once you have a handle on the organization, make sure the pages link to each other properly. Visitors get frustrated very quickly when they're forced to return to the home page every time they want to jump to a different set of pages.

The last thing you should do is add page titles and change file names to give a better indication of what's on each page. Doing so will make the site more accessible to people with screen-reader software, and it will also improve the site's ratings on search engines.



project objectives

To complete this project, you will:

- ❑ Create a Dreamweaver site definition
- ❑ Create new folders within the site root folder
- ❑ Use various methods to move files from one place to another within the site
- ❑ Create links between pages using several techniques available in Dreamweaver
- ❑ Differentiate between relative and absolute links
- ❑ Copy and paste links from one page to another
- ❑ Improve searchability and usability using page names and titles
- ❑ Cloak site files to hide them from the Web server
- ❑ Upload the site files to a server so they can be viewed online

Stage 1 Exploring Site Structure

When you start a new project that involves updating an existing site, your first task is to assess the file and folder structure. Doing so gives you a good idea of what the site contains.

A small site with only a few pages requires very little organization; in fact, you *can* place all of the files — Web pages and image files — in one folder (although even a small site benefits from a dedicated folder for images). Larger sites, however, require careful organization of file names, pages, and image files. A good site design with excellent organization speeds development now, and makes it much easier to update the site later.

Create a New Site Definition

Web sites are designed so all of the Web pages, image files, style sheets, and other resources are stored on your local drive in a base folder called the **root folder**. Other folders can be placed inside (below) the root folder to make it easier to manage and organize files.

1. **Download `Kinetic_DWCC15_RF.zip` from the Student Files Web page.**

2. **Expand the ZIP archive in your WIP folder (Macintosh) or copy the archive contents into your WIP folder (Windows).**

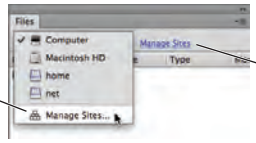
   This results in a folder named **`Kinetic`**, which contains all the files you need to complete this project.

   If necessary, refer to Page 11 of the Interface chapter for specific instructions on expanding or accessing the required resource files.

3. **In Dreamweaver, set up your workspace so the Files, Insert, and Properties panels are visible.**

   It doesn't matter which saved workspace you start with. The primary tools you need for this project are the Files, Insert, and Properties panels. We have closed all other panels to maximize the available space in our screen shots.

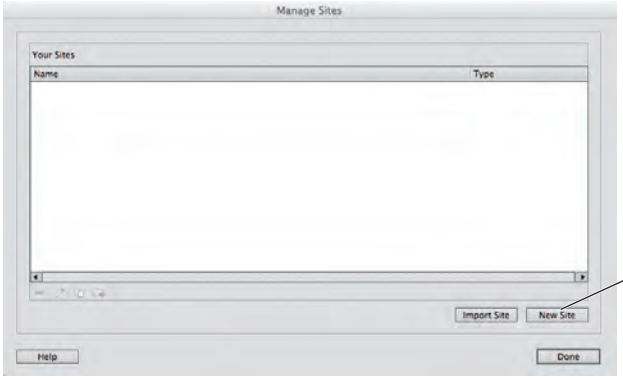
4. **In the Files panel, click the Manage Sites link or open the Directory menu and choose Manage Sites from the bottom of the list.**



This option performs the same function as clicking the blue Manage Sites link to the right of the Directory menu.

If available, clicking Manage Sites opens the Manage Sites dialog box.

5. **Click the New Site button in the Manage Sites dialog box.**



Click here to create a new site in Dreamweaver.

> ***Note:***
>
> *When a site is defined in Dreamweaver, the Manage Sites link at the top of the Files panel is replaced by a menu that defaults to Local view.*

> ***Note:***
>
> *Ellipses in a menu or button name indicate that clicking will open a dialog box. We do not include the ellipses in our instructions.*

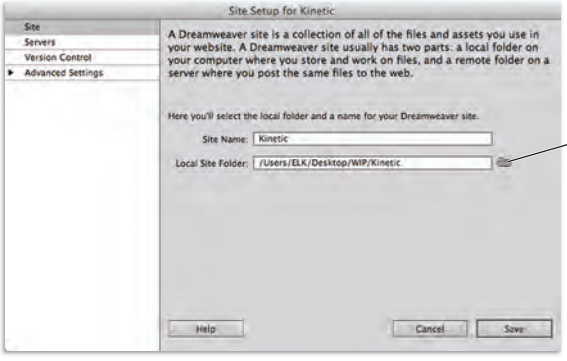
6. **In the Site Setup dialog box, make sure Site is selected in the category list.**

7. **Type Kinetic in the Site Name field.**

   The site name can be anything that will allow you to easily recognize the project; it is only for identification within Dreamweaver. For example, you could use "Eve's site" as the site name within Dreamweaver to describe the Web site (www.evelynsmith.biz) that you are creating for your friend.

8. **Click the Browse for Folder button to the right of the Local Site Folder field. Navigate to the WIP>Kinetic folder and click Choose/Select Folder to return to the Site Setup dialog box.**

   Part of the process of defining a site within Dreamweaver is to specify a particular folder as the site root folder of the Web site. Clicking the Local Site Folder button opens a navigation dialog box where you can find the folder you want to use.



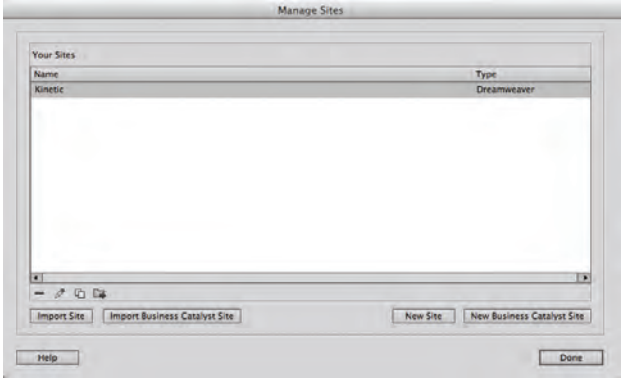
Browse for Folder button

Note:

You will learn about other options in the Site Setup dialog box later in this book.

9. **Click Save to close the Site Setup dialog box.**

10. **In the Manage Sites dialog box, make sure the Kinetic site appears in the list of sites, and then click Done.**

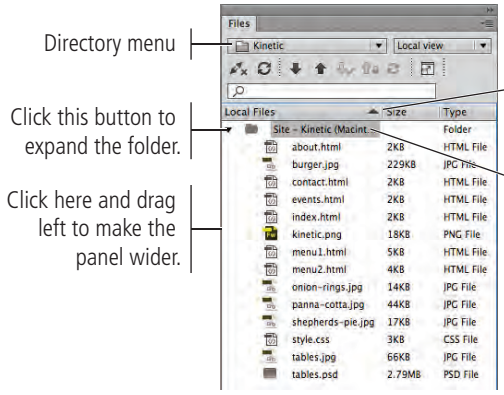


11. **Continue to the next exercise.**

Examine the Site Files

There are many files in the Kinetic site folder. The first step in organizing the files is to examine the Web page files and understand what they contain.

1. **With Kinetic showing in the Directory menu of the Files panel, expand the site folder (if necessary) and examine the files in the site.**



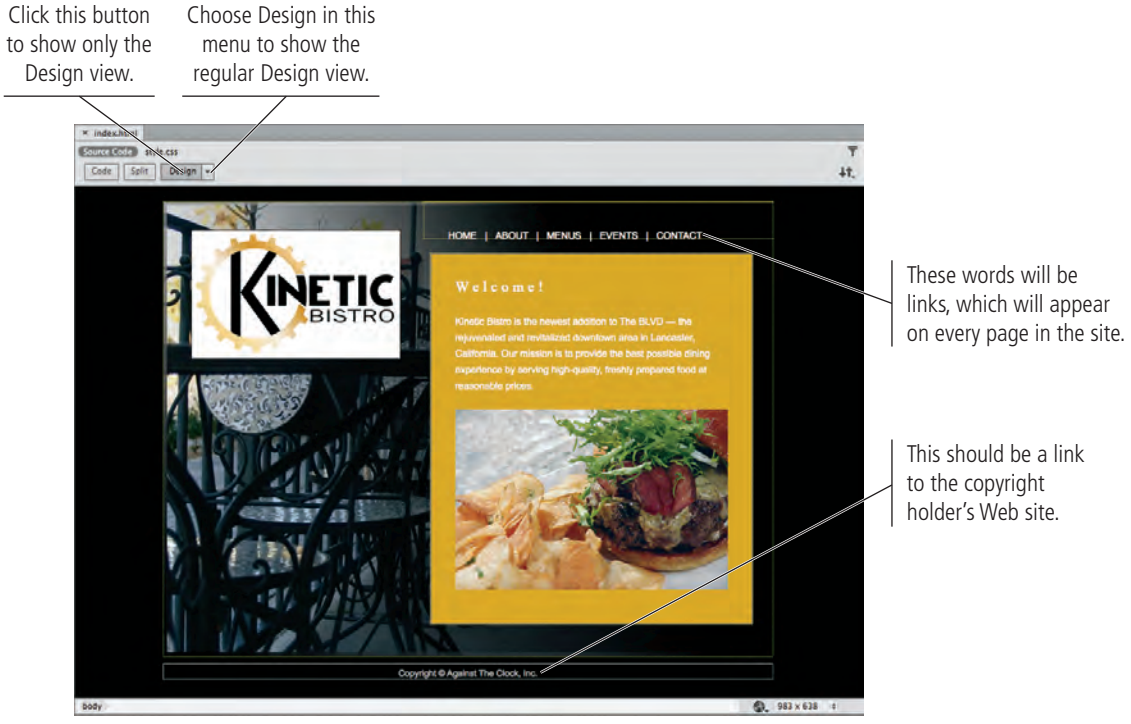
Note:

If more than one site is defined, you can switch between sites using the Directory menu of the Files panel.

2. **Double-click index.html in the Files panel to open the file in Dreamweaver.**

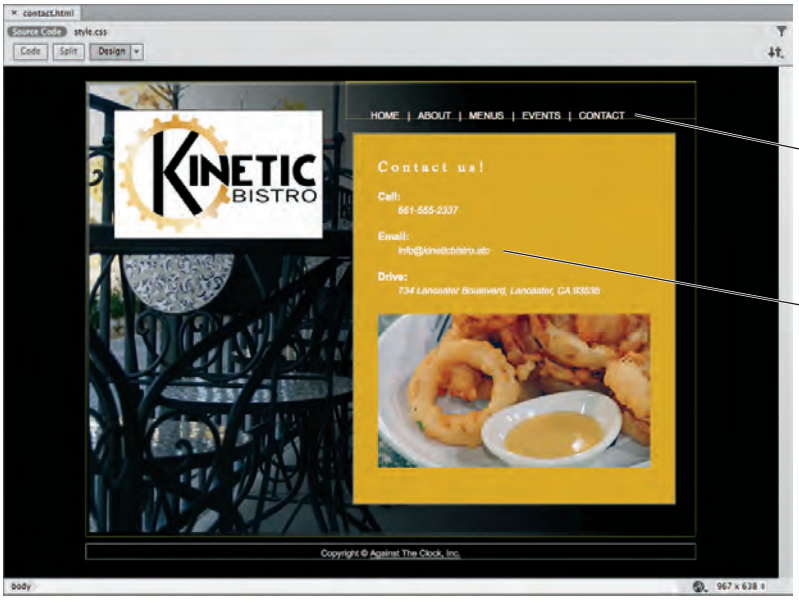
   Using the options on the left side of the Document toolbar, close the Code pane (if necessary) and make the regular Design view active; the Live view should be turned off.

   All of the pages in this site use the same basic design. The links at the top of each page need to navigate between the pages. The copyright information at the bottom (in the footer area) needs to navigate to the copyright owner's Web site, which is external to your client's site.



3. **Close index.html, then open contact.html.**

As you can see, this page uses the same basic design as the index page. The specific page content also includes an email link, which you need to define so that users can click the link to send your client an email message.



These links should be the same on every page in the site.

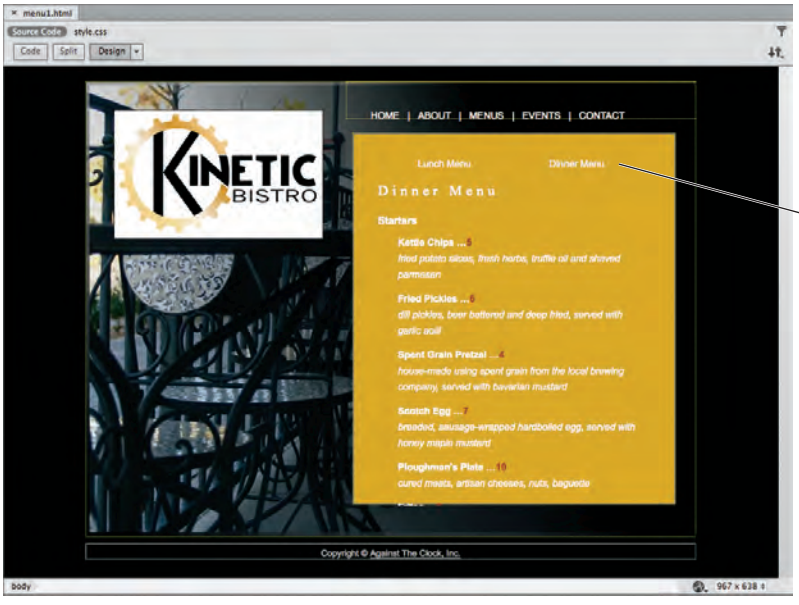
This should be an email link to your client's email address.

Note:

The layout for this site is based on the free "Creation" template from www.templatemo.com. Photos are by Charlie Essers.

4. **Close contact.html, then open menu1.html.**

Again, the page uses the same basic layout as the other pages in the site. The top area of this page's primary content indicates that there are actually two menus — Dinner and Lunch. As you can see in the Files panel, two separate menu files exist. You will use the two headings at the top of the page to create links to each menu.



Each of these words should link to the relevant menu page.

5. **Close menu1.html, then continue to the next exercise.**

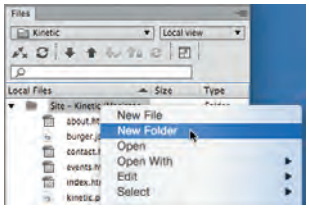
Plan Folder Organization

When all files are dumped into the main site folder, it can be challenging to manage your work. A well-organized site is an easy-to-manage site. Ideally, organization occurs before the site is constructed, but Dreamweaver makes it easy to reorganize files and folders at any point in the process.

