

# SITE MANAGEMENT

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## INTRODUCTION

Those of you who have already built Web pages will likely agree that file management is one of the biggest challenges of this medium. By file management, I mean the organization, folder structure, and naming conventions of all the pages and graphics in your web site. Few other disciplines require the creation of so many documents at once, because web pages are usually comprised of numerous text and image files.

To compound the difficulty of managing lots of files, most people build web sites from their hard drive, and when they finish, they upload these files to a Web server so that the files can be viewed from the Web. Let's say that you created a folder on your hard drive and called it 'HTML' and created another folder called 'graphics.' If you put your HTML and graphics files inside those two folders, you would have to replicate this EXACT folder structure when you upload those files to your Web server, or your links to those files would break.

Dreamweaver has a sit-management scheme that requires that you keep all of your files within one main root folder, so you can easily duplicate the folder structure that's on your hard drive when you upload to a Web server. **A root folder is no different than any other kind of folder on your hard drive, except that you have specified to Dreamweaver that all your web development will take place here.**

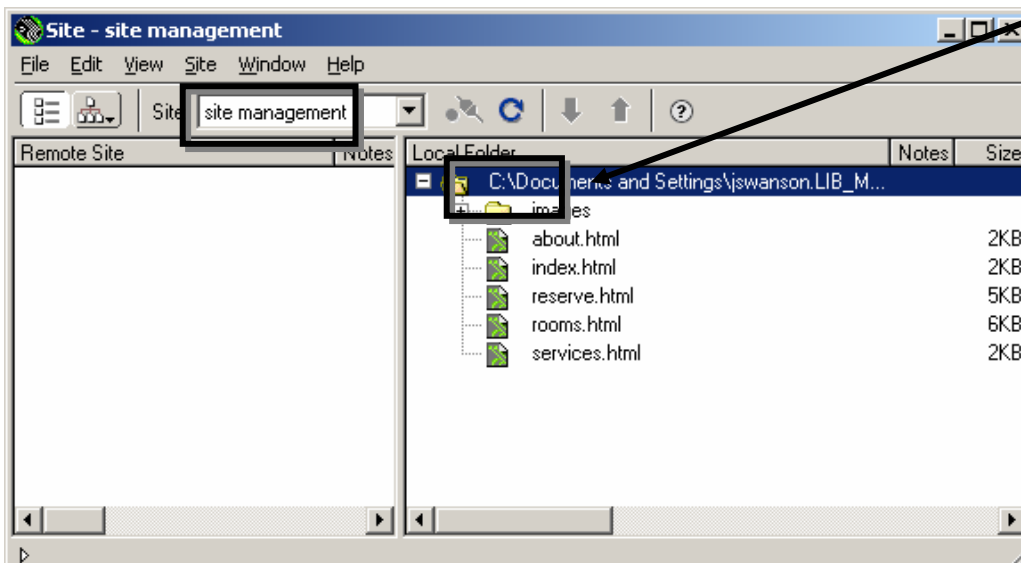
Taking it one step further, let's say that you decided midstream to change the folder hierarchy of your site by adding a folder or changing a folder name. If you were hand-coding the pages, it would be a real pain to make these changes. Dreamweaver makes this process painless, as long as you work within its site-management structure.

## DEFINING A SITE

You will be working with a folder of HTML and image files that are already in your lib302 folder inside the folder named after your computer. The folder is named chap\_03. It is best to just leave it named that.

1. Open Dreamweaver and **press F5** to bring up the Site window. (Or press the Site button on the Launcher.
2. On the pop-up menu **select Define Sites**. (Note: If you have worked in Dreamweaver before, and have already defined other sites, you would click **New**.) This will open the Site Definition window as shown on the next page.

3. Type **Site Management** for the **Site Name**. (*This is an internal naming convention so you can use any kind of name you want without worrying about spaces or capitalization. Think of it as your own pet name for your project*).
4. Click on the small yellow folder icon to the right of the **Local Root Folder** text box. Browse to the **siteManagement** folder that is in the **my documents** folder.
5. Click **OK**.
6. Put a check in the **Use Cache to Speed Link Updates**. This will increase the speed with which Dreamweaver performs its link-management features.
7. Click **OK**. Another dialog box will appear indicating that the initial site cache needs to be created. You can choose not to have this message displayed in the future by clicking on the check box (highly recommended).
8. Click **OK**. After the site cache has been created, you will be brought back to the **Define Sites window**.
9. Click **Done**.



