

Dreamweaver: Getting Your Site Under Control



Client Solutions and Training
A Division of KU Information Technology

www.technology.ku.edu

Abstract: Take control of your Web site with Dreamweaver’s powerful site management tools. In this class we will focus on using libraries and templates.

Contents

| | |
|-------------------------------|---|
| Introduction | 3 |
| Objectives | 3 |
| Prerequisites | 3 |
| Definitions | 3 |
| Assets Panel | 5 |
| Opening the Assets Panel..... | 5 |
| What are Libraries?..... | 5 |
| Creating a Library Item..... | 6 |

Information Technology

Dreamweaver: Getting Your Site Under Control

| | |
|--|----|
| Setting Library Preferences..... | 7 |
| Adding a Library Item to a Page..... | 7 |
| Making Changes to a Library Item | 8 |
| Updating Pages that Use an Edited Library Item | 9 |
| Renaming a Library Item..... | 9 |
| Deleting a Library Item from the Library | 9 |
| Making Library Items Editable..... | 9 |
| Using Templates | 10 |
| Creating a Template..... | 10 |
| Creating new Web Pages using a Template | 12 |
| Applying a Template to an Existing Web Page | 12 |
| Testing Your Site..... | 13 |
| Checking for Broken, External, and Orphaned Links | 13 |
| To Check Links within the Current Document..... | 13 |
| To Check Links within a Portion of a Local Site | 14 |
| To Check Links in the Entire Site | 14 |
| To Run Reports to Test a Site..... | 15 |
| To Use and Save a Report..... | 15 |
| Searching for and Replacing Text..... | 15 |
| Related Training Available from Information Technology | 17 |
| Getting Additional Help | 17 |

Introduction

As you develop websites, you accumulate a growing number of *assets*. In some cases, you might use the same assets across multiple sites. In this workshop we will focus on two assets: *library items* and *templates*. Library items and templates are *linked assets*, which means that editing a library item or template will update all documents in which these assets have been applied. Library items are intended for individual design elements, such as a site's copyright information or a logo. Templates let you control a larger design area.

Additionally, Dreamweaver provides several features to help you test your site, including previewing pages and checking for browser compatibility. You can also run various reports, such as a broken links report.

Objectives

In this workshop you will learn how to:

- Use libraries to manage similar content among various pages
- Create templates to give a Web site a uniform look and feel
- Use built in utilities such as Check Links to quickly locate and manage broken links and dead pages

Prerequisites

- *Dreamweaver: Getting Started*
- *Dreamweaver: Creating Web Pages*

Definitions

| Term | Definition |
|-----------------------------------|--|
| Asset | Assets include a variety of elements that you store in a site, such as an image or movie file. You can view and manage assets in the current site using the Assets panel. |
| CSS (Cascading Style Sheet) | Cascading Style Sheets (CSS) are collections of formatting rules that control the appearance of web pages. |
| Dependent file | Dependent files are images, external style sheets, libraries, and other files referenced in your document that a browser loads when it loads the document. |
| Editable Region | An unlocked region in a template-based document; a section a template user can edit. |

Information Technology

Dreamweaver: Getting Your Site Under Control

| | |
|--------------|---|
| Library | A library contains a collection of individual assets or copies of assets you have created for placement in your web pages. A change or update to a library item updates each of the web pages on which that item appears. |
| Place Holder | A placeholder is a spot or location you use in a Dreamweaver document until final artwork is ready to be added to the page. You can define certain attributes of the placeholder: you can set the placeholder's size and color, as well as provide it with a text label. An image placeholder's color, size attributes, and label appear when the image placeholder is viewed in the Document window. |
| Template | <p>A "fixed" page layout. The author creates regions in the template that are editable in documents based on that template; if the author does not define a region as editable, then template users cannot edit content in that area. Templates enable template authors to control which page elements template users—such as writers, graphic artists, or other web developers—can edit. There are several types of template regions the template author can include in a document.</p> <p>One of the most powerful uses of templates is the ability to update multiple pages at once. A document that is created from a template remains connected to that template (unless you detach the document later). You can modify a template and immediately update the design in all documents based on it.</p> |