There are no absolute rules to follow for organizing files and folders — other than the general principle of keeping related components together, so you know where to find certain files when you need them.

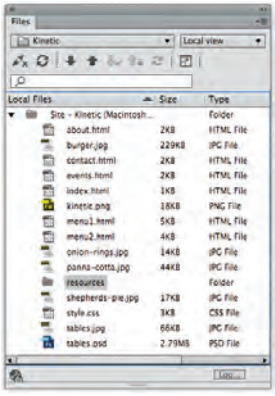
1. **With the Kinetic site open in the Files panel, scroll to the top of the Files panel (if necessary). Control/right-click the site name and choose New Folder from the contextual menu.**

   The basic pages (home, about, contact, etc.) form the root of the site, and they should therefore appear within the root folder of the site. Other pages are better kept in folders that are named based on what they contain.



2. **Type resources and press Return/Enter to apply the new folder name.**

   When folders are first created, they appear at the bottom of their containing folders.



Note:

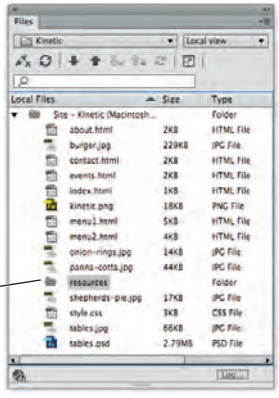
If after pressing Return/Enter, the folder name remains untitled, Control/right-click the untitled folder, choose Edit>Rename (or press F2), and correct the name.

3. **In the Files panel, click the Refresh button.**

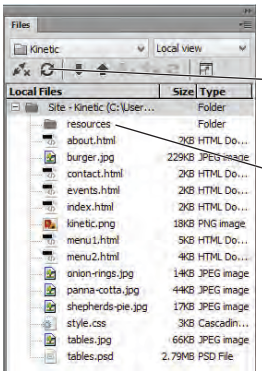
   When the Files panel is sorted by name, folders on Macintosh are alphabetized along with all other files and folders after refreshing the file list; on Windows, folders are moved to and alphabetized at the top of the list, above individual files.

Note:

Press F5 to refresh the file list in the Files panel.



On Macintosh, folders are alphabetized along with all other files in the site.



Refresh button

On Windows, folders are alphabetized at the top of the site list, above individual files.

4. **Control/right-click the main site folder again and choose New Folder from the contextual menu.**

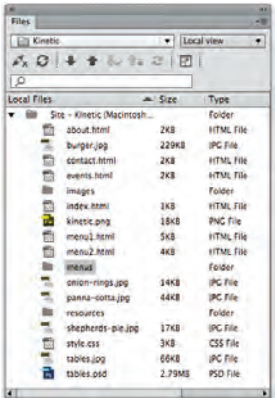
   You want another folder at the same level as the resources folder — in the main level of the site root — so you first have to use the contextual menu for the site root folder.

5. **Type images and press Return/Enter to apply the new folder name.**

   Web design convention dictates image files be placed in a folder named "images" for easier organization. If you have many photos in various categories, you might want to create additional nested folders inside the main images folder.

6. **Repeat Steps 4–5 to create another new folder named menus in the site root folder.**

7. **Refresh the list in the Files panel.**



8. **Continue to the next exercise.**

Note:

You can create a new folder inside an existing folder (called nesting) by Control/right-clicking the existing folder — instead of the root folder — and choosing New Folder from the contextual menu.

The Files Panel in Depth

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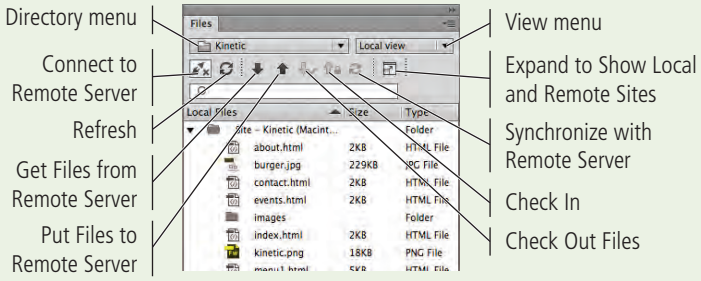
By default, the Files panel displays the files on your local computer. You can also view the files on the remote or testing servers by choosing the appropriate option from the View menu.

The top of the Files panel also includes buttons that allow you to manage the files in your site:



- **Connect to Remote Server** establishes a connection with the remote server (if you defined one). Otherwise, clicking this button opens the Site Definition dialog box.
- **Refresh** refreshes the file list that displays in the panel.
- **Get Files from Remote Server** copies the selected files from a remote server to the local folder. If the Enable Check In and Check Out Files option is active, the copied files are available on the local site in read-only mode, which means you can't modify them. You must click the Check Out Files button to edit the files.
- **Put Files to Remote Server** copies the selected files from the local folder to the remote server. If a new file is added to the server, and if the Enable Check In and Check Out File option is active, the file's status is Checked Out.
- **Check Out Files** copies the selected files from the remote server to the local folder and locks the files, so only the user who checked out those files can edit them.
- **Check In** copies the selected files from the local folder to the remote server and makes the copied files read-only in the local folder. To edit these files, you need to select them and click the Check Out Files button.
- **Synchronize with Remote Server** synchronizes files between the local folder and remote server so the same version appears in both places.
- **Expand** shows both local files and the remote site (if one has been defined). The expanded Files panel has two panes; one displays the files on the remote or test server and one displays the local site files.

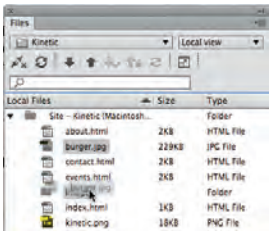
Sort and Move Image Files

When you define a site in Dreamweaver, the application reads all of the pages in the site (a process that can take a few minutes in a large site), notes the links between pages, and identifies which images are used in which pages. These associations between files are stored in a cache that Dreamweaver creates when a new site is defined.

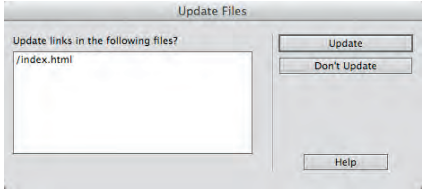
When files are moved or renamed within the site, Dreamweaver recognizes that other files are related to the moved or renamed files and prompts you to update the links in all of the affected files.

1. **With the Kinetic site open in the Files panel, click and drag burger.jpg into the images folder.**

   Make sure you drag the file directly over the name of the folder or folder icon; if you drag the file too far to the left or right, Dreamweaver will not move the file.



2. **When prompted, click Update to update the affected pages with the new location for the burger.jpg image file.**

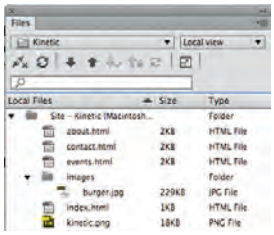


When a browser downloads a Web page, it reads the page code, requests the image files from the defined locations, and displays the images within the page. You should understand that images in Web pages are not embedded into Web pages; they are merged into the page by the browser.

Files being updated do not need to be open for Dreamweaver to change the required link information. If pages *are* open, links in those pages are updated, but the changes are not automatically saved; you have to manually save each open file to make the updates permanent.

If you choose Don't Update in the Update Links dialog box, the image will not appear in the page that calls for that file. If you had moved the image file using Windows Explorer or the Macintosh Finder, Dreamweaver would not have been aware of the movement, and you would not have had the opportunity to adjust the path to the image file in pages that link to that image.

The burger.jpg file is now stored in the main images folder. When you move files into a folder, that folder automatically expands in the Files panel.



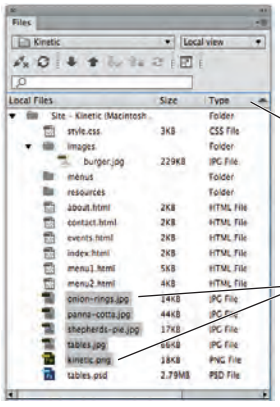
Note:

To avoid potential problems if you accidentally close a file without saving, you might want to close open files before moving or renaming files in the Files panel.

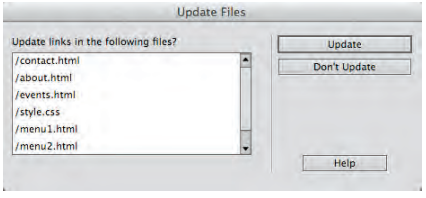
3. **In the Files panel, click the Type column heading to sort the site files by type.**

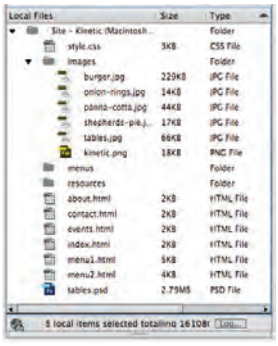
   By default, site files are sorted by name. You can sort by another criteria by clicking the column headings in the Files panel. Sorting by type allows you to easily find all of the images that are used in this site.

4. **Click the first JPG file in the list (onion-rings.jpg) to select that file. Press Shift and click kinetic.png to select all consecutive files between the first and the last ones you selected.**



5. **Click the icon of any of the selected files and drag the selected files into the images folder. When asked, click Update to update all links to all of the moved files.**



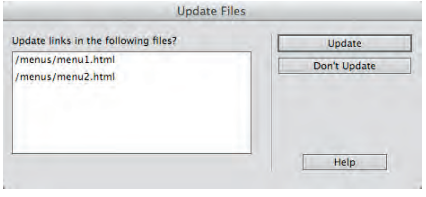


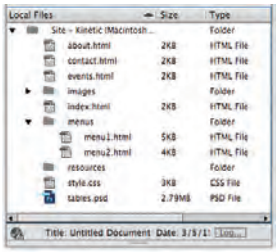
6. **Click the down-facing arrow (Macintosh) or the "–" symbol (Windows) to the left of the images folder name to collapse the folder.**

7. **Click the Local Files column header to re-sort the files by name.**

8. **Select menu1.html and menu2.html, and move them into the menus folder. Update the links when asked.**

   This is a relatively small site, so nesting files into subfolders isn't strictly necessary. However, when you work with larger files, clearly organized subfolders can be extremely helpful in maintaining a site that is easy to update as often as necessary.





Note:

You can change the columns that appear in the Files panel — and the order of those columns — in the File View Columns pane of the Site Setup dialog box.

Note:

Press Shift to select multiple consecutive files in the panel.

Press Command/Control and click to select multiple, nonconsecutive files.

You can also Command/Control-click to deselect a selected file. For example, if you select a file by accident, you can deselect it by Command/Control-clicking the file name again.

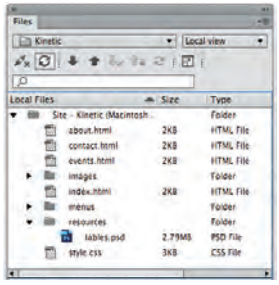
Note:

Images in Web sites typically have a GIF, JPG, or PNG extension.

9. **Collapse the menus folder.**

10. **Select and move the file tables.psd into the resources folder.**

    In this case, you are not asked to update links. This is a layered Photoshop file that was used to create the background image behind the page content. It is not part of the actual Web site, but it's a good idea to keep this type of file in the site folder in case you need to make changes later. Later in this project, you will learn how to prevent this file from being uploaded as part of the site.



11. **Collapse the resources folder.**

    From the folder structure alone, the Web site appears to be better organized. You now know what to expect when you open each folder.

12. **Continue to the next stage of the project.**

Note:

You can also copy and paste files into a folder using the Edit options in the contextual menus, or using the standard keyboard shortcuts:

Cut: Command/Control-X

Copy: Command/Control-C

Paste: Command/Control-V

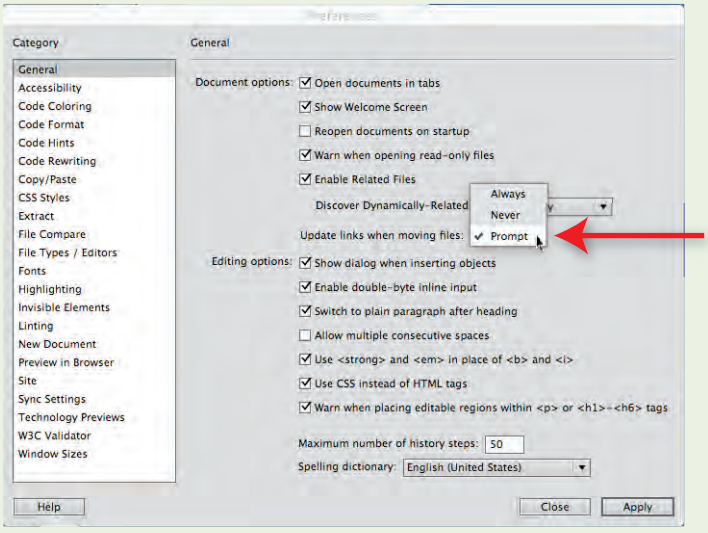
Changing the Update Preferences

DREAMWEAVER FOUNDATIONS

As you have seen, Dreamweaver automatically asks you to update links when you move a file in the Files panel. You can change this behavior in the General pane of the Preferences dialog box.

If you choose Always in the Update Links... menu, the affected links are automatically updated without user intervention. In other words, you do not see the Update Files dialog box during the process.

If you choose Never, links are not automatically updated when you move files in the Files panel. If you do not manually correct links, they will result in an error when clicked by a user.



