

Creating Web Pages & Sites Using Dreamweaver

Web Site Management and Maintenance Class #1 - Lesson # 3

Goal:	To understand basic web site management.
Objective:	Participants will learn to develop a web site map.
Objective:	Participants will learn web site maintenance conventions.
Topics to be covered	<ol style="list-style-type: none"> 1. Web site mapping <ul style="list-style-type: none"> • organization • linking 2. maintenance conventions <ul style="list-style-type: none"> • file and folder naming conventions. • reusable elements and strategies

Vocabulary

(Please add your own notes)

Mapping	When developing a web site, this refers to a visual representation of the files and folders within the entire web site. The map visually represents the how pages within a web site connect to each other.
Naming convention	Also known as naming standards, this is a logical, systematic method for naming and organizing files and folders within a web site.
Web page element	Any part of a web page. For example, a menu, a graphic, text, a date, etc.

Resources

Web Site

An Atlas of Cyberspaces - <http://www.geog.ucl.ac.uk/casa/martin/atlas/atlas.html>

- Interesting throughout, see the "Web Site Maps" link.

Books

Kahn, P., Lenk, K. (2000) Mapping websites: Digital media design. East Sussex, UK
RotoVision SA

Cooper, A. (1999). The inmates are running the asylum. Indianapolis, IN: SAMS.

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Activities

#1 Organizing Your Web Site

Web Map

See the attached sample web map.

1. Hierarchy

Your web site will have a hierarchy it is important for you to consider carefully how an end-user will work through your site. It is also important for you to consider what kind of organization will work for you when you maintain the site.

Things to consider:

- Important site-wide links
- Logical structure for maintenance
- Organizations of files:
 - By class, assignment, type, year, etc.

2. Your Web Map

Using either software (such as Visio or Inspiration) or a tool that allows you to make shapes (rulers with rectangles, circles, etc. are available at most office supply stores) map out how your site will be organized.

#2 Naming Conventions

1. Create logical file names

With your web map built, consider how you will name individual files within the site. Remember that in HTML no spaces or unusual characters in the names.

BE CONSISTENT. Using a consistent pattern of naming files will make your life easier when maintaining and adding content to the site. (see examples below and attached linking map)

Example #1

If you have a folder containing classes for the Spring 2002 semester, you might have a folder called Spring02Classes.

In that case you might create a naming convention like this: semester/course/item

So, your syllabus file might be called:
sp02ENG101syl.html

Your first assignment:
Sp02ENG101assign1.html

Example #2

If you decide to keep all of your syllabi in one folder, assignments in another, etc. You might have folders called Syllabus, assignments, etc.

In this case, your naming convention might be type/course/semester/year/section

So, the same syllabus file used in #1 (above) might be called:

Syl_ENG101_sp_02_1.html

Your assignment:
Assign_ENG101_sp_02_1.html

Considerations

Note how lengthy files can become depending upon the convention you use.

In example #2 the use of an '_' helps separate the content for easier reading, but makes the file name longer (the longer the file name the more chances to make a mistake when creating a link to the file)

Use upper and lower case letters to help with easy identification of a file and what it contains.