The **Site Window** is now defined as **Site Management**. The list represents all the files inside the **my documents** folder.

## ORGANIZING A LOCAL SITE

When creating a site, start by setting up the basic structure of the site on your local disk. (If you already have a local site on your computer, a site that you created outside of Dreamweaver, see the Editing an existing local site article.) If you already have a remote site on a Web server and you want to use Dreamweaver to edit that site, see the Editing an existing remote site article.)

Organizing your site carefully from the start can save you time and prevent frustration later on. To set up a site, create a folder on your local disk to hold all the files and subfolders for your site (including HTML files, image files, Cascading Style Sheets, and so on), then create and edit documents within that main folder. The folder that contains everything in your local site is called the local root folder.

### Here are some suggestions for creating an organized site:

- Put all your sites in one place. Create a folder named Sites, and then create local root folders inside that folder. Use a separate local root folder for each site you're working on.
- Break down your site into categories. Put related pages in the same folder. For example, your company press releases, contact information, and job postings might all go in one folder, and your online catalog pages in another folder. Use subfolders where necessary. This type of organization will make your site easier to maintain and navigate.

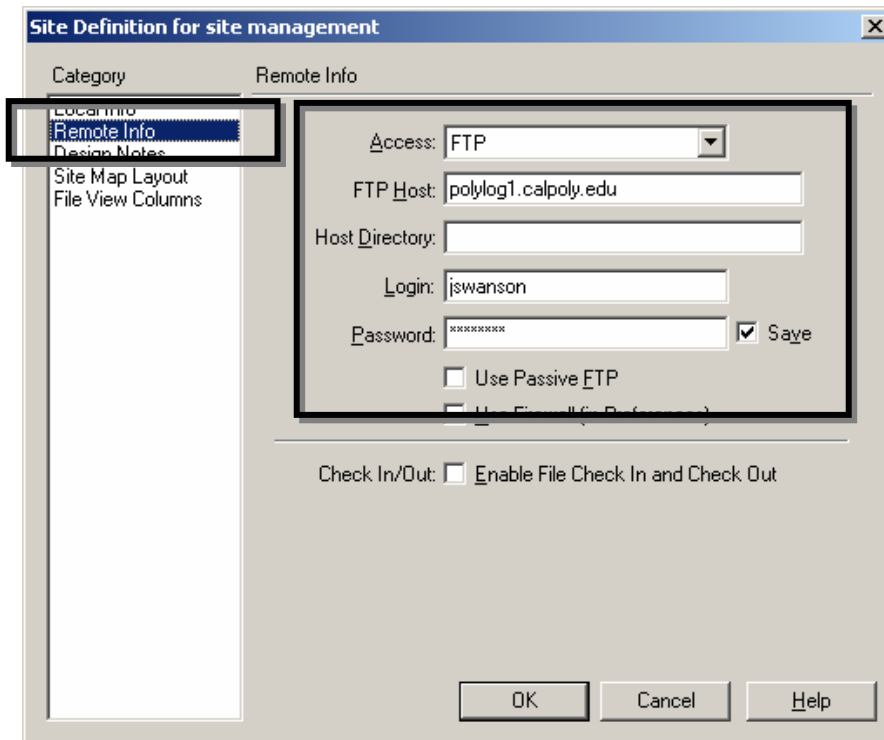
- Decide where to put dependent files such as images and sound files. It's convenient to place all your images, for example, in one location, so that when you want to insert an image into a page you know where to find it. Designers sometimes place all of the non-HTML items to be used on a site in a folder called assets; you can create subfolders of the assets folder for images, sounds, and so on.
- Use the same folder structure for local and remote sites. Your local site and your remote Web site should have exactly the same folder structure. If you create a local site using Dreamweaver and then copy, or upload, everything to the remote site, Dreamweaver ensures that the remote site's structure is a **precise** duplicate of the local site.

## GETTING YOUR PAGES ONLINE

In order for your site to be seen on the World Wide Web, your files need to be uploaded to a live Web server. In Dreamweaver, the files on your hard drive are referred to as **local files** and the files on a live web server are referred to as **remote files**.