Assets Panel

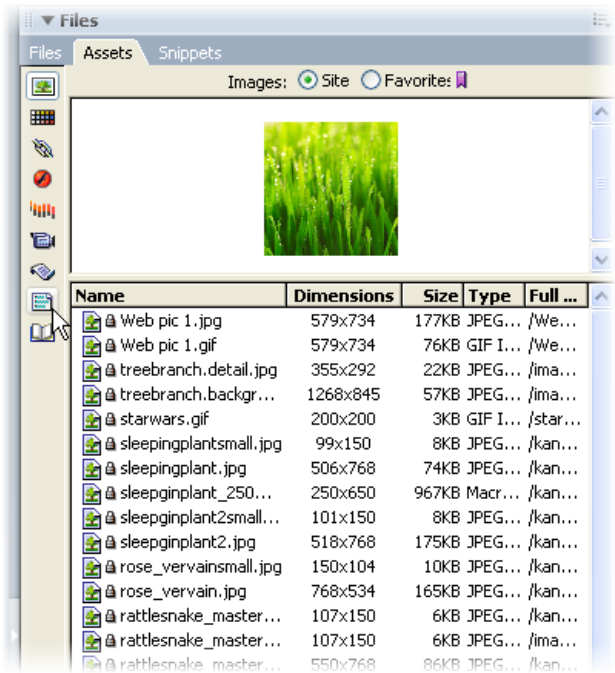
You can use the **Assets** panel to view and manage assets in your current site. The **Assets** panel displays assets for the site associated with the active document in the Document window. Assets include a variety of elements that you store in a site, such as an images or movie files.

Note: You must define a local site before you can view assets in the Assets panel.

The **Site** list shows all of the assets in your site, including colors and URLs that are used in any document in your site.

The **Favorites** list shows only the assets you have explicitly chosen. To add an asset to the **Favorites** list, select the asset in the **Site** list, then select **Add to Favorites** from the Options menu in the **Files** panel group's title bar.

In both lists, assets are divided into categories (along the left side of the **Assets** panel). The **Site** list and the **Favorites** list are both available for all categories of assets *except* templates and library items.



Opening the Assets Panel

In the **Files** panel group, click the **Assets** tab (or choose **Window > Assets** from the menu bar).

The Assets panel appears. By default, the Images category is selected.

To preview an asset, select the asset. The preview area at the top of the panel shows a visual preview of the asset.

To change the size of the preview area, drag the line that separates the preview area from the asset column headings.

What are Libraries?

Libraries contain page content such as images, text, Flash files and other objects that you want to reuse or update frequently throughout your web site. When you place a library item in a document, Dreamweaver inserts a copy of the HTML source code for that item into the document, and adds an HTML comment containing a reference to the original, external item. The reference to the external library item makes it possible to update the content on an entire site all at once by changing the library item.


Dreamweaver stores library items in a Library folder within the local root folder for each site. Each site has its own library.

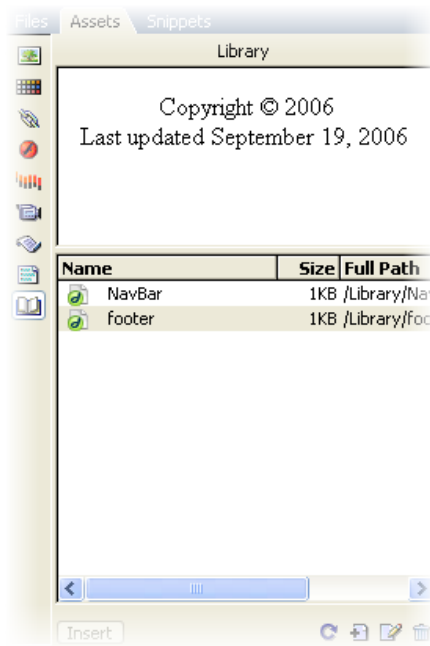
Note: There are special requirements for editing behaviors in library items. Reference the Dreamweaver Help for more information.

Library items cannot contain style sheets, because the code for those elements is part of the head section.


Creating a Library Item

You can select any portion of a document to have Dreamweaver convert into a library item. Library items can include any normal HTML element, including text, tables, forms, navigation bars, and images, just to mention a few. Dreamweaver stores only a reference to linked items such as images. The original file referenced must remain at the specified location for the library item to work correctly.

1. To create a library item, select a portion of a document to save as a library item.
2. In the **Files** panel group, click the **Assets** tab (or choose **Window > Assets** from the menu bar) to reveal the **Assets** panel.
3. Click the **Library**  icon to show the Library Panel.