Stage 2 Organizing the Site Navigation

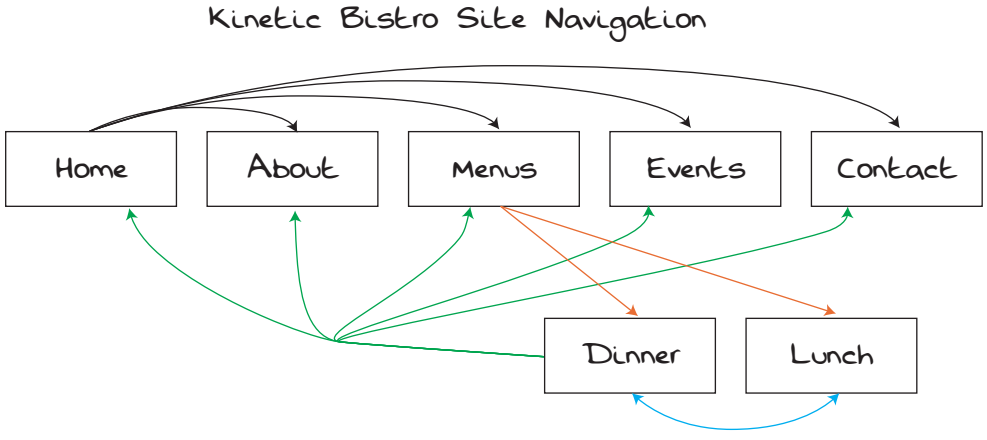
Hyperlinks (the official term for links) can be created to link pages on a site to other pages within the same site, or to pages on other sites. A well-designed site includes links that make it easy to get to any part of a site from any other part of a site. You should carefully plan the flow of links and connections between pages — always keeping the reader's usability in mind.

Organizing links is a simple application of a science called **information architecture**, which is the organization of a Web site to support both usability and "findability." As you organize site links, remember that your goal is to enable visitors to see a pattern in your links, which will assist them in navigating through your site. Keep the following points in mind when you plan a site's link structure:

- You can't know how visitors will enter your site. The primary site pages (home, about us, etc.) should be accessible from every page on the site.
- When linking secondary pages such as different menus for different mealtimes, don't make users constantly click the browser's Back button. Links should allow users to navigate all sibling pages (at the same level) as easily as navigating the primary structure. For example, users should be able to access the dinner menu or lunch menu in the restaurant's site without first going back to a main "Menu" page.

Using the terms "parent," "child," and "sibling" is simply a way of describing relationships between pages. A large Web site cannot provide links to all of the pages from its home page. By grouping pages, grouping groups of pages, and so on, you create relationships of equality between pages that are grouped together, as well as between groups that are grouped together.

When you plan a new site, you should create this type of flowchart to make sure you create all the necessary links that make the site as user-friendly as possible. A flowchart of the required Kinetic site link structure is shown below.



In this stage of the project, you will learn various techniques to create the necessary links on the Kinetic site pages.

Create Hyperlinks within the Site

Dreamweaver offers a number of options for creating the necessary links for any Web site structure.

- **Hyperlink Button in the HTML Insert Panel.** Clicking the Hyperlink button in the HTML Insert panel opens the Hyperlink dialog box, where you define the specific parameters of the link.
- **Insert>Hyperlink menu.** This menu command opens the same dialog box that you see when you click the Hyperlink button in the Insert panel.
- **Properties Panel Fields.** You can also simply define the specifics of a hyperlink in the Properties panel. This method offers the same options as those in the Hyperlink dialog box but does not require the dialog box interface.
- **Point to File button in the Properties panel.** To create a link using this method, simply click the Point to File button, hold down the mouse button, and drag to a file in the Files panel; Dreamweaver automatically creates a link.
- **Browse for File button in the Properties panel.** The Browse for File button opens a navigation dialog box where you can select the file that will open when a user clicks on the link.
- **Shift-Drag Method.** You can create a link directly from the document window by pressing Shift and then clicking and dragging from the link source to the destination page in the Files panel. (This method only works for text; you can't Shift-drag to create a link for an image.)
- **Quick Property Inspector in Live View.** When the Live view is active, you can use the Link button in the Quick Property Inspector, which appears attached to the selected item in the document window, to create a hyperlink.

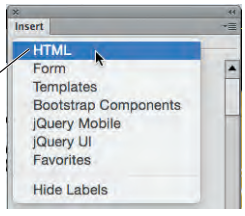
Note:

Dreamweaver often includes several different ways to achieve the same result. You should use the method that is most efficient at the time.

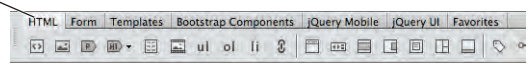
1. **With the `Kinetic` site open in the Files panel, open `index.html`. Make sure the Live view is not active.**
2. **At the top of the page, double-click the word "HOME" to select it.**
3. **If your Insert panel is docked above the document window, click the HTML tab at the top of the panel.**

   If your Insert panel is docked on the right side of the screen, or if it is floating as a separate panel, choose HTML in the menu at the top of the panel.

If docked in standard mode, use the menu at the top of the panel to access different categories of options.

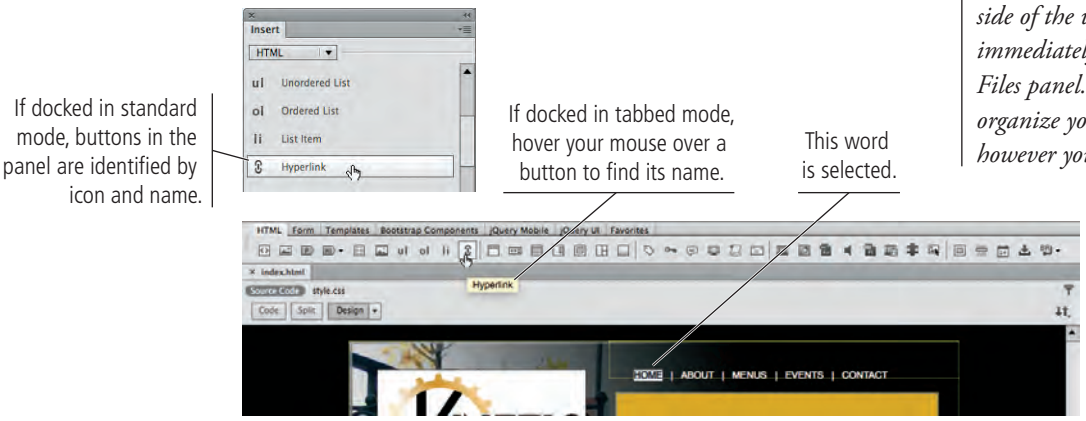


If docked in tabbed mode, use the tabs at the top of the panel to access different categories of options.



4. **Click the Hyperlink button in the HTML Insert panel.**

The HTML Insert panel contains many of the common functions you use to create Web pages. If a different Insert panel is showing, you can return to the HTML Insert panel by choosing HTML in the panel menu.

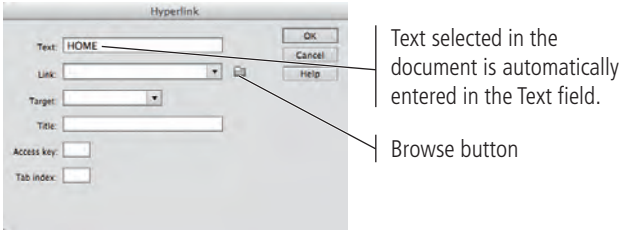


Note:

From this point on, we will leave our Insert panel docked on the right side of the workspace, immediately below the Files panel. Feel free to organize your workspace however you prefer.

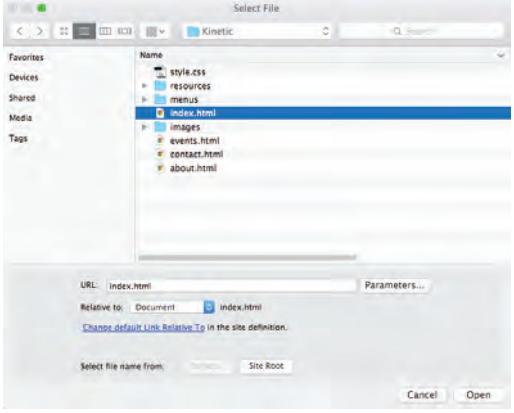
5. **In the Hyperlink dialog box, click the Browse button to the right of the Link field.**

The text selected in the document appears in the Text field by default. (If an image is selected, this field defaults to be blank.)



6. **Navigate to your WIP>Kinetic folder, select index.html, and click Open/OK to return to the Hyperlink dialog box.**

In the Link field, you can either type the URL of a location outside the site you're building, or you can click the Browse button to select a file within the current site.



Note:

Remember, when commands are different for different operating systems, we list them as Macintosh/Windows.

The HTML Insert Panel in Depth

The HTML Insert panel contains buttons for frequently used items. For example, to insert a hyperlink, simply click the corresponding button. (Some of the terms and functions in the following descriptions will make more sense as you use those tools to complete later projects.)

- **Div** inserts sections (divisions) in a page, which are useful for inserting blocks of content that you want to format independently from other blocks. You will work extensively with div tags in later projects.
- **Image** opens a dialog box where you can define the source for the image you want to insert.
- **Paragraph** surrounds each selected paragraph with tags, which is the proper HTML structure for a paragraph of text.
- **Heading** is used to assign predefined HTML heading levels (h1 through h6) to selected text.
- **Table** inserts an HTML table into the page.
- **Figure** inserts a properly structured HTML figure, including the appropriate tags for the figure and the figure caption.
- **Unordered List** creates a bulleted list from the selected paragraphs; each selected paragraph is automatically tagged as a list item.
- **Ordered List** creates a numbered list from the selected paragraphs; each selected paragraph is automatically tagged as a list item.
- **List Item** creates a new list item at the location of the insertion point. No ordered or unordered list is created to surround the list item.
- **Hyperlink** opens a dialog box where you can create text or image links to another file, either in the same Web site or in an external Web site.
- **Header**, **Navigation**, **Main**, **Aside**, **Article**, **Section**, and **Footer** add the related HTML5 tags to the page. You have the option to determine exactly how the tags are applied in relation to selected text, as well as defining an ID or class attribute for the resulting tag.
- **Meta** opens a dialog box where you can define a variety of page head information. When you type specific values in the name and content fields, the appropriate information is added to the page head using the following structure:

  ```
  <meta name="test" content="123">
  ```

- **Keywords** opens a dialog box where you can define keywords in the page head. The keywords are added using the following structure:

  ```
  <meta name="keywords" content="words">
  ```

- **Description** opens a dialog box where you can define a text-based description to the page head. The description is added using the following structure:

  ```
  <meta name="description" content="Text">
  ```

- **Viewport** offers a way to better control the appearance of a page on mobile devices. It sets the width of the visible area of a web page on a user's device to match the width of the device screen.
- The **Script** button can be used to add code from an external file, which will be used by the browser to perform an action when the page is accessed.
- The **Email Link** button opens a dialog box where you can create links to email addresses.
- **HTML5 Video** inserts a video element, which allows a video file to be played directly in an HTML5 page without the need for external browser plugins.
- **Canvas** inserts a canvas element, which is a container for graphics that are created directly in the page using scripts.
- **Edge Animate Composition** places a defined Edge Animate composition (OAM file) into the HTML page at the location of the cursor.
- **HTML5 Audio** inserts a audio element, which allows an audio file to be played directly in an HTML5 page without the need for external browser plugins.
- **Flash SWF** allows you to place a SWF file (created from a Flash animation). Keep in mind that SWF files require the Flash Player browser plugin to function properly.
- **Flash Video** allows you to place an FLV file, which is a video format created from Flash professional. Again, this format requires the Flash Player browser plugin to function properly.
- **Plugin** embeds a specific user-defined plugin file into the page.
- **Rollover Image** opens a dialog box where you can define the default image, as well as a different image that will appear when a user's mouse cursor enters into the image area.
- **iFrame** inserts an iFrame element, which allows you to embed one document into another.
- **Horizontal Rule** inserts a solid line across the width of the page. This can be useful for visually separating sections of text.
- The **Date** button inserts the current date and time. In the resulting dialog box, you can choose the date format, as well as an option to update the date and time whenever the file is saved.
- **Non-Breaking Space** adds a special character that prevents a line break from appearing between specific words in a paragraph.
- **Character** is used to insert special characters, such as copyright symbols and foreign currency characters.

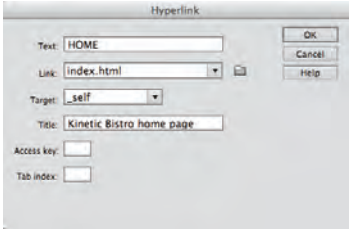
7. **Open the Target menu and choose _self.**

This option determines where the linked file will open:

- **_blank** opens every linked file in a new, unnamed browser window.
- **new** creates a new browser window with the name "_new". Every link assigned the _new target will open in that same _new browser window.
- **_parent** is relevant if a page includes nested frames; this option opens the link in the frame or window that contains the frame with the link.
- **_self** opens the link in the same frame or browser window as the link. This is the default behavior if you do not choose an option in the Target menu.
- **_top** opens the link in the same browser window, regardless of frames.

8. **In the Title field, type Kinetic Bistro home page.**

The Title field defines text that appears when the cursor is placed over the link text. Defining a descriptive title for links can help a page achieve better search engine results.



Note:

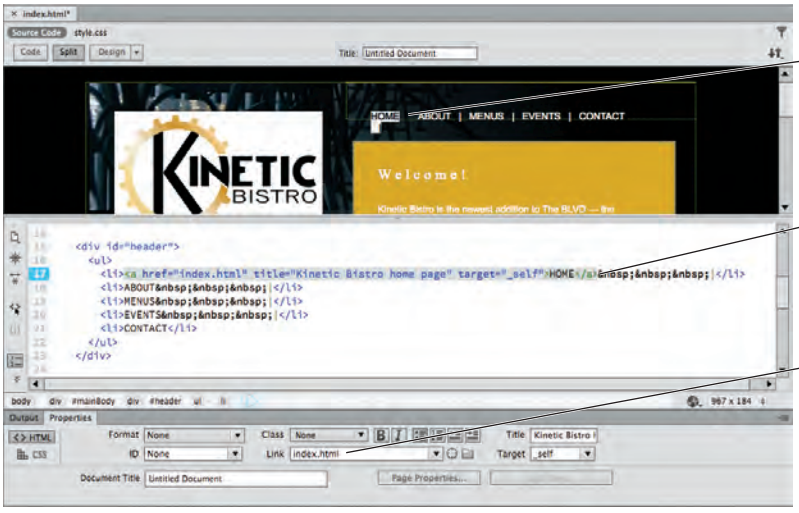
You can use the Access Key field to define a keyboard shortcut for the link and use the Tab Index field to specify the number of times a user needs to press the Tab key to select the link.

