

# Defining a Site

There are three things you must ALWAYS do before you start.

1. Organize your site folders (see the GOAL page)
2. Manage (Define) your site in DW
3. Title your pages using proper naming conventions\*\*\*

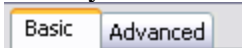
## Simple rules



1. use all lower case
2. check for the appropriate extension (.html)
3. DON'T use spaces or symbols, only the underscore \_for\_spacing\_purposes.

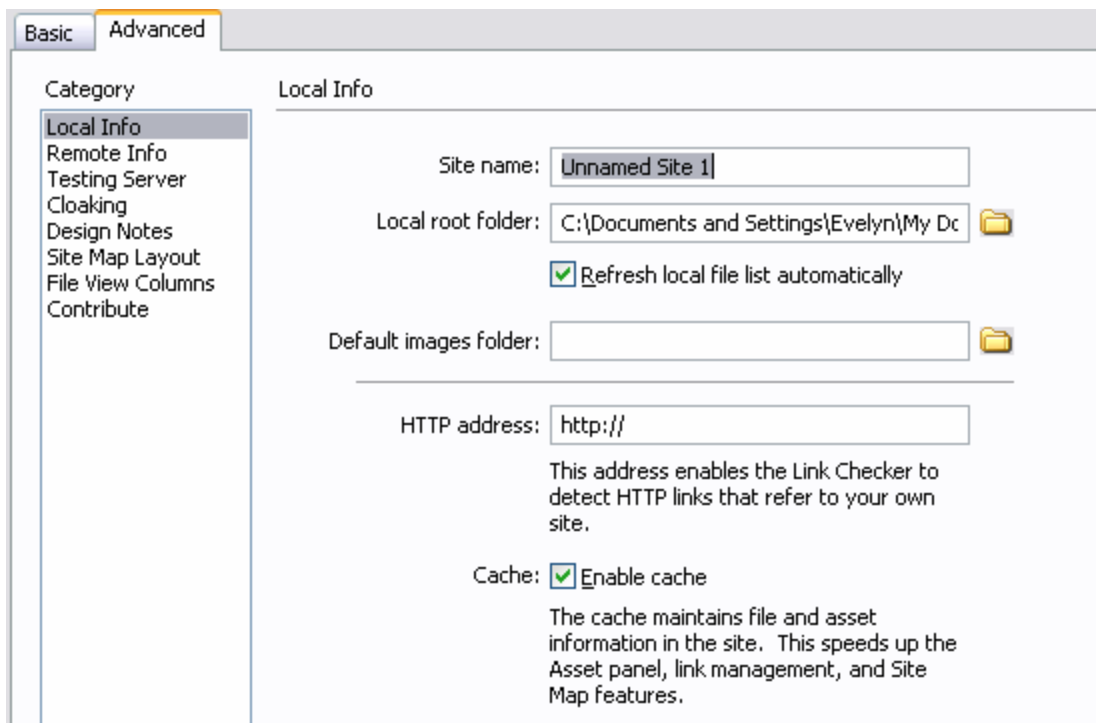
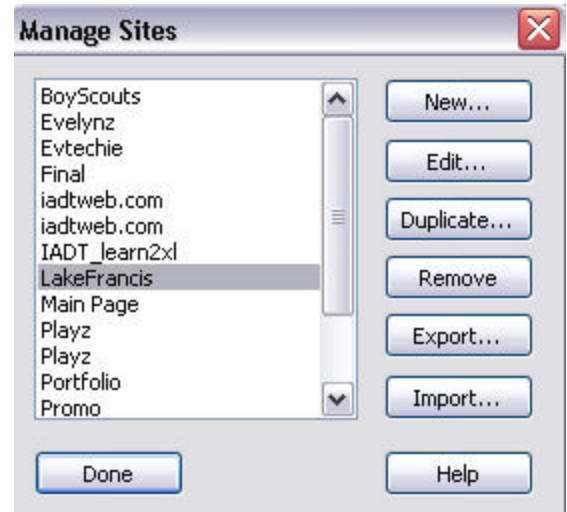
## Defining your Site (Managing Sites)

Defining your site has benefits beyond simple organization- it allows you to modify the location of files within DW, and DW does the work of checking all your hyperlinks for all files related.

1. Open Manage Sites – select NEW → Site
2. Name your site and switch to the advanced TAB



3. Select your ROOT folder using the  Browser
4. Select your Root IMAGES folder using 
5. Enter the http:// address of the site online

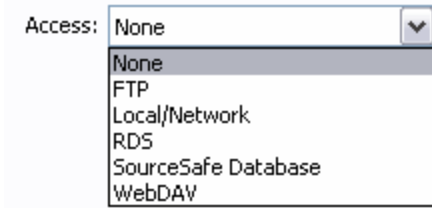


6. If you are prepared to input the hosting (or REMOTE) server information, click on → REMOTE INFO in the category window

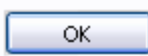
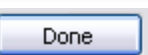
\*\*\*Always keep file names SIMPLE, SHORT, and RELATED to your page content.

For example – naming pages such as: contact.html, product.html, location.html is better than page1.html, page2.html, this is my page.html or U\_canFindUs\_here.html

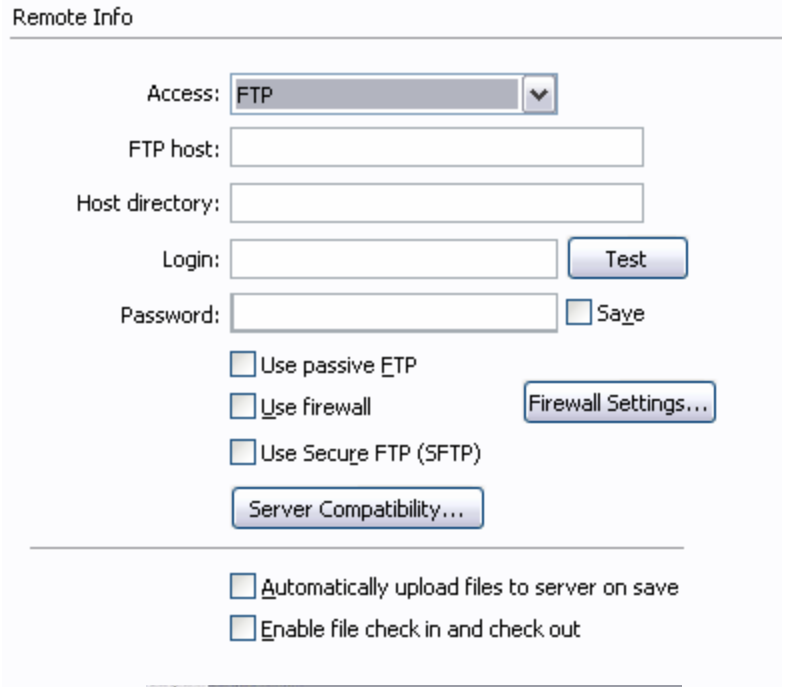
7. Setting up REMOTE usually requires you to have FTP access. Select FTP from the list



- 8. You will then input your FTP host address (usually the website address: lakefrancis.org)
- 9. Host directory is usually blank unless your server indicates differently
- 10. Login and Password are assigned by the hosting company

- 11. Click 
- 12. Click  on the list page

You have now defined your site and are ready to begin working on a website!



You should now have a good view of your website files and folders

Likewise, you can connect to either your LOCAL view which is on your hard drive, or your REMOTE view which shows the server!