To access the FTP component of Dreamweaver

1. press **F5**, and select **Define Sites**.
2. Choose **Chapter 3** and click **Edit**
3. Click on the Web Server Info, and Choose **FTP** from the pull-down menu.
4. Fill in the boxes as they are in the image below, except put in your login and password.
5. Click **OK**.
6. You should see the inside of your public\_html folder from your polylog account appear on the left window of Dreamweaver's Site Window.



It is important to note that you do not have to use Dreamweaver to exchange files with a remote server. You can use other FTP applications as well, such as Fetch (Mac) and WS\_FTP (Windows),

## RELATIVE AND ABSOLUTE LINKS

This exercise will help you understand two different types of links - those that are relative and those that are absolute. **Relative links** reference files that are part of your site. If you want to link to an external file, such as someone else's site, you have to use an **absolute link**.

1. Press **F5** to make sure that the Site window is open. Look into the right side of the Site Window to the Local Folder and **double-click on index.html to open it**.
2. You will see the following page:



3. Single-Click on the "about the inn" (about.gif) image at the bottom of the screen to select it.
4. Once the image is selected, the Properties Inspector Window changes to show you the properties of that particular image.

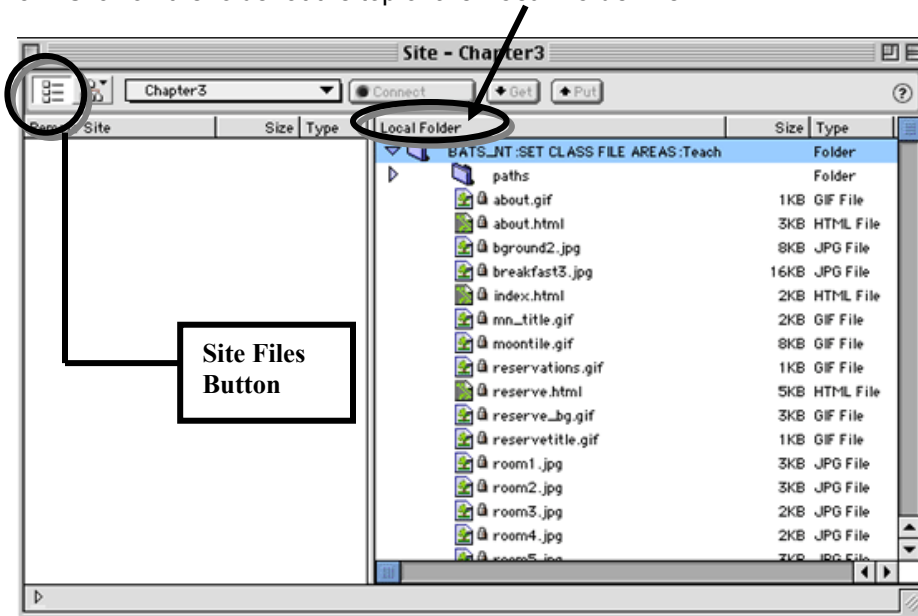


5. Notice that this image links to **about.html**. The link about.html is a **relative link**. It does not have additional information in front of it such as: **http://www.whatever.com/about.html**. The file does not need that information because the file name is relative to other internal links in the site.
6. Highlight the word **Ojai** at the bottom of the Document window. (TIP: you can double-click on text to select it).
7. In the Properties Inspector, notice that this image links to **http://www.ojai.org** This is an external link to another site on the Internet. This type of link is referred to as an absolute link. It needs that additional information to specify its location on the web. It is **not** relative to your web site, and it exists on server other than yours.
8. **Save and Close the file.**

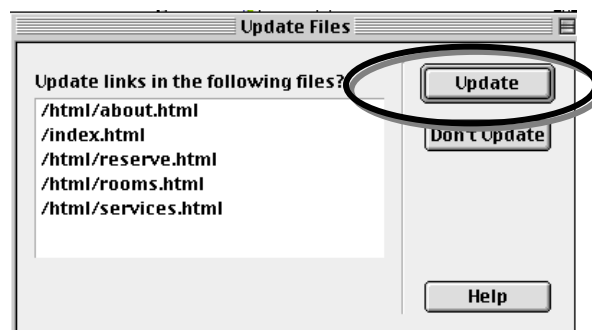
## FILE AND FOLDER MANAGEMENT

From within Dreamweaver's site window, you can create new folders and files, as well as move them around. This is another reason why you should always work in Dreamweaver for creating web sites. It will keep track of where the files have been moved or added.