9. **Click OK in the Hyperlink dialog box to create the link.**

10. **Click the Split button in the Document toolbar to review both the design and code views at one time.**

A Web page is basically a page full of code. A browser reads the code to determine how to treat various elements of the page. HTML code largely revolves around tags, which tell a browser how to interpret specific objects on the page.

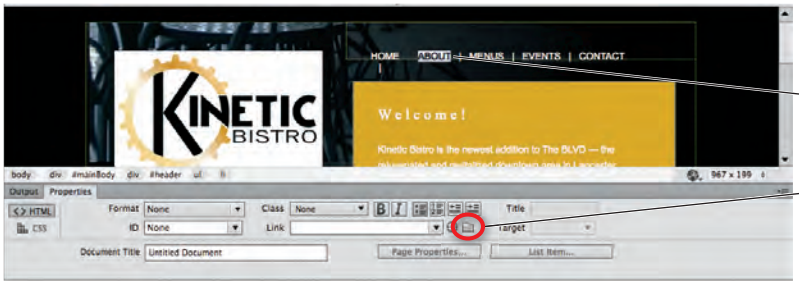
A hyperlink is identified by the **a** element, which starts with the opening **<a>** tag; the link destination and target are defined as attributes of that tag (**href="index.html" target="self"**). After the link text, the closing tag (****) identifies the end of the link.



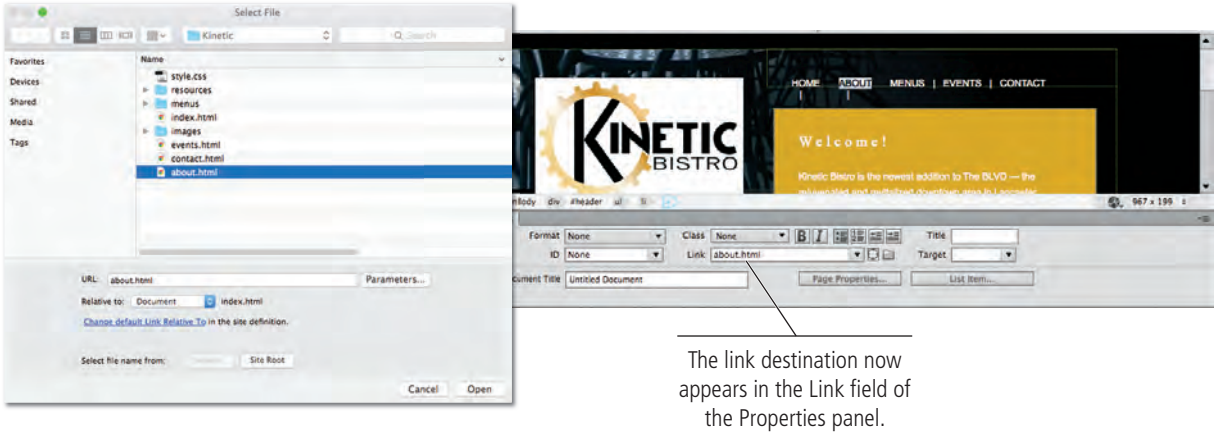
11. **Select the word "ABOUT" at the top of the page.**

12. **Click the Browse for File button to the right of the Link field in the Properties panel.**

    If you don't see the Properties panel, choose Window>Properties. The Properties panel's primary purpose is to review and change the properties of the selected HTML element (such as a heading, paragraph, or table cell).



13. **In the resulting dialog box, select about.html, and then click Open/OK.**

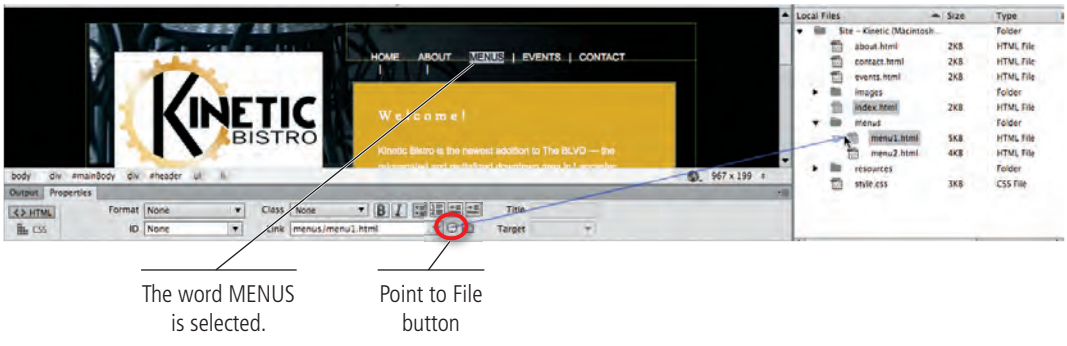


14. **Select the word "MENUS" at the top of the page.**

15. **Expand the menus folder in the Files panel.**

    You should expand and collapse Files panel folders as necessary, depending on your available screen space. We will not repeat instructions to collapse or expand folders unless it is necessary to perform a specific function.

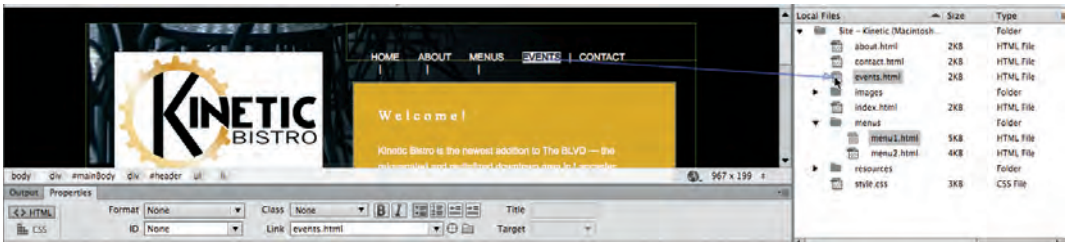
16. **Click the Point to File button in the Properties panel, hold down the mouse button, and drag to menus/menu1.html in the Files panel.**



17. **Select the word "EVENTS" at the top of the page.**

18. **Press the Shift key, then click the selected text and drag to `events.html` in the Files panel.**

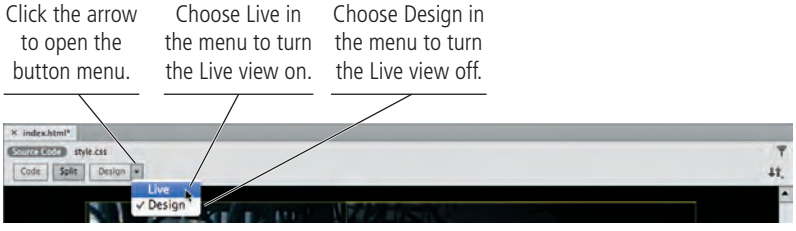
You have to press the Shift key, and then click and drag to the link destination. If you try to click and drag before pressing the Shift key, this technique will fail.



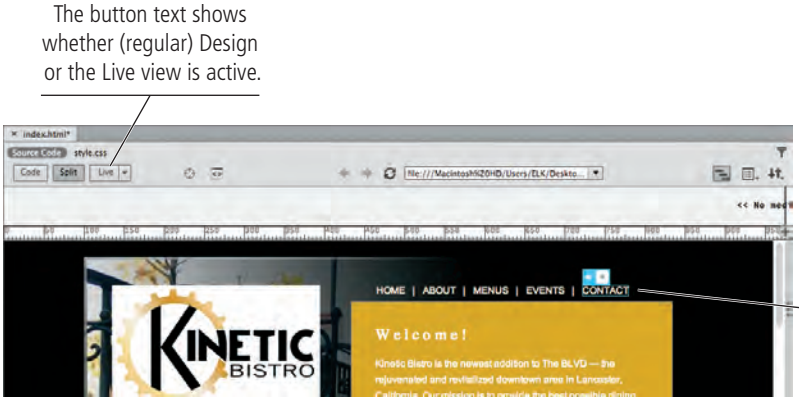
19. **Use any method you just learned to create a link from the word "CONTACT" to the `contact.html` file.**

You might notice that the pipe characters (|) after the link text now appear on a second line. Although the Design view does a good job of displaying various page elements, it does not always perfectly render the cascading style sheet (CSS) rules that define the appearance of various page elements.

20. **In the Document toolbar, click the arrow to the right turn of the Design button and choose Live from the menu to turn on the Live view.**



In the Live view, you can accurately see how the CSS will be rendered by Web browsers.



Note:

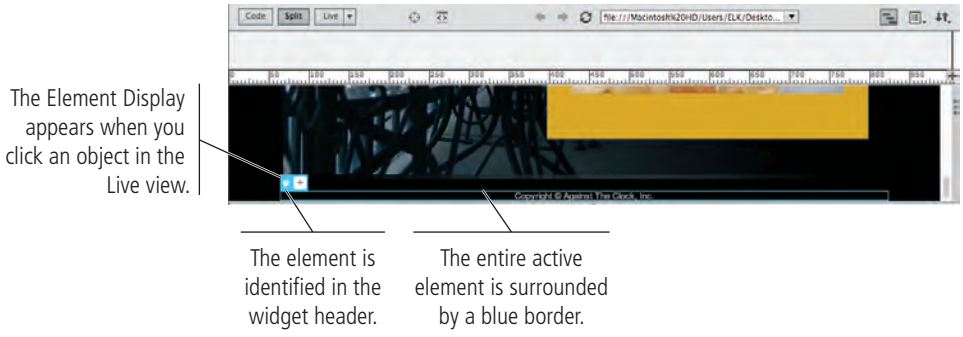
When a link to another page in the site is selected in the document, you can open the related page in Dreamweaver by choosing Modify>Open Linked Page.

Note:

You can remove a link by selecting the linked text or object in the document and choosing Modify>Remove Link, or by simply deleting the text from the Link field in the Properties panel.

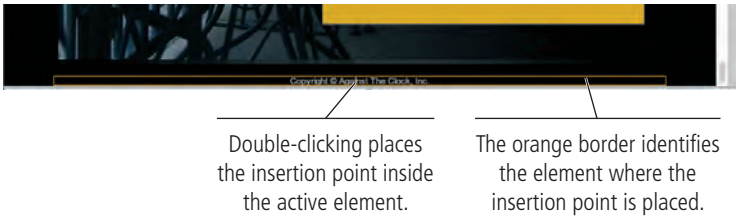
21. **In the Design window with the Live view active, click once to select the footer paragraph at the bottom of the page.**

When the Live view is active, clicking an object in the document window shows the Element Display, which shows the active HTML element. (If an element has a defined ID or class attribute, those also appear in the Element Display. You will learn about IDs and classes in later projects.) In this case, you can see that the selected element is a **p** element — in other words, it is a paragraph.



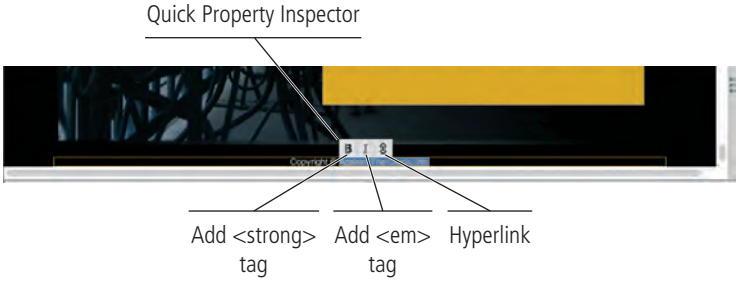
22. **Double-click the text in the selected paragraph to place the insertion point.**

You can now place the insertion point and edit text directly in the Live view. (You might have to look closely to see the insertion point in this case.)



23. **Double-click and drag to select the words "Against The Clock, Inc." within the active paragraph.**

In the Live view, the Quick Property Inspector shows options related to the selected text. You can use the B and I buttons to apply the **** and **** tags (respectively). You can also click the Hyperlink button to define a link destination for the selected text.



Note:

The strong and em tags are explained in Project 2: Digital Book Chapter.

24. **In the Quick Property Inspector, click the Hyperlink button. In the resulting Link field, type http://www.againstttheclock.com as the link destination.**

Dreamweaver can't help you create an external URL link because it's outside the site definition. You have to simply type or paste the address into the Link field.

An external **URL link** must begin with the "http://" protocol, followed by the domain name and, if relevant, the folder path and file name of the page to which you are linking.

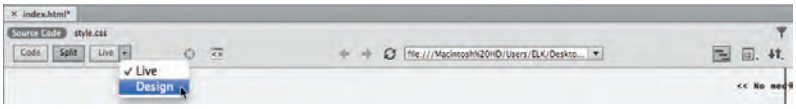
Clicking the Hyperlink button opens the Link field for the selected text.

You can click the Browse for File button to define an existing file as the link.

25. **Click anywhere else in the workspace to finalize the hyperlink you defined in Step 24.**

26. **In the Document toolbar, click the arrow to the right turn of the Live button and choose Design from the menu to turn off the Live view.**

You should become familiar with the process of turning the Live view on or off. We will not continue to repeat these specific instructions as you move throughout the projects in this book.



27. **Choose File>Save to save your changes, then continue to the next exercise.**

Note:

To minimize the repetitive work required, we already defined this link for you on the other pages in the site. In a professional environment, you would need to add this link to every page in the site.

Copy and Paste Links

Rather than manually creating the same links on every page, you can now simply copy and paste them from one page to another.

1. **With index.html open (from the Kinetic site), click in any of the text links to place the insertion point.**

The insertion point is the location where text will appear if you type.

2. **Review the Tag Selector below the document window.**

The Tag Selector, located in the status bar of the document window, shows the nesting order of HTML tags (the "path of tags") based on the current selection or the current location of the insertion point.

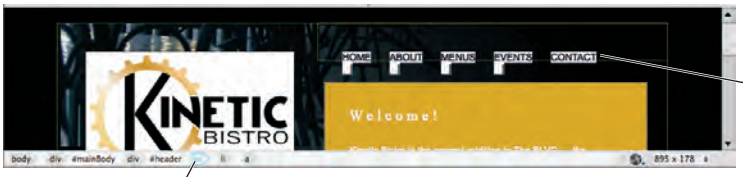
Note:

You will work more extensively with tags beginning in Project 2: Digital Book Chapter.

3. **Click the <ul> tag in the Tag Selector.**

   The **<ul>** tag identifies an unordered list, which is how this navigation structure was created; each link is a separate list item (using the **<li>** tag).