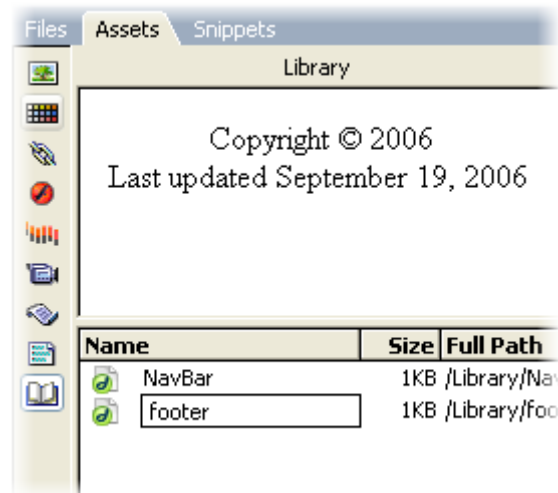
The Library in the Assets Panel

4. To add new content to a new library item:
 - a) Click the New Library Item  icon at the bottom of the **Assets** panel. A new untitled library item appears.
 - b) Name the library item and press [Enter].
 - c) Double-click the top area of the **Assets** panel to create new content.
5. To add content from an existing web page:

Information Technology

Dreamweaver: Getting Your Site Under Control

- a) Click and drag content from the web page to the **Assets** panel showing the **Library** category.
- b) Name the library item.



Naming a library item

Dreamweaver saves each library item as a separate file, with the filename extension **.lbl**, in the **Library** folder of the site's local root folder.

Setting Library Preferences

You can customize the highlight color for library items or hide them altogether.

Changing the Highlight Color for Library Items

1. Choose **Edit > Preferences** (Windows) or **Dreamweaver > Preferences** (Mac). The **Preferences** dialog box appears.
2. Select **Highlighting** under the **Category** column.
3. In the **Library items** field, click the color box to select a color for the library items.
4. Click **OK** to close the **Preferences** dialog box.
5. **View > Visual Aids > Invisible Elements** must be on for the library highlight color to be visible in the Document window.

Adding a Library Item to a Page

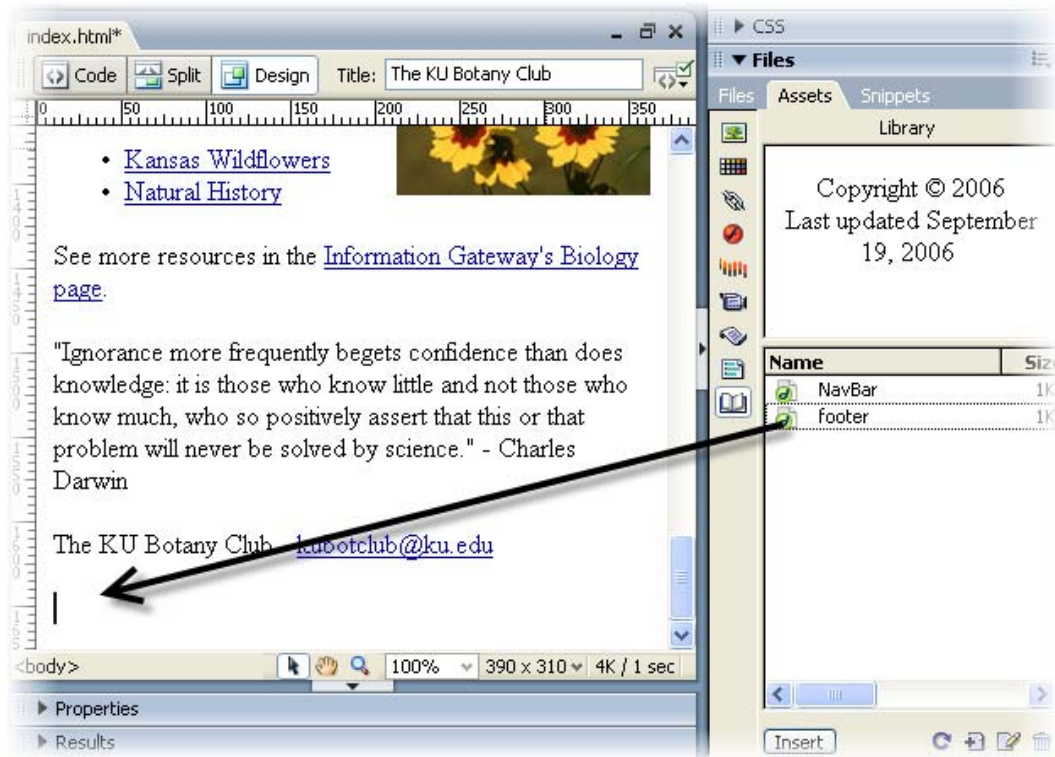
When you add a library item to a page, the actual content is inserted in the document along with a reference to the original item. After the content has been inserted, the original item does not have to be present for the content to be displayed.