1. Make sure the Site window is open
2. Click on the Site Files button in the upper left corner.
3. Click on the folder at the top of **the Local Folder** view



4. Select **Site>Site Files View>New Folder**. This will add a new folder to the local folder.
5. Type **html** for the folder name and press **Return**.
6. Now you will need to select the files to be moved into the folder you just created. Select discontinuous files (files that are not adjacent to one another) by;
  - Clicking on the **about.html** file
  - Then hold press the **CMD key+Click** on **reserve.html**, **rooms.html**, and **services.html**.
7. Once the four files are selected, drag them to the **html** folder that you just created. This will move all four files into this new location.
8. When you move the files, Dreamweaver prompts you to update the links. Click the **Update Button**. Dreamweaver will list all the different files that were affected by the files you just moved. Once you click **Update**, these files will be rewritten automatically to reflect the change in the structure. Isn't life grand?



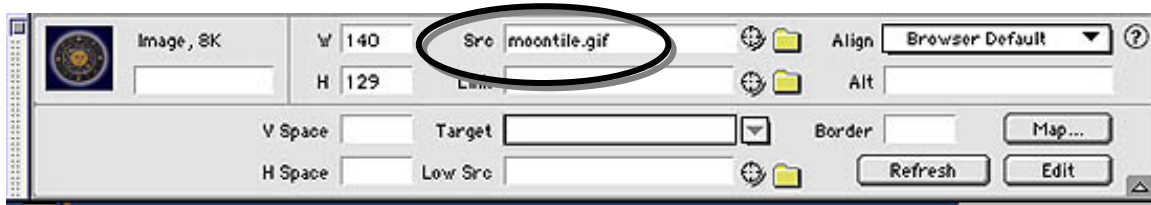
## UNDERSTANDING THE PATH STRUCTURE

This next exercise builds on Dreamweaver's Site window features, and shows how path structures are altered if you move files around. **A path structure is simply the route through a file system to a particular file.** Both relative and absolute URLs can be configured in a variety of different path structures. In this exercise, you will reference files in three distinct ways, each demonstrating the different type of file structures you might encounter.

### Inserting a file that is within the same folder

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1. Make sure the **Site window** is open. (F5)
2. Under the Local Folder column, double-click on the **paths** folder.
3. Open **path1.html**.
4. Choose **Insert>Image**. Select **moontile.gif**.
5. Once you have inserted the picture, look at the **Properties Inspector**.

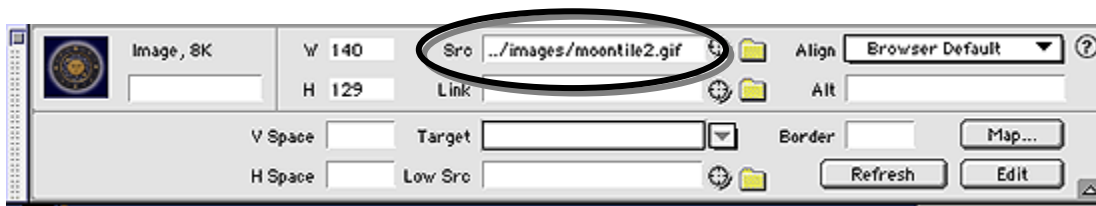


6. Notice that the Src is set to **moontile.gif**. As you become more experienced with building web pages, you will begin to notice that a file name with no slash in it means that the file was in the same folder as the HTML that referenced it.

### Inserting a file that is inside another folder

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1. Delete the image you just inserted by selecting it (clicking on it once) and pressing the **Delete** key.
2. Choose **Insert>Image** and open the **images** folder nested inside the **paths** folder to select **moontile2.gif**.
3. Once you have inserted the image, look at the **Properties Inspector** again.