   Clicking a tag in the Tag Selector selects that HTML element and all of its content. In the document window, the associated content is highlighted.



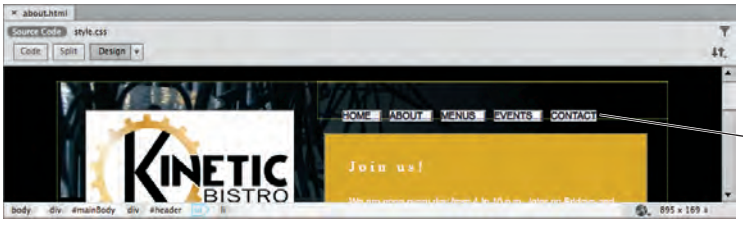
The entire unordered list (all of the links) is selected.

Selected tag

4. **Choose Edit>Copy (or press Command/Control-C) to copy the selected content to the Clipboard.**

5. **Close index.html and open about.html.**

6. **Click to place the insertion point anywhere in the list of links at the top of the page, and then click the <ul> tag in the Tag Selector to select the entire unlinked list.**

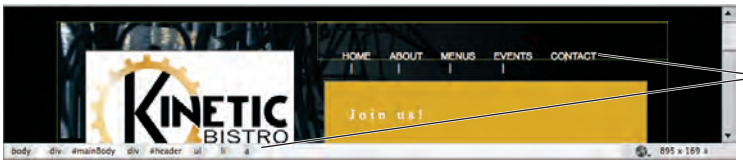


The selected list does not yet include links.

7. **Choose Edit>Paste (or press Command/Control-V) to paste the copied content from the Clipboard.**

8. **Place the insertion point in any of the links and review the Tag Selector.**

   The Tag Selector now shows the **<a>** tag for the current insertion point (in our example, the EVENTS link). The Properties panel also shows the destination of the active link.



The pasted content includes the links.

9. **Save the changes to about.html and close the file.**

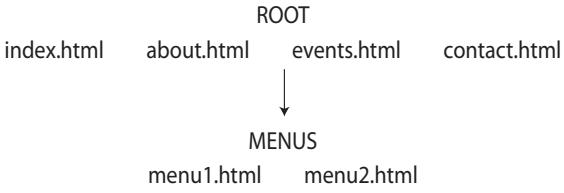
10. **Repeat Steps 6–9 to paste the copied content (the links) into all HTML pages in the site root level, as well as the two HTML pages in the menus folder.**

11. **Save and close any open file, and then continue to the next exercise.**

Adjust Relative Link Paths

A **path** is the route taken through the folder structure to link one page to another. By default, Dreamweaver uses **relative paths** when creating links (the application refers to this as "relative to the document"). The alternative is to create **absolute paths** ("relative to the site"); but unless your site is running on a Web server, you can't test links that use absolute paths.

As an example, consider creating a link from index.html to about.html, both of which reside in the root folder (as shown in the figure to the right). In this case, the source and destination pages are in the same folder; the relative-path link simply states the file name of the destination page:




```
<a href="menu2.html">Link Text</a>
```

When you drill down into nested levels of folders, the source folder is not identified in the path; the link automatically works starting from the location of the link. To link from index.html to menu1.html, for example, you have to include the nested menus folder in the path:

```
<a href="menus/menu1.html">Link Text</a>
```

When the link is in an upward direction, the ../ notation says "go up one folder." To link from menu1.html to index.html in the site root folder means that the link needs to take the visitor up one folder level:

```
<a href="../index.html">Link Text</a>
```

Each step up in the folder structure requires another command to "go one step up" in the folder structure. If you had another level of nesting inside the menus folder, for example, a link would have to take the visitor up two folder levels to return to the main index page:

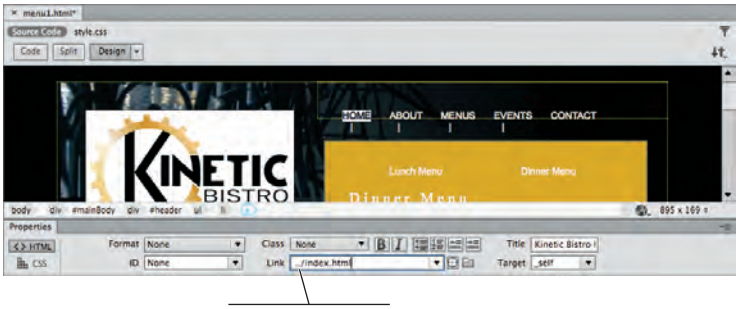
```
<a href="../../index.html">Link Text</a>
```

1. **With the Kinetic site open in the Files panel, open menu1.html.**

   In this exercise, you are going to adjust the various links so they work properly on all pages in the site.

2. **Double-click the word HOME at the top of the page to select that element.**

3. **In the Link field of the Properties panel, type ../ before the existing link. Press Return/Enter to finalize the change.**



Type ../ before the existing link.

Accessing Page Content in the Menu Pages

The files for this project were created using divs (using the opening and closing tags), which are simply a way to identify and format parts or sections of a page.

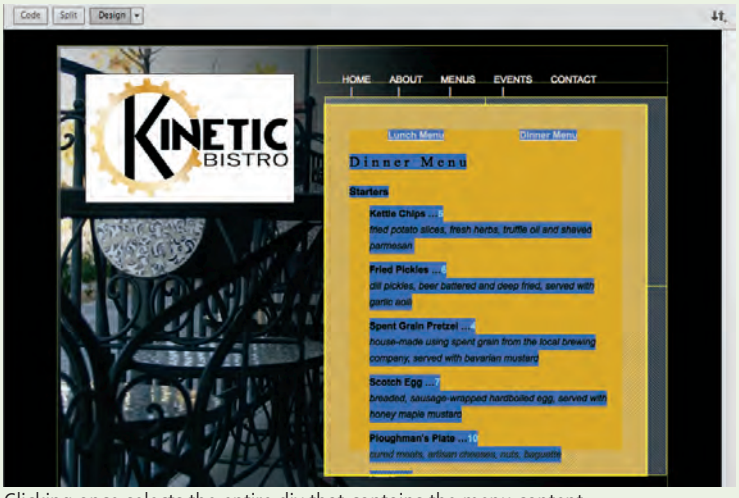
(You will begin working with the idea of divs in Project 2: Digital Book Chapter, and then extensively throughout the rest of the book.) Although you don't need to worry about the underlying page structure for now, you might see some unusual behavior when you try to select content in the main section the menu pages when the Live view is not active.

The area that holds the actual menu content has a fixed height, but both menus have more content than will fit into the defined size. When the page is viewed in a browser, the area includes a scroll bar for users to access the content that doesn't fit.

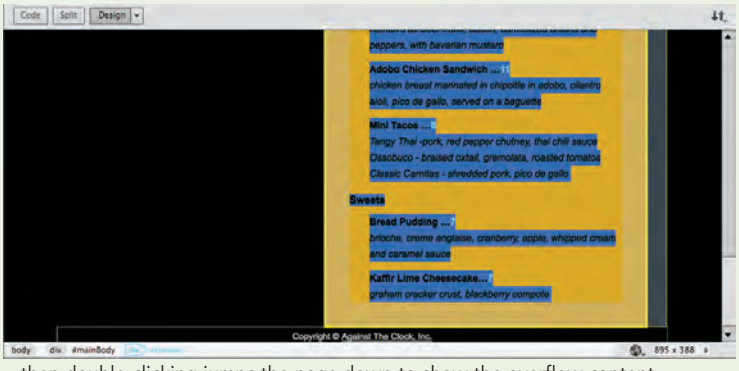
In Dreamweaver's regular Design view, however, this scrollbar doesn't appear. Instead, the first time you click, the entire div is selected and all of the contained text is highlighted.

Double-clicking inside the area again causes the page to jump down, showing the overflow content.

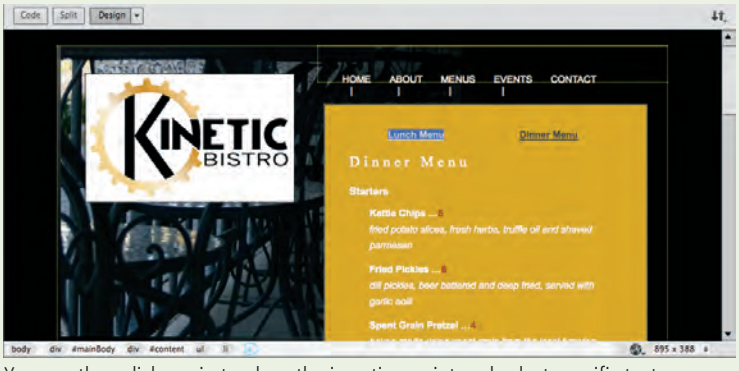
If you click a third time, you can place the insertion point inside the actual text, scroll up as necessary, and then select the link text at the top of the area.



Clicking once selects the entire div that contains the menu content...



...then double-clicking jumps the page down to show the overflow content.

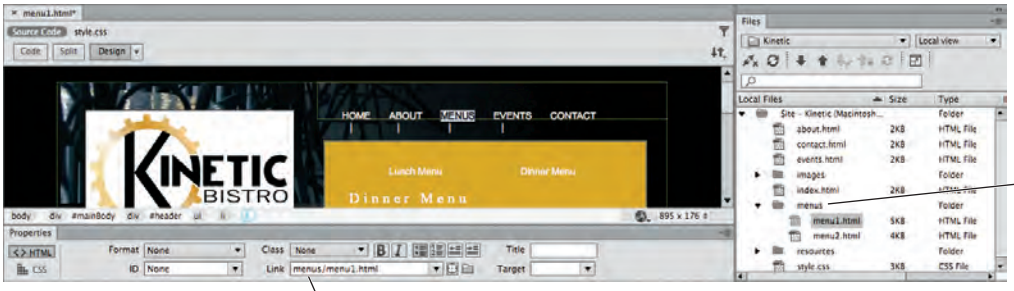


You can then click again to place the insertion point and select specific text.

4. **Repeat Steps 2–3 for the ABOUT, EVENTS, and CONTACT links.**

5. **Select the word MENUS at the top of the page.**

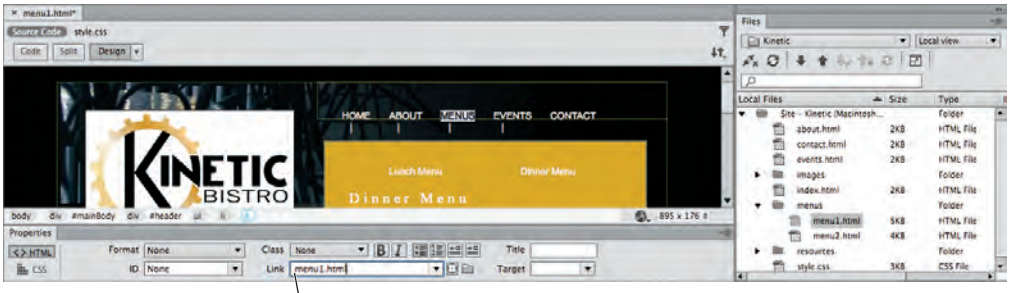
In this case, the link is still a problem because it directs the browser to look for a folder named "menus" inside the same folder as the active page. You need to remove the folder part of the path to prevent an error if a user clicks this link from the menu1.html page.



The active file is in the **menus** folder.

This link would cause a browser to look for a menus folder at the same level as the active file — i.e., another menus folder inside the existing menus folder.

6. **In the Link field of the Properties Inspector, delete menus/ (including the forward slash) from the existing link.**



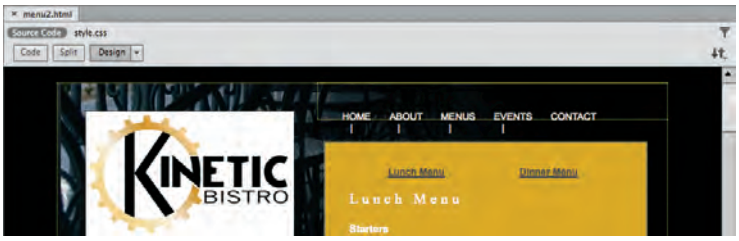
Delete the folder path from the existing link.

7. **Using any method you have learned, link "Lunch Menu" (in the main content area) to menu2.html and link "Dinner Menu" to menu1.html.**

See "Accessing Page Content in the Menu Pages" (below) for specific information about selecting the text in the main content area.

Link this to menu2.html. Link this to menu1.html.

8. **Repeat the process from Steps 1–7 to adjust the top links and add the necessary secondary links in the menu2.html file.**



9. **Save and close any open files, then continue to the next exercise.**

   You can save each file individually, or choose File>Save All to save all open files at once.

Create an Email Link

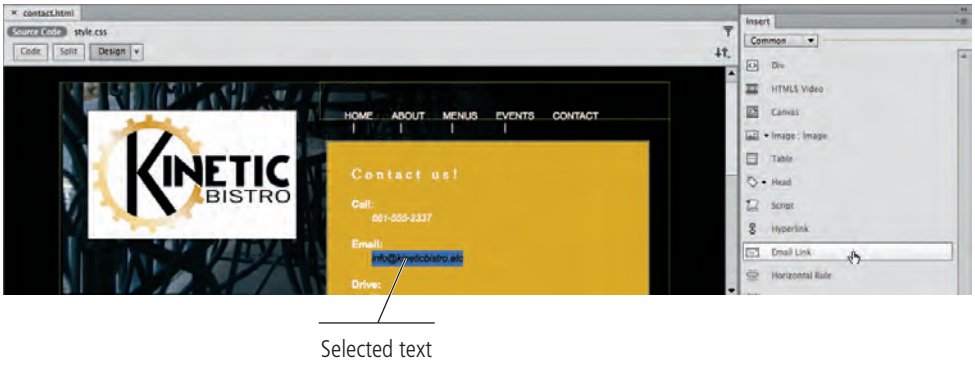
Most Web sites include one or more external links (including email links), which require the appropriate protocol to tell the browser what type of link is present.

An **email link** requires the "mailto:" protocol, followed by the appropriate email address. This instructs the browser to open a new mail message with the defined address already in the To line.