1. Click in the Document window at the point at which you want to insert the library item.
2. In the **Assets** panel, select the **Library** category and do one of the following:

Information Technology

Dreamweaver: Getting Your Site Under Control

- Drag a library item from the **Assets** panel to the Document window



or

- Select a library item and click **Insert** on the bottom of the **Assets** panel.

Tip: To insert the contents of a library item without including a reference to the item in the document, press [Ctrl] while dragging an item out of the **Assets** panel. If you insert an item this way, you can edit the item in the document, but the document won't update when you update pages that use that library item.

Making Changes to a Library Item

When you change a library item, you can choose to update all documents that use that item. If you choose not to update, the documents remain associated with the library item; you can update them later by choosing **Modify > Library > Update Pages**.

Other kinds of changes to library items include renaming items to break their connection with documents or templates, deleting items from the site's library, and recreating a missing library item.

1. To edit a library item, choose **Window > Assets** and select the Library category.
2. Do one of the following:
 - Select a library item and click the Edit icon at the bottom of the panel.
 - Double-click the library item.
3. Dreamweaver opens a new window for editing the library item. Edit the library item and save your changes.

4. In the dialog box that appears, choose whether to update the documents on the local site with the edited library item:
 - Choose **Update** to update all documents in the local site with the edited library item.
 - Choose **Don't Update** to avoid changing any documents until you use **Modify > Library > Update Current Page** or **Update Pages**.

Updating Pages that Use an Edited Library Item

1. Choose **Modify > Library > Update Pages**. The **Update Pages** dialog box appears.
2. Choose the files that you want to update.
 - Choose **Entire Site** to update all documents on the specified site.
 - Choose **Files That Use** to update all documents that use the specified library item.
3. **Library Items** should be selected in the **Updated** field.
4. Click **Start**. The content of the library item is replaced in the specified documents.

Renaming a Library Item

1. Select a library item in the **Assets** panel.
2. Click inside the item name and type a new name.
3. When you press [Enter], Dreamweaver asks if you want to update files that use the item.
 - If you click **Update**, all documents that previously used the item will update their references to the new name.
 - If you click **Don't Update**, documents that have references to the item under its old name will not automatically update their references to the new name.

Deleting a Library Item from the Library

1. Select a library item in the **Assets** panel.
2. Click the trash icon or press [Delete].


Caution: Be careful; if you delete a library item, you cannot use **Undo** to retrieve it.

Deleting a library item removes the item from the library, but doesn't change the contents of any documents that use the item.

Making Library Items Editable

If you've added a library item to your document and you want to edit the item specifically for that page, you must break the link between the item in the document and

the item in the library. Once you've made an instance of a library item editable, that instance cannot be updated from the library.

1. To make a library item editable, select a library item in the current document.
2. Click the  button in the Property inspector.

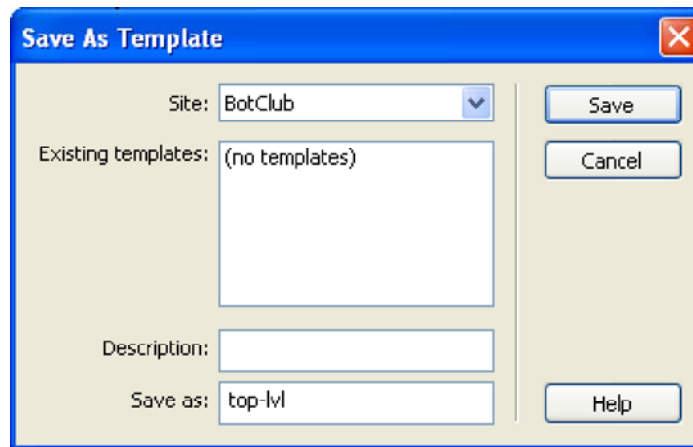
Using Templates

Templates are special files you can create in Dreamweaver that provide pre-made layouts for new or existing documents on your web site. Pages you create from Templates have editable regions where you place the page's contents. Other regions of the web page, such as navigation areas, footers and graphics, cannot be edited. Instead, these regions can only be updated by changing the template.