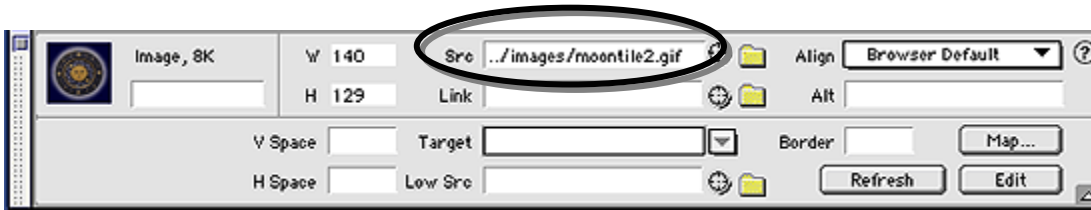


4. Notice that the **Src** is now set to **images/moontile2.gif**. The slash means that the file is nested inside another folder.
5. Save and close **path1.html**.

### Opening an html file that is inside a folder, and inserting an image that is outside a folder

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1. From the **Site Window** open **path2.html** from the **html** folder nested within the **paths** folder.
2. Choose **Insert>Image** and navigate outside the **html** folder into the **images** folder to find **moontile.gif**.
3. Once you have inserted the image, look at the Properties Inspector again.



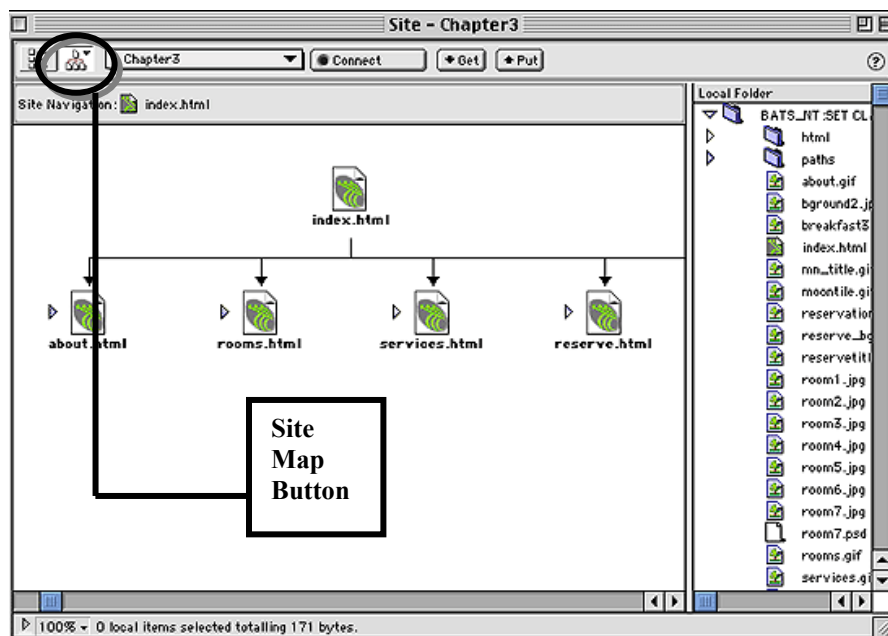
4. Notice that the **Src** is now set to **../moontile.gif**. The two dots before the slash indicate that the image was one folder up from the HTML Document that referenced it.

Path Notations in Dreamweaver	
Path Notation	Description
document.gif	No slash (/) or dots(..) indicates that the file is inside the same folder as the HTML file.
images/document.gif	The forward slash (/) indicates that the file is inside the images folder, or the file is located one level down from the HTML file.
../images/document.gif	The two dots (..) indicate that the folder is one level up from the HTML file.

## CREATING A SITE MAP

The Site Map is a great way to examine the structure of your Web site. It lets you see the different levels and what is contained within those levels. If you change the structure of the site, the site map will change as well. This exercise will show you how to make a site map.

1. Press **F5** to open the **Site** window.
2. Click on the **Site Map button** in the upper-left corner of the **Site** window. A pull down menu lets you choose between two options, **Map Only** or **Map and Files**.