1. **With the Kinetic site open in the Files panel, open contact.html. Make sure the Live view is not active.**

2. **Select the words "info@kineticbistro.atc" in the main content area.**

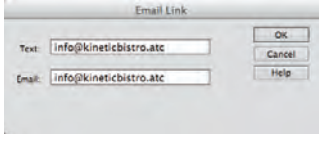
3. **In the HTML Insert panel, click the Email Link button.**



Selected text

4. **Review the resulting dialog box.**

   If you select text before clicking the Email Link icon, the Text field is completed for you. Dreamweaver also recognizes that the selected text is an email address, so the Email field is filled in for you.



   If the selected text is not recognized as an email address, the Email field defaults to the last address that was defined in the field.

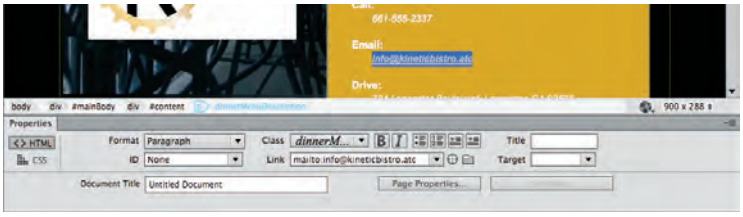
5. **Click OK to create the email link.**

Note:

You can access the same Email Link dialog box by choosing Insert>Email Link.

6. **Review the link field in the Properties panel.**

An email link must begin with "mailto:" followed by the address. When you use the Email Link dialog box, Dreamweaver automatically inserts the mailto: protocol.



In many cases throughout this book, we use "[company].atc" as the domain of a site. Although at the time of writing, none of the domain names we use are real, new domains are registered every day. We use the fictitious ".atc" domain to avoid inadvertently using the domain name of a real company.

When you upload files to a server, you should use the accurate domain (.com, .gov, .edu, etc.) for the site you are building.

7. **Save the file and close it, then continue to the next stage of the project.**

Stage 3 Naming and Titling Documents

When a **Web server** (a computer that stores and delivers Web pages) receives a request for a folder but not a specific page, the Web server delivers the default page for that folder — usually named index.html or index.htm. There is no practical difference between the two extensions; most Web servers can serve files with either extension. (If a link does not specify a specific file in a nested folder, the Web server will look for a file named index.html or index.htm inside the defined folder. If you do not have an index file in that folder, the link will result in an error.)

To create links to the default page in a specific folder, you do not need to include the file name if you use the index naming convention. Both **www.kineticbistro.com/** and **www.kineticbistro.com/index.html** refer to the same page.

Understanding Web File Naming Conventions

DREAMWEAVER FOUNDATIONS

The file names of pages should make the content or purpose of each page clear.

Because different servers run on different operating systems, the safest way to name pages is to use only characters that are guaranteed to work perfectly:

- a through z (use only lowercase letters)
- 0 through 9
- Hyphen (great-site.html)
- Underscore (great_site.html)

Consider everything else to be "illegal," including:

- Spaces
- Brackets of all kinds, including ( ), [ ], { }, and < >
- Symbols, including #, @, %, ~, |, *, and &
- Quotation marks, both double (" ") and single (' ')
- Slashes, both back slashes (\) and forward slashes (/)
- Commas, periods, question marks, and exclamation points
- Uppercase characters

Some designers use **CamelCase** — uppercase letters at the beginning of each word within a file name, such as UniversalStudios.html. The problem with mixing the lettercase is that some Web server software is case-sensitive and some is not. Most Windows-based Web server software is not case-sensitive, but UNIX- and Linux-based Web server software is case-sensitive. Considering that many Web servers run on UNIX- or Linux-based computers, it's best to use only lowercase file and folder names.

Rename Pages for Search Engine Optimization

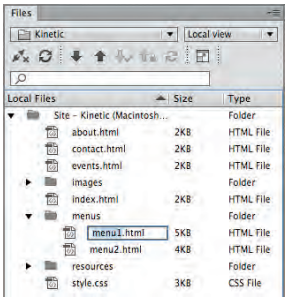
SEO (search engine optimization) is the process of improving the ranking of a Web site and its pages within **SERPs** (search engine results pages, or the pages that list the results of a search). Search engines certainly use the content of a page for ranking purposes, but the names of folders and files also affect search engine rankings. Descriptive folder and file names also improve usability; you can use **m/menu1.html** for the path to the dinner menu page, for example, but **/menus/dinner-menu.html** is much easier for visitors to understand — and will also improve your search engine ranking.

In this exercise, you rename the menu pages to more accurately describe what is contained in the files. As with moving files, the application recognizes when a file name has been changed and knows that links to the page must be adjusted.

1. **With the Kinetic site open, click menus/menu1.html in the Files panel to select that file.**

2. **Click the selected filename again to highlight it.**

   This highlights the existing filename, excluding the extension.



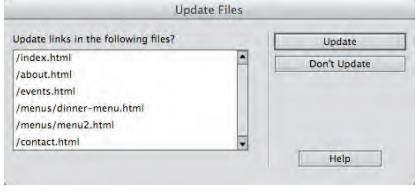
Note:

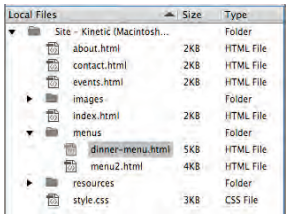
You can also Control/right-click a file in the Files panel and choose Edit>Rename to rename a specific file.

3. **Type dinner-menu, then press Return/Enter. In the resulting dialog box, click Update to update all pages that link to this page.**

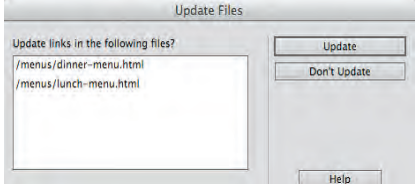
   Typing when the filename is highlighted replaces the previous file name. Pressing Return/Enter finalizes the change.

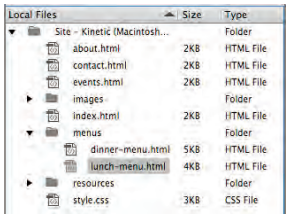
   As with moving files, Dreamweaver recognizes that all links to the renamed page need to point to the new file name.





4. **Repeat Steps 1–3 to rename menu2.html as lunch-menu.html.**





5. **Continue to the next exercise.**

Create Document Titles for Individual Pages

Appropriate document titles are an important concern for both search engines and site visitors. While the document title does not appear within the body of a Web page, it does appear in the title bar of the browser, as the default name of the page in the Bookmarks or Favorites list, and as the page name in search-engine results pages.

Page titles should be relatively short, around 70 characters or so to avoid their being truncated in various locations (such as a user's Bookmarks/Favorites list). You should separate the components of the title with some type of divider, such as a colon (:) or pipe (|) character.

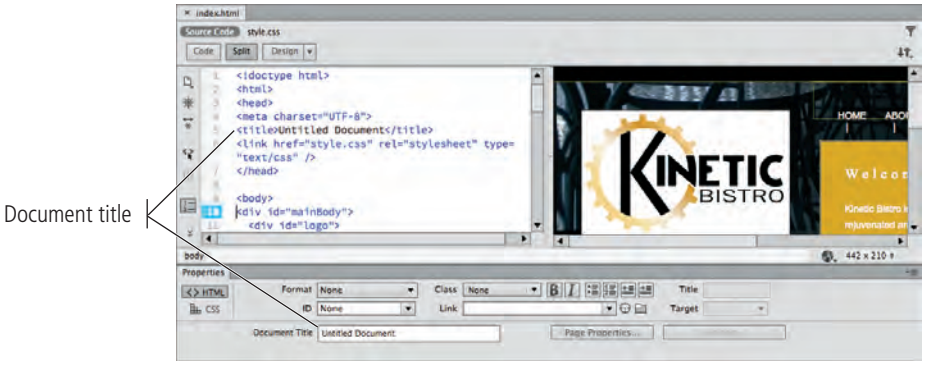
In this exercise, you add document titles to the new pages to increase the pages' search engine rankings and improve usability for visitors who find the pages in search engines and bookmarks. You also learn to use the Find and Replace function, which can greatly reduce the amount of effort required to create all of the document titles.

1. **With the Kinetic site open in the Files panel, open index.html.**

2. **Click the Split button in the Document toolbar to show both the Code and Design views at one time.**

3. **Examine the Document Title field in the Properties panel.**

   When you create a new page in Dreamweaver, the default title is "Untitled Document". That text appears in the Document Title field by default, and in the title element in the Code pane (wrapped in the opening and closing **<title>** tags).



4. **Choose Edit>Find and Replace.**

5. **Open the Find In menu and choose Entire Current Local Site.**

   This option allows you to affect all files in the active site. You can also search only selected text; the current (active) document; all open documents; a specific folder; or only selected files in the active site.

6. **Choose Source Code in the Search menu.**

   The document title does not appear in the body of the page, so when you use Find and Replace, you must apply the change to the source code rather than the document text.

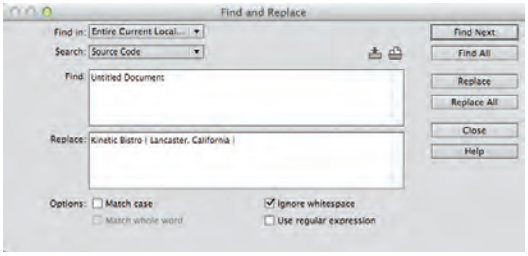
7. **In the Find field, type Untitled Document.**

Note:

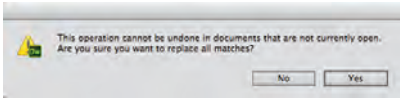
When you use the Split view, feel free to arrange the pane however you prefer. We arrange them as necessary to best suit what we are trying to show in our screen captures.

8. **In the Replace field, type Kinetic Bistro | Lancaster, California | . (Include a space after the final pipe character.)**

All pages in the site will include this block of text at the beginning of the document title. Further detail about individual pages will be added to the right of this information.

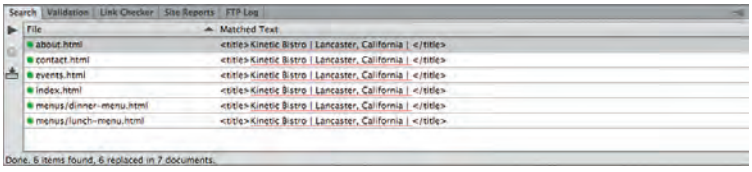


9. **Click Replace All. When prompted to confirm whether you want to proceed with this function, click Yes.**



Like most applications, Dreamweaver has an Undo function that allows you to undo the most recently completed actions; however, this function only works if the document is open. Since you are using the Find and Replace function on the entire folder and not only on an open page, you are making changes in closed documents — which means you cannot use the Undo command.

After completing the Find and Replace function, Dreamweaver displays the results in the Search panel.



10. **Examine the title in the Properties panel and the Code pane again for the open file (index.html).**

As a result of the Find and Replace function, the document title has been changed. The same change has been made in all pages in the site. (Because the **title** tag of the open page is active in the Code pane, the Properties panel now shows only options for that active element.)

11. **Control/right-click the Search panel tab and choose Close Tab Group.**

12. **Click in the Code pane to make it active.**

Making a specific pane active is called "bringing it into focus".

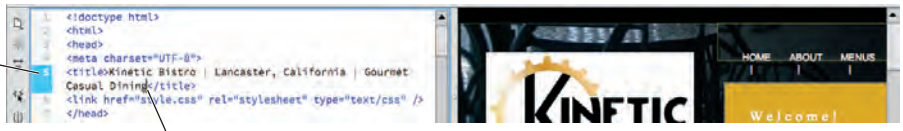
Note:

Some experts disagree whether the company name should come before or after the specific page information in a title. However, putting the company name at the beginning of the page title can help with search engine results because the company name is an important keyword.

13. **Click at the end of the existing page title to place the insertion point immediately before the closing </title> tag, then type Gourmet Casual Dining.**

You can edit the page title in the Document toolbar or in the Code pane. Changes in either place are automatically applied to the other.

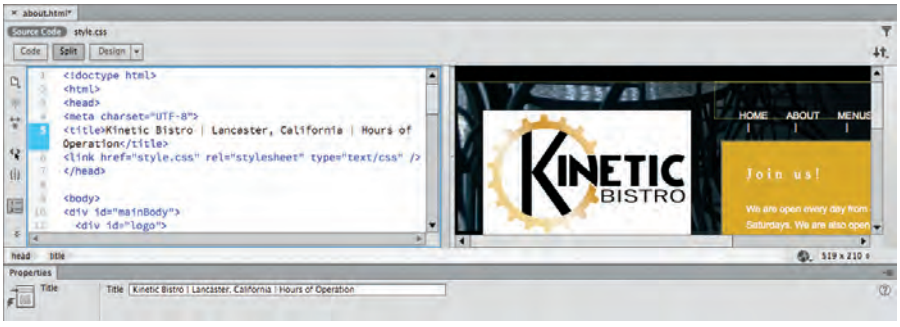
In the Code pane, blue highlighting identifies the entire line where the insertion point is placed.



Type the new information immediately before the closing </title> tag.

14. **Save index.html and close it.**

15. **Open about.html. Using either the Code pane or the Document Title field in the Properties panel, add Hours of Operation to the end of the existing page title.**



16. **Save about.html and close it.**

17. **Repeat this process (Steps 12–16) to change the page titles of the remaining pages as follows:**

File	Title
contact.html	Address and Contact Information
events.html	Special Event Facilities
menus/dinner-menu.html	Dinner Menu
menus/lunch-menu.html	Lunch Menu

18. **Continue to the final stage of the project.**

Note:

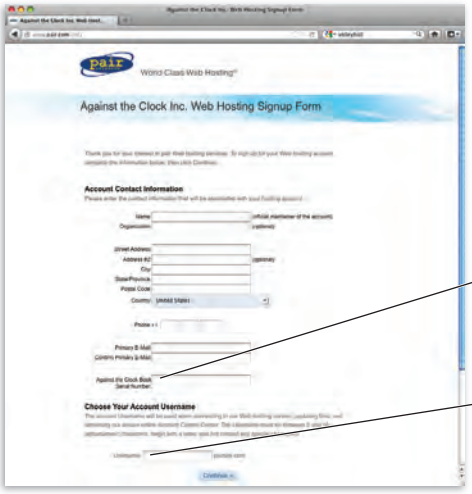
Unlike file names, document titles can use mixed lettercase and include spaces and other characters. However, you should avoid both single and double quotation marks.

Stage 4 Making Files Public

To complete the final stage of this project — making your files accessible to the browsing public — you need to have access to some type of server.