Creating a Template

Begin with (or create) a working web page in Dreamweaver. This page should have the basic layout and formatting you want to apply to all the pages based on this soon-to-be template. The content you put on this page will not be editable in pages based on this template. It will only be editable in the template itself.

1. To save the page as a template, click the **File** menu and click **Save as Template**. The **Save As Template** dialog box appears.



2. Templates are associated with site definitions. You will need to save your Template to a particular site (the current site will be selected), and choose a name for your template. Your site may have more than one template associated with it.
3. Click **Save**.

Once saved, your template will be stored with your other site files in a separate folder called **Templates**; the file will have a **.dwt** filename extension.

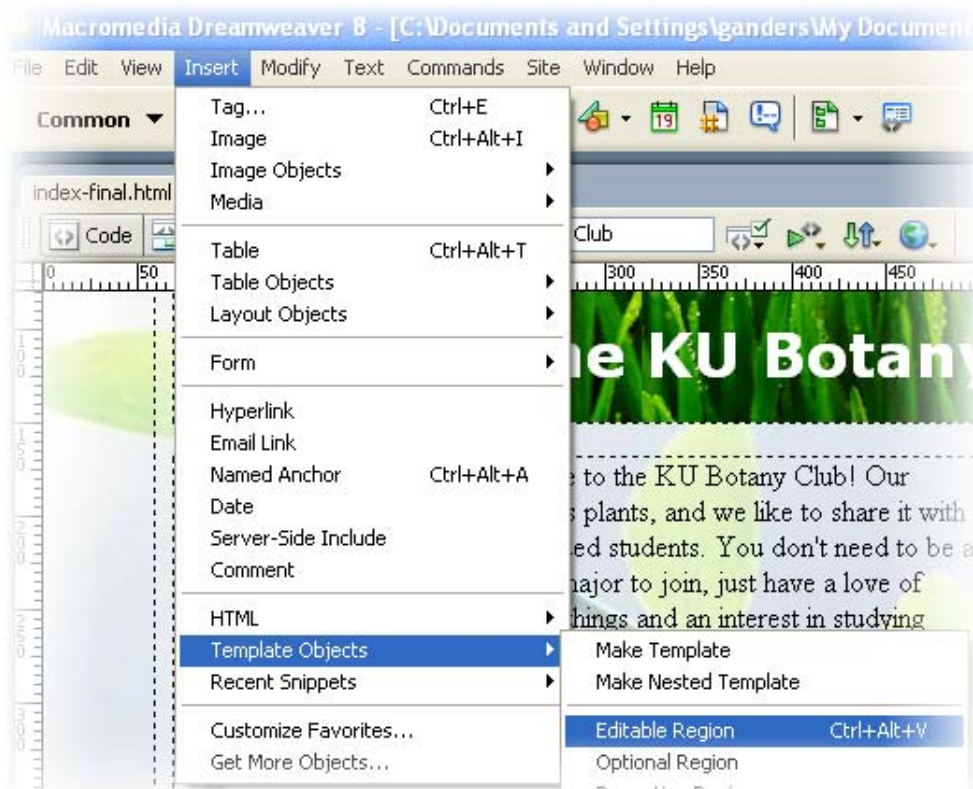
Creating Editable Regions

Dreamweaver automatically locks most regions of a document when you save it as a template. You can specify which regions of a template-based document will be editable by inserting editable regions in the template.

Information Technology

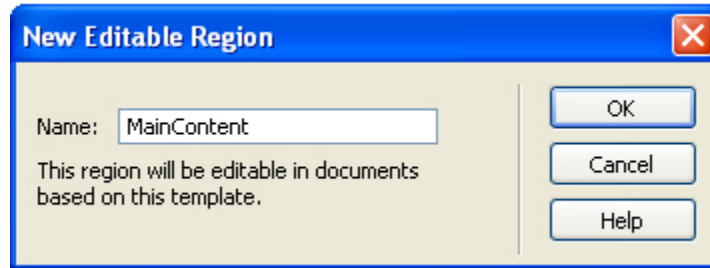
Dreamweaver: Getting Your Site Under Control