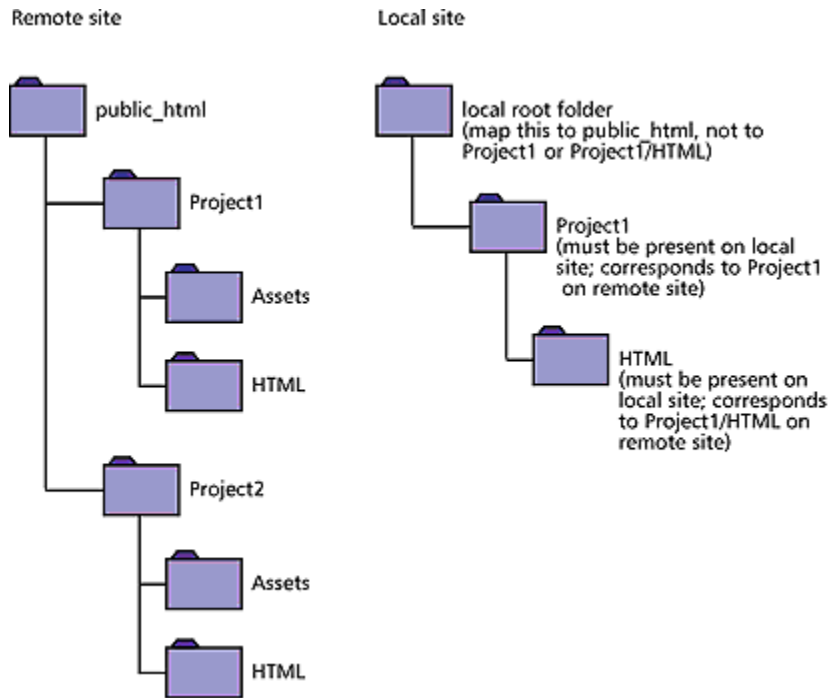


3. The **Site Map view, set to Maps and Files**, will open in the left side of the window.
4. Click on the **Site Map button**, and Choose **Map Only**. Here you will see the relative and absolute links displayed side by side. The **absolute links** are in blue and have a small globe to their right. The **relative links** have an arrow on their left.

## EDITING AN EXISTING REMOTE SITE

You can use Dreamweaver to copy an existing remote site (or any subfolder of a remote site) to your local disk and edit it there, even if you didn't use Dreamweaver to create the original site.

Note that even if you intend to edit only part of the remote site, you must locally duplicate the entire structure of the relevant branch of the remote site; from the remote site's root folder down to the files you want to edit. For example, if your remote site's root folder, named `public_html`, contains two folders, `Project1` and `Project2`, but you want to work only on the HTML files in `Project1`, you don't need to download the files in `Project2`. However, you must map your local root folder to `public_html`, not to `Project1`.



### To edit an existing remote site

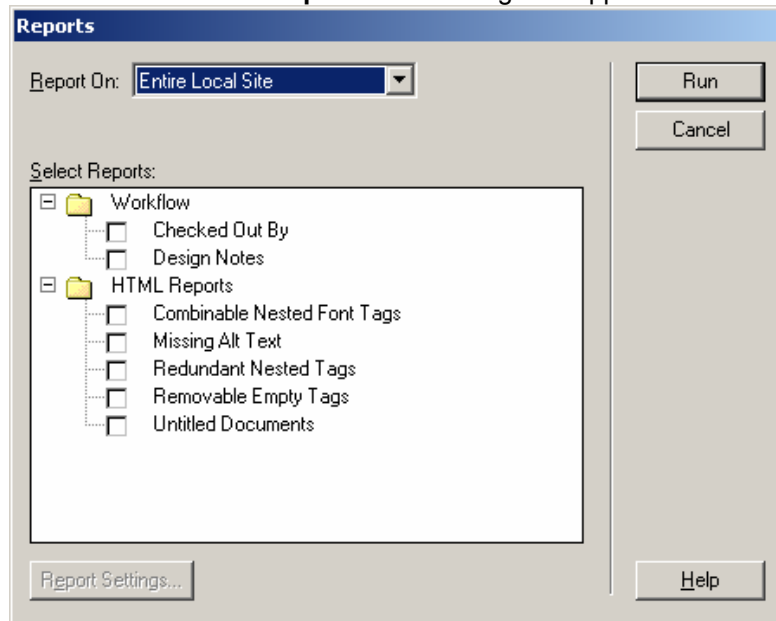
1. Create a local folder to contain the existing site, then set it up as the local root folder for the site.
2. Set up a remote site, using information about your existing site. Be sure to choose the correct root folder for the remote site.
3. Connect to the remote site using the Connect button in the Site window.
4. Depending on how much of the remote site you want to edit, do one of the following:
  - a. If you want to work with the entire site, select the root folder of the remote site, and click Get to download the entire site to your local disk.
  - b. If you want to work with just one of the files or folders of the site, locate the file or folder in the Remote pane of the Site window, and click the Get File(s) button to download that file to your local disk. (If you've set up the local site correctly, Dreamweaver automatically duplicates as much of the remote site's structure as is necessary to place the downloaded file in the correct part of the local site hierarchy.) When downloading only one part of a site to edit it, you should generally choose to include dependent files.
5. Proceed as if creating a site from scratch: edit documents, preview and test them, and upload them again to the remote site.