On the inside back cover of this book, you have a code that you need to gain access to the required resource files. The same code also provides access to a six-month, free trial Web hosting account at Pair Networks (www.pair.com).

If you don't already have access to an online server, go to **www.pair.com/atc/** to sign up for your hosting account before you complete the final stage of this project. You must enter your contact information and the code from the inside back cover of your book. You should then define a user name in the last field; this will become part of the server name for your hosting account.



Note:

After clicking Continue in this screen, the resulting message warns that the setup process can take up to one business day (although it is usually about an hour). You should complete this step as early as possible.

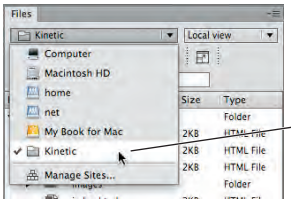
After you click Continue, you will receive an acknowledgement that your request is being processed. You will receive a confirmation email (sent to the email you defined in the Signup Form) with your username and password information. Once you receive the confirmation email, you are ready to complete the final stage of this project.

Hide Files from the Web Server

As you saw when you created the folders for the new site, not all of the new files are meant to be uploaded to the Web server — specifically, the Photoshop file in the resources folder. (You should, however, store such files locally as source files or documentation for the work you completed.) Dreamweaver provides a very useful function — called **cloaking** — that allows you to prevent certain files from uploading. You can cloak an individual file; cloak all files with the same extension (for example, all native Photoshop files with the PSD extension); or cloak a folder, which also cloaks all files in that folder.

1. **With the Kinetic site open in the Files panel, open the Directory menu and click the Kinetic site name in the menu.**

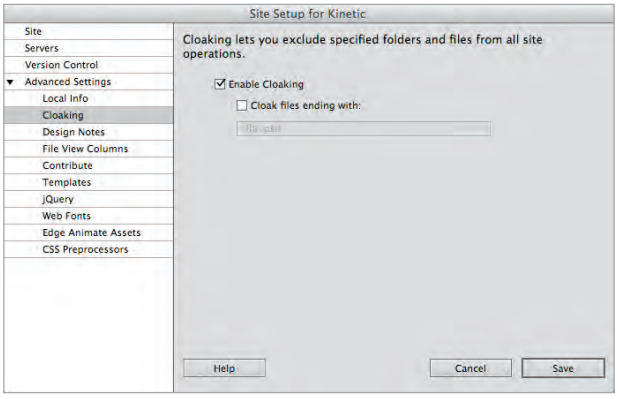
   This opens the Site Setup dialog box for the selected site. You do not need to go through the Manage Sites dialog box to edit the settings for the active site.



2. **In the Site Setup dialog box, expand the Advanced Settings menu on the left side and click Cloaking to show the related options.**

3. **Make sure the Enable Cloaking check box is active.**

   When Enable Cloaking is checked, you can hide selected files and folders from a Web server. You can also use the Cloak Files Ending With option to hide all files with the extensions that are listed in the field.



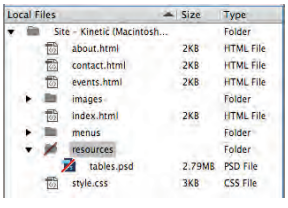
4. **Click Save to close the Site Setup dialog box.**

5. **In the Files panel, collapse all open folders and expand only the resources folder.**

6. **Control/right-click the resources folder and choose Cloaking>Cloak.**

> ***Note:***
>
> *You can also cloak a specific file by Control/right clicking that file in the Files panel and choosing Cloaking>Cloak.*

Notice the red slash through the resources folder icon and the icon for the file in the resources folder. The red slash refers to the cloaking function only; it does not prevent you from working with the files, adding more files, or deleting any of the existing files.



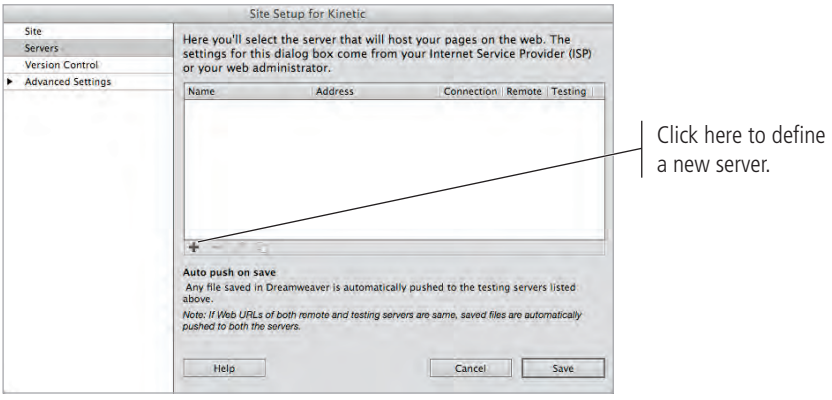
7. **Continue to the next exercise.**

Define Remote Connection Info for the Site

For Dreamweaver to manage file uploading, you first have to define the hosting server connection settings as part of the site setup information.

1. **With the Kinetic site open in the Dreamweaver Files panel, re-open the Site Setup dialog box for the site.**

2. **In the Site Setup dialog box, click Servers in the list of categories, then click the + button near the bottom of the dialog box to define a new server.**



3. **In the Basic options, type a name for the server you are using.**

   This name is simply for you to identify it in Dreamweaver.

4. **Assuming you are working with a remote server, choose FTP in the Connect Using menu.**

   If you are using a local server, consult your network administrator for the settings to use.

5. **In the FTP Address field, type the hostname for your server.**

   Using our example hosting account at Pair Networks, the FTP host is the same as the server name. (If you signed up for this service, your server name was in the confirmation email that you received after signing up.) Check your hosting account documentation for your FTP hostname and account information.

6. **Type your FTP login (username) and password in the related fields.**

   These are the username and password for your hosting account. Again, this information was probably sent to you via email when you first set up the hosting account; consult your server documentation for the correct information to use.

7. **In the Root Directory field, type the location of the folder where you want the files to be placed.**

   Some hosting providers require you to place public files inside a specific folder, such as public_html or www. When users navigate to your URL, they see the index page located in the designated folder.

   Using a hosting account at Pair Networks, as in our example, public files must be placed in the /usr/home/USERNAME/public_html/USERNAME.pairserver.com/ folder (the word "USERNAME" would replaced by your personal username),

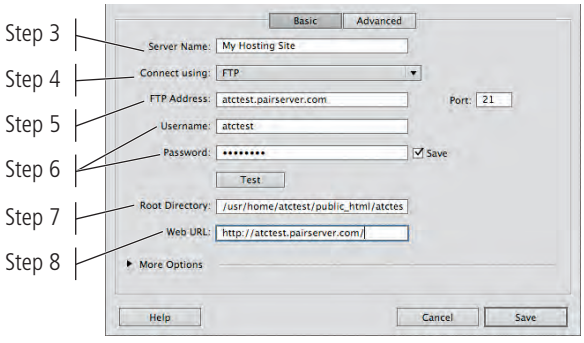
8. **In the Web URL field, type the URL at which users will access the site.**

Dreamweaver automatically defines this URL based on your other choices in this dialog box; the default value will be "http://" plus the FTP Address plus the Root Directory. In our example, the default was http://atctest.pairserver.com/usr/home/public_html/atctest.pairserver.com/.

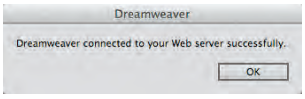
You need to change the URL to the path a user would type in a browser to access your site. In our example, the address is http://atctest.pairserver.com/.

Note that we removed the root-directory folder path from the URL; it is only required when you upload files for viewing over the Internet.

Make sure you enter the correct information for your domain name.



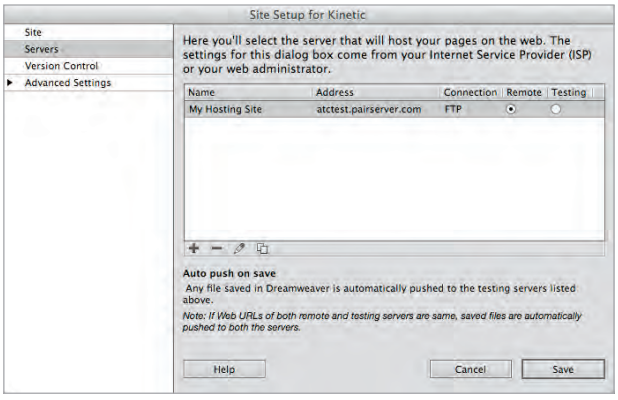
9. **Make sure the Save check box (next to the Password field) is checked, and then click Test.**



You must receive a message stating that Dreamweaver successfully connected to the Web server. If a connection with the Web server cannot be established, check your entries to make sure your Internet connection is active, and then try again.

(If you are working on a shared computer, you might want to uncheck the Save option. However, you will have to retype your username and password every time you upload files to your hosting account.)

10. **Click Save to return to the Site Setup dialog box.**

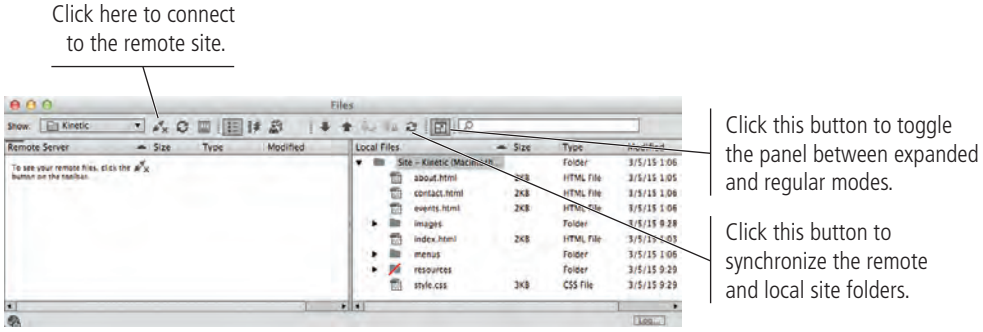


11. **Click Save to close the Site Setup dialog box, then continue to the next exercise.**

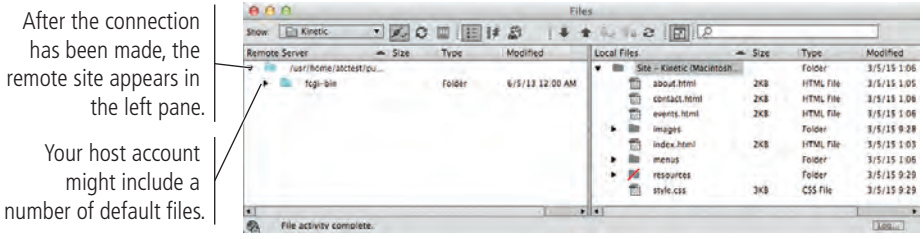
Upload Files to a Remote Site

Dreamweaver's FTP functionality makes it easy to put files into the remote site folder (defined in the Site Setup dialog box). You can even synchronize all files on the remote and local sites — which is useful when you are ready to publish the site for public Internet access.

1. **With the Kinetic site open in the Files panel, click the Expand button in the Files panel to show both the local and remote sites.**

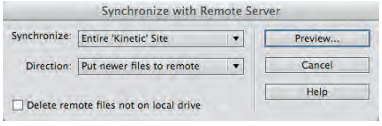


2. **Above the Remote Server pane, click the Connection button to link to and show the remote site.**



3. **Click the Synchronize button at the top of the expanded Files panel.**

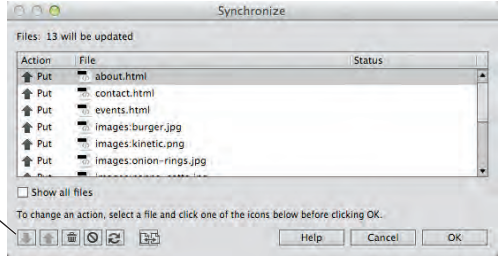
4. **In the Synchronize with Remote Server dialog box, choose Entire 'Kinetic' Site in the Synchronize menu, and choose Put Newer Files to Remote in the Direction menu.**



This utility enables you to synchronize an entire site or only selected files. You can also determine which version (local or remote) to synchronize from. For example, if you accidentally delete files from your local site folder, you can choose to synchronize files from the remote site to the local site to restore the missing files.

5. **Click the Preview button.**

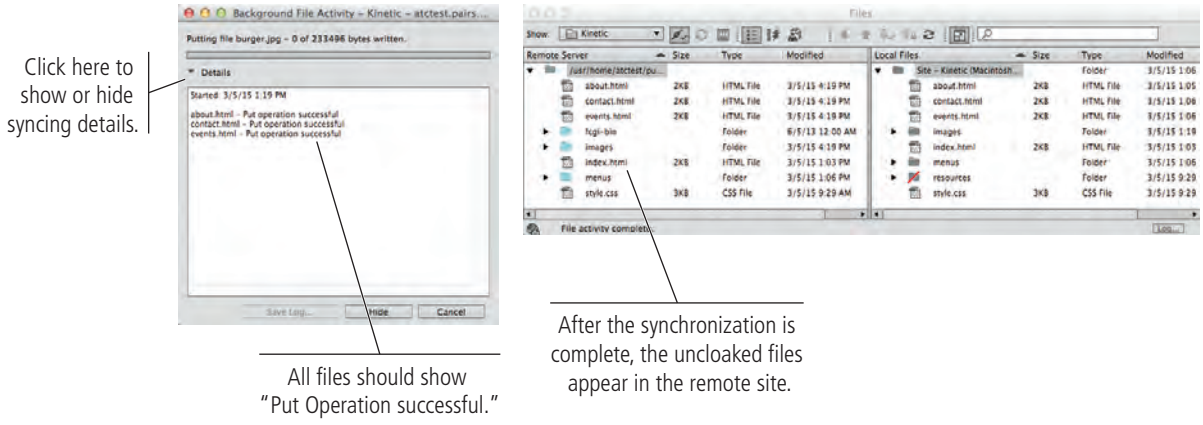
After a few seconds, the Synchronize dialog box shows a list of all files that will be affected by the process. In this case, this is the first time you are uploading to the remote site, so all site files need to be put onto the remote site.