1. With your template file open, highlight an area on the page that will be editable, such as a main heading or body content.
2. Click the **Insert** menu, choose **Template Objects**, and choose one of the following:



The Template Objects sub-menu

- **Editable Region:** This is an unlocked region of the template. An effective Template should contain at least one editable region; otherwise, pages based on the template can't be edited. Selecting this will delete the existing content on the page, and replace it with a placeholder with the name of the editable region. This option works best for single-element items, such as headings.
 - **Optional Region:** You use the **Optional Region** dialog box to create template parameters and to define conditional statements (If...else statements) for template regions. You can use simple true/false operations, or define more complex conditional statements and expressions.
 - **Repeating Region:** A repeating region is a section of a template that can be duplicated as often as desired in a template-based page. Repeating regions are typically used with tables; however, you can define a repeating region for other page elements as well. Usually repeating sections are editable.
3. Once you've selected the type of region the **New Editable Region** dialog appears. Type a name for the region in the **Name** field.



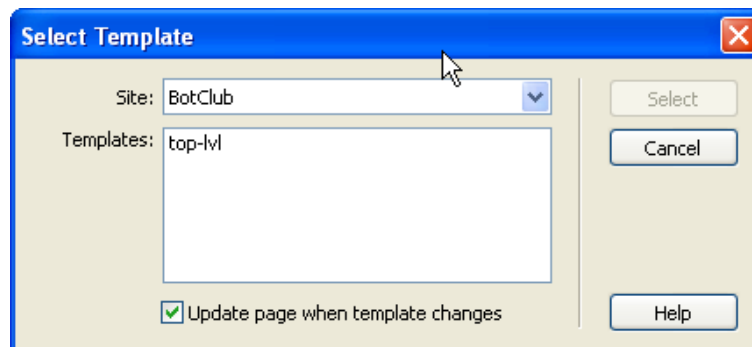
4. Click **OK** to save your changes.

Creating new Web Pages using a Template

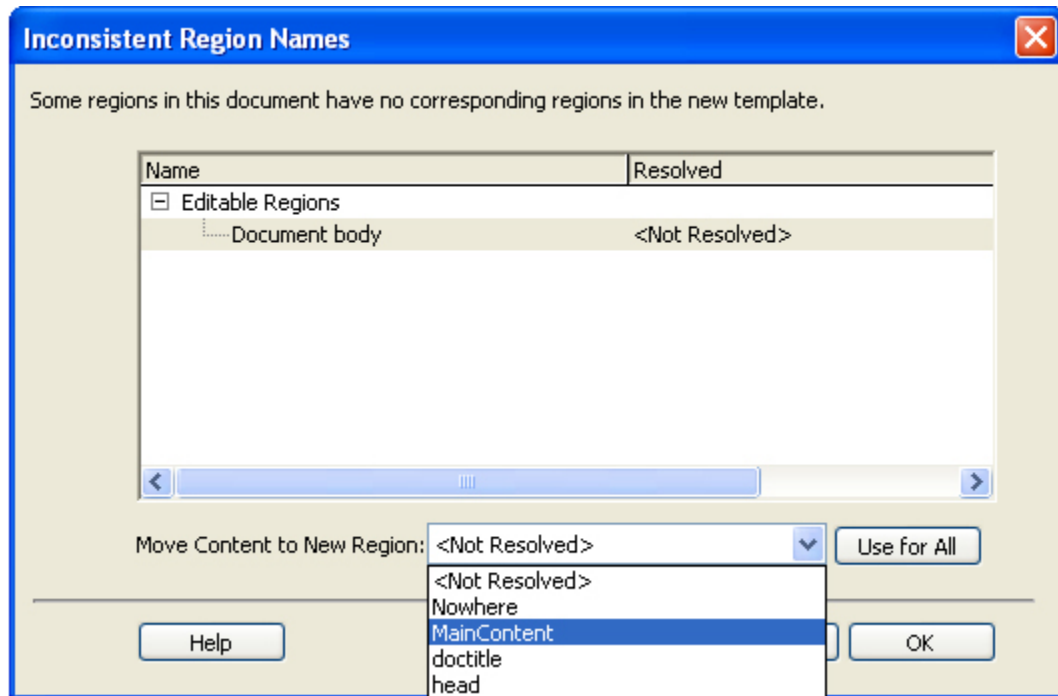
1. Choose **New from Template** from the **File** menu.
2. Select your template from the list, then click **Select**.
3. In the newly created document, enter new text in the editable regions.
4. Save the file.

