

INTERMEDIATE WEB DEVELOPMENT



WEB PAGE AUTHORIZING

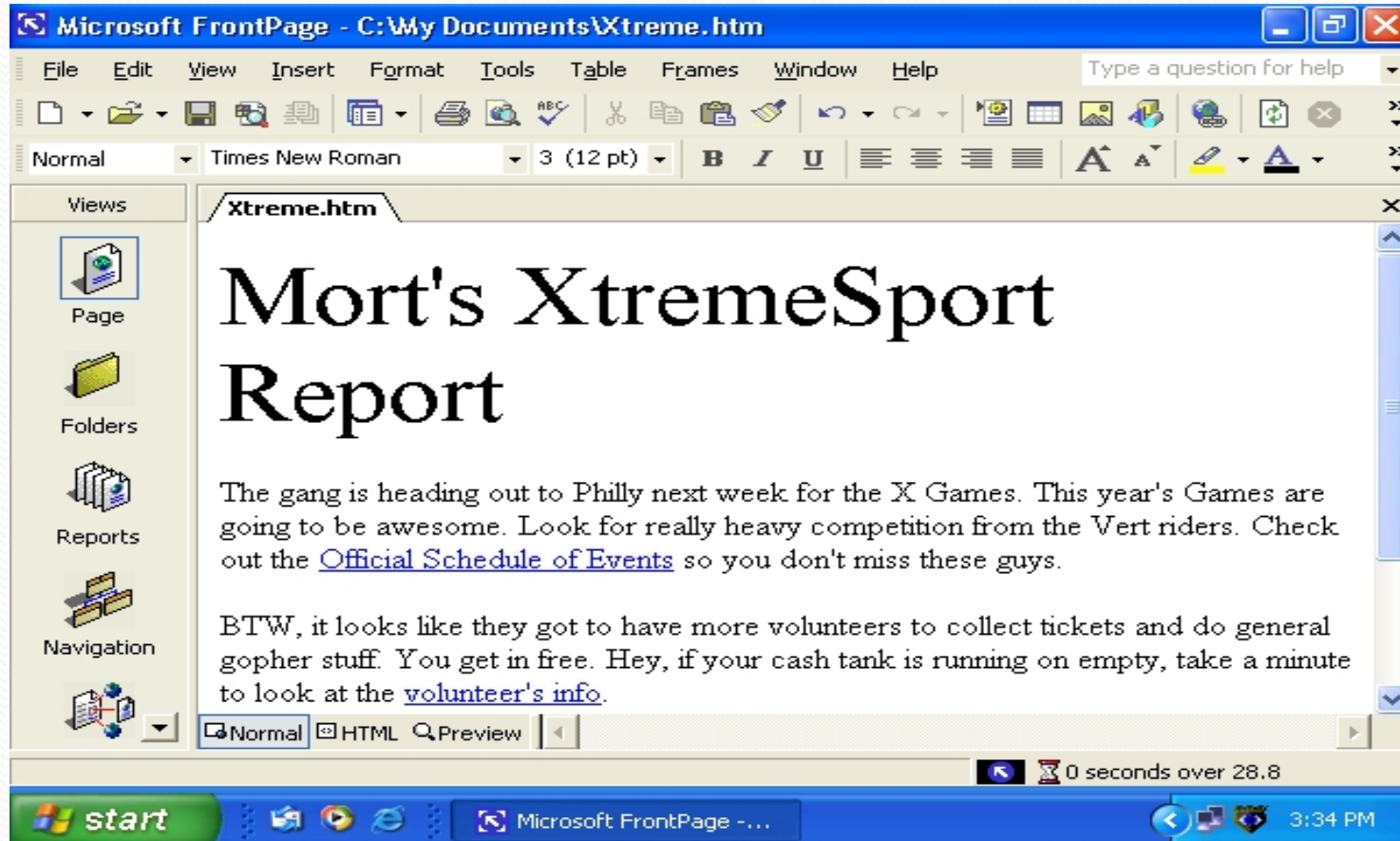
- Alternatively, you can use tools that will let you create quicker Web pages for your Web site in a matter of minutes.
- These tools are:
 - Conversion Tools
 - Online Web Authoring tools
 - Web authoring software
- *Conversion Tool*
 - Is a feature included in many application software that can convert, for example, a Word document into a Web page.
- *Online Web Authoring Tools*
 - Are provided by ISP or other online companies that host Web pages for businesses or individuals.
 - By just typing, selecting, dragging and dropping elements, Web pages can be created easily.
 - These tools are not installed in a user's personal computer.
 - Nevertheless, they lack more advanced features.