6. **Click OK to put the files onto the remote site.**

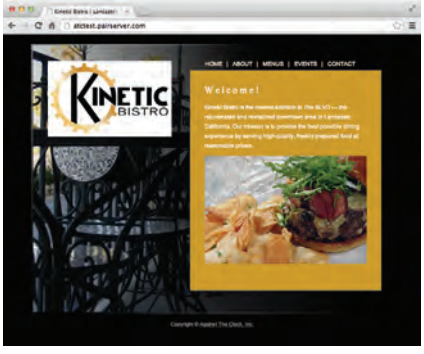
7. **In the Background File Activity dialog box, click the arrow button to the left of the word "Details."**

   When you upload files to the remote server, Dreamweaver keeps a log of affected files. The Background File Activity dialog box shows a list of each file, including any potential problems encountered during the transfer process. Clicking the Details button expands the dialog box and shows the progression of the synchronization.

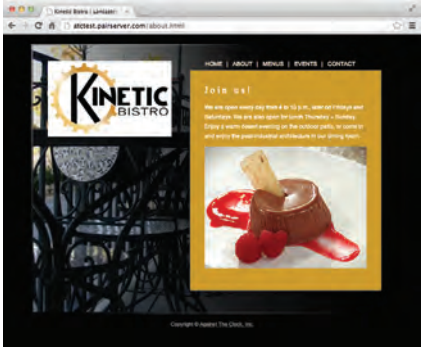


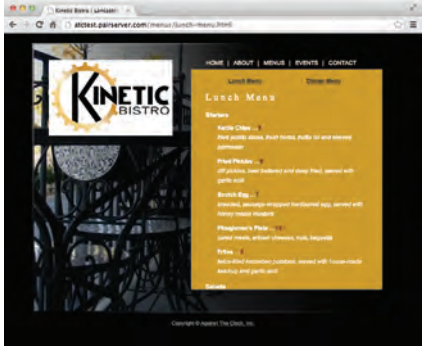
8. **Open a browser window. In the navigation bar, type the URL of the Kinetic home page at your domain name.**

   Type the same Web URL you defined in the Servers section of the Site Setup dialog box (see Page 58, Step 8). In our example, the complete URL is http://atctest.pairserver.com/.



9. **Test the various links in the site.**





10. **Close the browser and return to Dreamweaver, then continue to the next exercise.**

Export and Remove the Site Definition

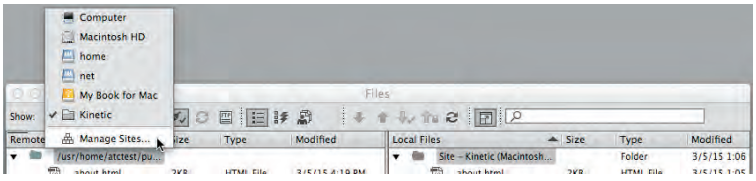
To reduce the potential for confusion, it's a good idea to remove the defined sites of completed projects, leaving only the defined sites of current projects.

As stated in the Interface chapter, removing a site from Dreamweaver does not delete the actual files and folders from your computer; it simply removes them from Dreamweaver. Rather than removing a site, however, you can export a site definition file — which you can later import to restore the same settings and options you already defined (as you did in the Interface chapter when you imported the sf-arts site).

As you work through the projects in this book, you will export and remove site definitions for completed projects, so your site list remains manageable. You should get into this habit so you can quickly reinstate site definitions if necessary.

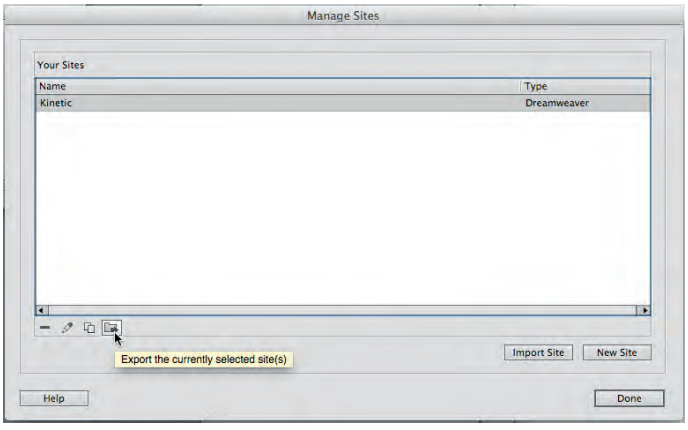
1. **With the Kinetic site open in the Files panel, choose Manage Sites at the bottom of the Directory menu.**

   You can access this menu even when the Files panel is in expanded mode.



2. **In the Manage Sites dialog box, choose the Kinetic site name, and then click the Export button.**

   This function creates a ".ste" file that stores the Dreamweaver site definition settings.

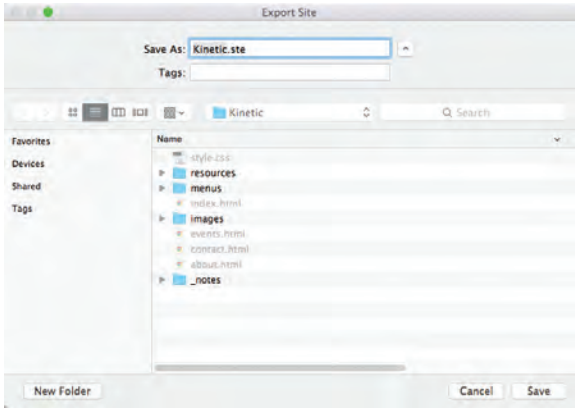


3. **Read the resulting warning. Choose the option you prefer, then click OK.**

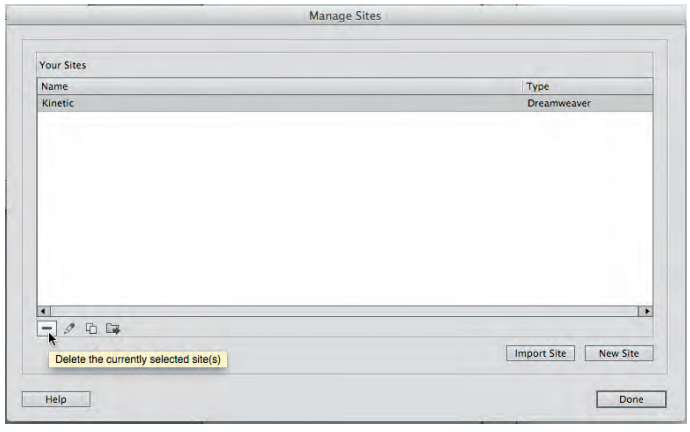
   If you are sharing site files with other users, you might want to exclude login and password information in the site setup. Each user should have his or her own password and login information.

4. **Navigate to WIP>Kinetic and click Save.**

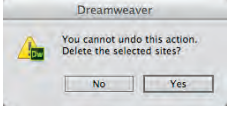
The Export Site dialog box defaults to the current site's root folder. You can restore the site settings by importing the site definition file from this location.



5. **In the Manage Sites dialog box, make sure Kinetic site is selected and click the "–" button to remove the site from the list.**



6. **Click Yes to the warning to confirm the removal of the Kinetic site definition.**

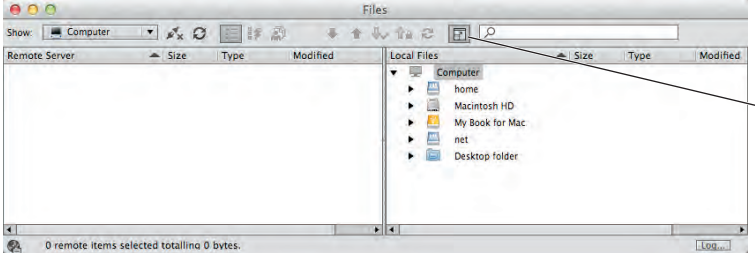


Remember, you are not deleting the files from the site; you are simply removing the site definition from Dreamweaver.

7. **At the bottom of the Manage Sites dialog box, click Done.**

8. **Click the Collapse button in the Files panel.**

The Files panel retains the last-used position and mode; it can be a good idea to collapse it whenever you are not interacting with files on a server.



Project Review

fill in the blank

1. The _____ extension identifies a Dreamweaver site definition file.
2. The _____ is the primary folder that contains all files and subfolders of a Web site.
3. The _____ is used to view and manage files that make up a site in Dreamweaver.
4. _____ is the process of improving a page's ranking in search engine results pages.
5. A(n) _____ is a path from one file to another, beginning from the current location and moving up or down through folder paths to the target image.
6. The notation _____ tells Dreamweaver to move up one folder from the current location.
7. The _____ shows the nested order of HTML tags to the currently selected object.
8. The _____ protocol is used to define an email link.
9. _____ is the process of hiding certain files in the site so they are not uploaded to the Web server.
10. The _____ pane of the Site Setup dialog box defines the settings you need to upload site files through Dreamweaver's Files panel.

short answer

1. Briefly explain why it is important to define a Dreamweaver site file.
2. Briefly explain the importance of creating a site flowchart.
3. Explain three different methods for creating a link to a page in the current site.

Portfolio Builder Project

Use what you learned in this project to complete the following freeform exercise.
Carefully read the art director and client comments, then create your own design to meet the needs of the project.
Use the space below to sketch ideas; when finished, write a brief explanation of your reasoning behind your final design.

art director comments

Romana Place Town Homes is adding a photo tour to its Web site. The owner is fairly competent at building Web pages, but is having trouble finalizing the new site. Your job is to finish what he started in a professional, organized manner.

To complete this project, you should:

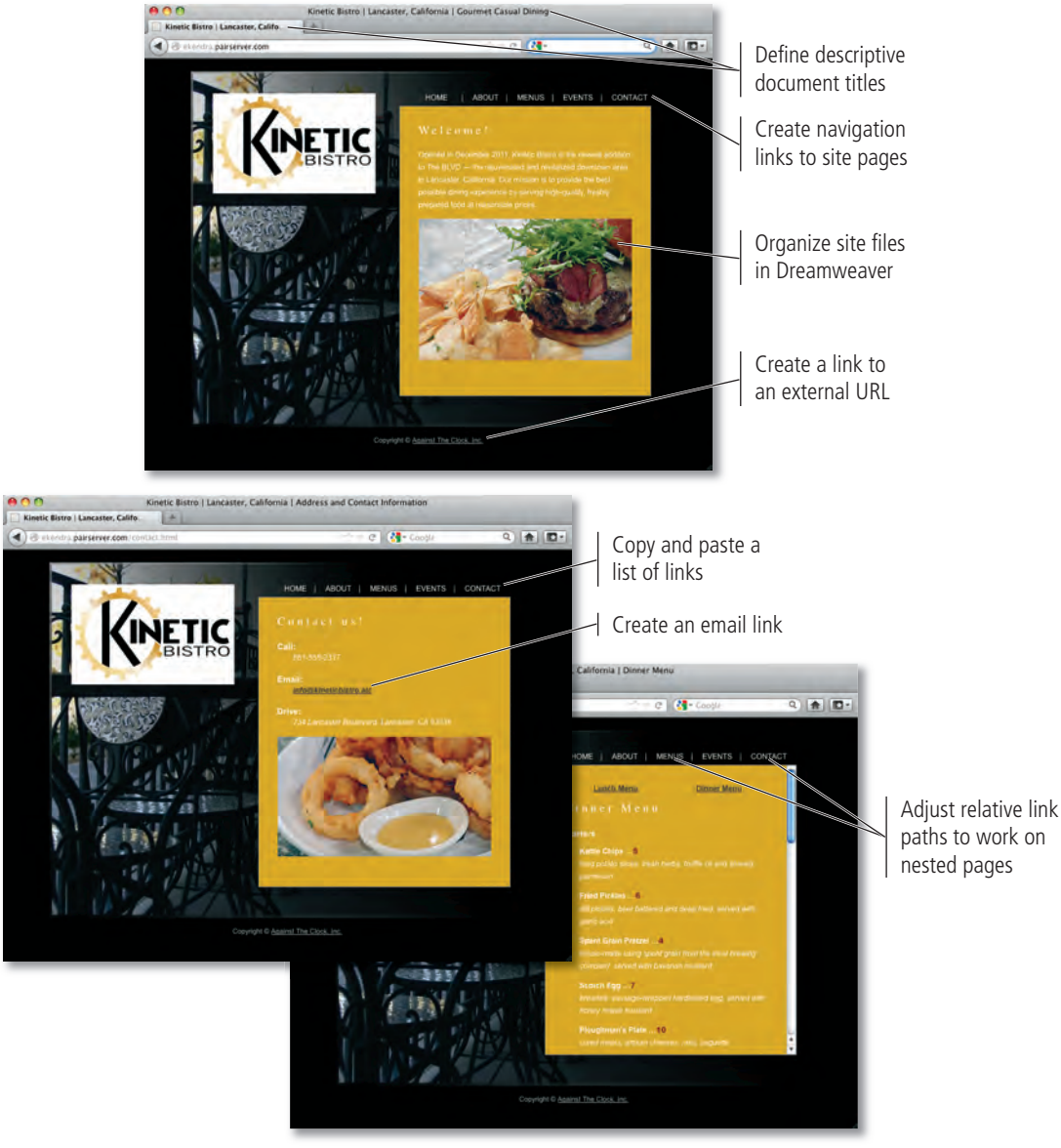
- ❑ Import the site files into Dreamweaver (from the **Rentals_DWCC15_PB.zip** archive on the Student Files Web page).
- ❑ Analyze the content of the different pages. Create a flowchart to map the direction of links from one page to another in the site.
- ❑ Organize the site folder into a clear, understandable structure.
- ❑ Create the links from one page to another throughout the entire site.

client comments

When I started working with our site files I noticed that none of the links exist anymore. I might have worked from an earlier version of the site files, but I'm not sure. Can you fix this for me? Other than the navigation in the middle of the pages, there are a number of other places where links are necessary:

- Users should be able to navigate between the different property pages without going back to the main Properties page.
- There should be a link to our main information email address (info@romanaplace.atc) on every page.
- The original design company's name in the footer should link to its Web site.

project justification

Project Summary

This project focused on two of the foundational elements of Web site design — organizing files and creating links. A well-organized site structure includes links that make it easy for users to navigate throughout the entire site. Dreamweaver makes it easy to manage the files in a site — renaming and moving them while maintaining the links between pages within the site. You also learned a number of ways to create links, whether to other pages in the site, to an external URL, or to an email address. The skills you used in this project will be required to complete virtually any site you create in Dreamweaver.