Applying a Template to an Existing Web Page

1. Open the web page in a new Document window.
2. Choose **Modify > Templates > Apply Template to Page**. The **Select Template** dialog box appears.



3. Choose the template you want to apply to this page and click **Select**.
4. The existing content of the page may need to be placed into one of the named editable regions of the template. Dreamweaver will then prompt you to choose the region where you want to place the page content. Choose the following from the **Inconsistent Region Names** dialog box.
 - From the **Name** column, choose the region from the documents you want to match to an editable region in the template (i.e. Document body).
 - In the **Move Content to New Region** drop down list, choose the region in which you want to place the corresponding content.



5. The template is applied to the page and the existing content appears in the area you selected.
6. Close and save the file.

Once you have created templates for your site, you can open your template files to update and change the layout of your site, and have those changes apply to all pages created from the template.

Testing Your Site

Dreamweaver provides several features to help you test your site, including previewing pages and checking for browser compatibility. You can also run various reports, such as a broken links report.

Checking for Broken, External, and Orphaned Links

Use the Check Links feature to search for broken links and unreferenced—also known as orphaned—files (files that still exist in the site but no other files in the site link to) 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 or documents, but does not verify them.

You can also identify and delete files that are no longer used by other files in your site.

To Check Links within the Current Document

1. Save the file to a location within your local Dreamweaver site.

2. Select **File > Check Page > Check Links**. The **Broken Links** report appears in the **Link Checker** panel (in the **Results** panel group), showing local links that appear in the document for which corresponding files cannot be found in the site.
3. Select **External Links** from the **Show** pop-up menu to view a list of external links that appear in the document.

Tip: You can check for orphaned files when you check links across an entire site (see *To check links in the entire site*, below).

4. To save the report, click the Save Report button  on the left side the **Link Checker** panel.

To Check Links within a Portion of a Local Site

1. In the **Files** panel, select a site from the Current Sites pop-up menu.
2. In **Local** view, select the files or folders to check.
3. Select **File > Check Page > Check Links**. The **Broken Links** report appears in the **Link Checker** panel (in the **Results** panel group), showing local links that appear in the document for which corresponding files cannot be found in the site.
4. Select **External Links** from the **Show** pop-up menu to view a list of external links that appear in the document.

Tip: You can check for orphaned files when you check links across an entire site (see *To check links in the entire site*, below).

5. To save the report, click the Save Report button  on the left side the **Link Checker** panel.

To Check Links in the Entire Site

1. In the **Files** panel, select a site from the Current Sites pop-up menu.
2. Select **Site > Check Links Sitewide**. The **Broken Links** report appears in the **Link Checker** panel (in the **Results** panel group), showing local links that appear in the document for which corresponding files cannot be found in the site.
3. Select **External Links** from the **Show** pop-up menu to view a list of external links that appear in the document. Select **Orphaned Files** to show site files with no incoming links. This means that no files in your site link to these files. This can be useful for identifying and deleting unused files.

Note: If you select **Orphaned Files** as your report type, you can delete orphaned files from the Link Checker panel directly by selecting a file from the list and pressing the **Delete** key.

4. To save the report, click the Save Report button  on the left side the **Link Checker** panel.

To Run Reports to Test a Site


1. Select **Site > Reports**. The **Reports** dialog box appears.
2. Select a category to report on and a report type to run. Click **Run** to create the report.

Depending on the type of report you run, you might be prompted to save your file, define your site, or select a folder (if you haven't already done so).


A list of results appears in the **Site Reports** panel (in the **Results** panel group).

Tip: If you want to run only an accessibility report for your site, you can select **File > Check Page > Check Accessibility**. To learn more about accessibility, attend the *Web Accessibility* workshop (www.lib.ku.edu/instruction/workshop.cfm?id=38).

To Use and Save a Report

1. Run a report (see the previous procedure, *To run reports to test a site*).
2. In the **Site Reports** panel, do any of the following to view the report:
 - Click the column heading you want to sort results by. You can sort by filename, line number, or description. You can also run several different reports and keep the different reports open.
 - Select any line in the report, then click the More Info button  on the left side of the **Site Reports** panel for an description of the problem. The information appears in the **Reference** panel.
 - Double-click any line in the report to view the corresponding code in the Document window.