## CREATING REPORTS

You can run various types of reports on documents, folders, and sites, sort the results, and get additional details about selected results.

To create a report:

1. Choose **Site>Reports**. The Dialog Box appears.



2. Choose a Report category from the Report On pop-up menu. The Report options are Current Document, Entire Local Site, Selected Files in Site, or Folder. (You cannot run a Selected Files in Site report unless you have already selected files in the Site Window).
3. Select a report type by clicking the appropriate box. You can select one report, or select several to run them simultaneously.
4. Click **Run** to create the report. Depending on what you chose to report on, you may be prompted to save your file, define your site, or select a folder.
5. A list of results is displayed in the Results window.
6. Click **Open File** to go to the selected item in the Document window. (or double-click on the file).

## CHECKING LINKS IN A PAGE OR A SITE

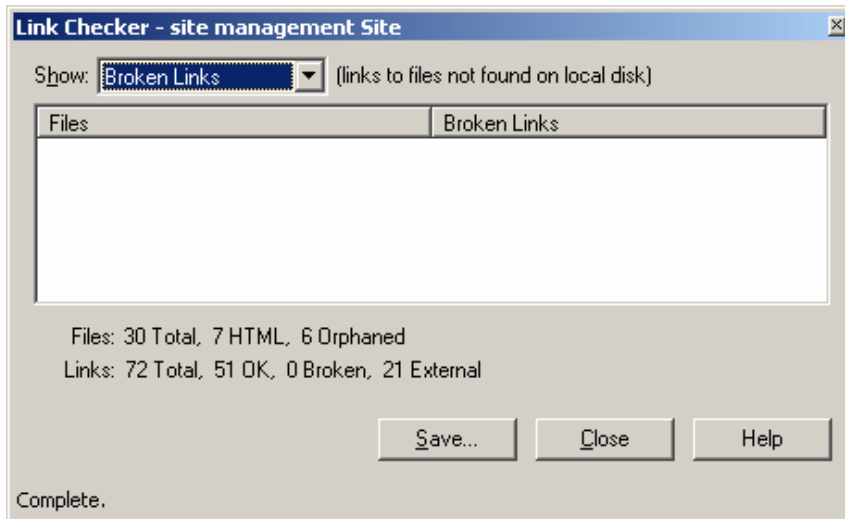
Fixing broken links (links that no longer follow a valid path or point to a nonexistent file) on a large site can be a tedious and time-consuming problem. This is because a large site can contain hundreds of links to internal and external documents, and the links may change over time. Orphaned files (files that still exist in the site but are no longer linked to any file in the site) can be a problem too, because they may take up disk space and confuse others working on the site.

Use the Check Links feature to search for broken links and unreferenced files in an open file, a portion of a local site, or an entire local site. The only links that Dreamweaver verifies are links to documents within the site; Dreamweaver compiles a list of external links that appear in the selected document, but it does not verify them.

When Dreamweaver has finished checking the links in the specified files, it opens the Link Checker Dialog box. This dialog box displays a list of broken links, external links, and orphaned files.

**To check links in the entire site:**

1. Choose **Site>Check Links Sitewide**. The link checker dialog box appears.



2. A list of files that fix the report you selected appears in the Link Checker Dialog box.
3. You can fix broken links and images references directly in the Link Checker dialog box, or you can open files from the list and fix links in the Property Inspector.