Note: If you are in Design view, Dreamweaver changes the display to split view to show the reported problem in code.

3. click the Save Report button  on the left side the **Site Reports** panel to save the report.

When you save a report, you can import it into an existing template file. You can then import the file into a database or spreadsheet and print it, or use the file to display the report on a website.

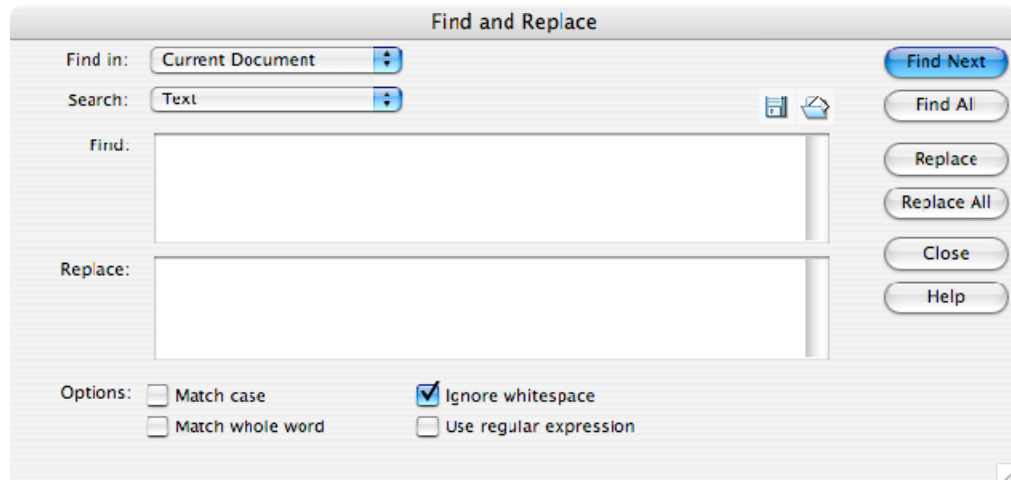
Searching for and Replacing Text

You can use the **Find and Replace** command to search for text and for HTML tags and attributes in a document or a set of documents.

To search for text and HTML within documents:

1. Open the document to search in, or select documents or a folder in the **Files** panel.
2. Select **Edit > Find and Replace**.

The **Find and Replace** dialog box appears.



3. Specify which files to search in using the **Find in** pop-up menu.
4. Use the **Search** pop-up menu to specify the kind of search you want to perform:
 - **Source Code** lets you search for specific text strings in the HTML source code. You can search for specific tags using this option, but the **Specific Tag** search provides a more flexible approach to searching for tags.
 - **Text** lets you search for specific text strings in the text of the document. A text search ignores any HTML that interrupts the string. For example, a search for **the black dog** would match both the black dog and the `black` dog.
 - **Text (Advanced)** lets you search for specific text strings that are either within or not within a tag or tags. For example, in a document that contains the following HTML, searching for **tries** and specifying **Not Inside Tag** and the `em` tag would find only the second instance of the word **tries**:
John
`tries` to get his work done on time, but he doesn't always succeed. He tries very hard. See “Setting the Find and Replace dialog box options for an advanced text search” in Dreamweaver Help for details.
 - **Specific Tag** lets you search for specific tags, attributes, and attribute values, such as all `img` tags with `align` set to `left`. See “Setting the Find and Replace dialog box options for a specific tag search” in Dreamweaver Help for more information.
5. Specify the text or tags to search for.
6. Optionally, specify replacement text.
7. Use the **Options** to expand or limit the search, if desired. See “Setting the Find and Replace dialog box options” in Dreamweaver Help for details.
8. To search without replacing, click the **Find Next** or **Find All** button. To replace found text or tags, click the **Replace** or **Replace All** button.
9. When you’re done, click the **Close** button to close the dialog box.

Related Training Available from Information Technology

All workshops offered by Information Technology are free to KU students, staff, faculty, and approved affiliates.

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit www.infotraining.ku.edu. For further workshop related questions, please email training@ku.edu.

Getting Additional Help

IT Customer Service Center staff are available for computing assistance seven days a week. Call, email, or stop by in person at the Computer Center to get help.

(785) 864-8080

itcsc@ku.edu

www.technology.ku.edu/~helpdesk

Last Update: 03/22/2010