WEB PAGE AUTHORIZING

- *Web Authoring Software*
 - Software that can be installed in a user's personal computer.
 - Provide tools specifically designed to create and format Web page text, graphics, and links.
 - They may contain more advanced features such as adding animation, tables, checking links, and such.
 - Popular Web authoring software titles that can be purchased include:
 - Microsoft FrontPage
 - Dreamweaver

WEB PAGE AUTHORIZING

- Example:



USING MICROSOFT EXPRESSION WEB

- Microsoft Expression Web is a web authoring software that allows you to create sophisticated web sites in a WYSIWYG environment.
- This means that you can lay out a web page in Expression Web just as it will appear in a browser.
- It is easy to use for simple web pages, yet it also has great depth, allowing you to interface with databases and include multimedia.

CREATING A NEW WEBSITE FROM A TEMPLATE

- Templates are a good place to begin if you require to put together a web site quickly.
- Follow these steps:
 1. Click Site-> New Site
 2. Click Templates and select a template from the list.
 3. Click Browse to select a location for your website. You can create any folders that you may need for the main site location.
 4. Click Open. Type a name for your site.
 5. Click OK. This will generate many files needed by your website.

PRACTICE #1

- Create a Web site from the template called **Organization 5**. This website should be created on a folder called **FirstWebsite** under your flash drive.

ORGANIZING WEB SITE PAGES

- After creating a site based on a template, you should organize the pages by
 - Creating new pages
 - Organizing folder locations and properties of existing pages
 - Deleting pages not needed
- To change properties of existing pages, simply right click on the desired page and click **Properties**. Make the necessary changes.

ORGANIZING WEB SITE PAGES

- To create a new page, follow these steps:
 1. In the **Folder List**, click the root folder.
 2. On the toolbar, click the **New Document** arrow, and then click **Folder**.
 3. Type a name for the folder and press ENTER.
 4. On the toolbar, click the **New Document** arrow, and then click **Page**.
 5. Click **Save** on the toolbar. The Save As dialog appears.
 6. Give it a file name.
 7. Click the **Change Title** button and give it a title that will show up in the browser's title bar. Then click **Save**.

IMPORTING FILES

- Follow these steps:
 1. In the **Folder List**, select a folder where you want to put the file(s). If it does not exist, create it.
 2. On the **File** menu, point to **Import** and then click **File**.
 3. Click **Add File**. The **Add File to Import List** dialog box appears.
 4. Select the files and then click **Open**.

ATTACHING THE DYNAMIC WEB TEMPLATE

- The Dynamic Web Template enable you to place all the things that will stay the same across pages into a template (e.g. logos, navigation, etc.)
 1. On the **Format** menu, point to **Dynamic Web Template**, and then click **Attach Dynamic Web Template**.
 2. In the **Attach Dynamic Web Template** dialog box, browse to the site's **master.dwt** and select it.
 3. Click **Open** to close the dialog box and attach the template to the new page.
 4. Click **OK** in the **Update Confirmation** message box. Your new page has now the correct template applied to and is identical in style and layout to all other pages.
 5. Click **Save**.

PRACTICE #2

1. Change the **Title** property for the page **about.htm** to **About: Site Name**
2. Change the **Title** property for the page **contact.htm** to **Contact Us: Site Name**
3. Change the **Title** property for the page **news.htm** to **News: Site Name**
4. Import the html file that has the CV you worked on before. Make sure that before you do, create the folder that will hold this file.
5. Attach the master.dwt file to your curriculum vitae. Accept everything.

ENTERING TEXT

- Pages in Expression Web have two types of areas: editable (I-beam cursor) and non-editable (do not symbol cursor).
- You must go to an editable area, click it and start typing normally.
- It is a WYSIWYG editor, so anything that you want to do, will (probably) appear as you desire.
- You can do editing functions as in word processing software (e.g. cut, copy, paste, etc...)
- Remember to click the **Save** button (or go to File, Save) after entering new text.

PRACTICE #3

1. In **about.htm**, type information about your organization.
2. In **contact.htm**, replace the default information with your own.
3. In **information_links.htm**, type the following:
 - This section has compiled a collection of useful links. It will be constantly updated as time progresses. Please report any broken links to abc123@xyz.com.
4. Do not type links yet, you will get to it later.
5. Save all your files you added information.

WORKING WITH FONTS

- Using the formatting toolbar you can do basic font options such as: bold, italics, underscore, font color, font size, etc.
- Just select the desired text and click the corresponding icon from the toolbar.
- It is a WYSIWYG editor, so anything that you want to do, will (probably) appear as you desire.
- You can do editing functions as in word processing software (e.g. cut, copy, paste, etc...)
- Remember to click the **Save** button (or go to File, Save) when done.

PRACTICE #4

1. In **about.htm**, from the text typed from the previous exercise, put the name of your institution in bold and maroon.
2. In **contact.htm**, put your name in italics
3. In **information_links.htm**, make the text “broken links” as bold and blue.

CHANGING CHARACTER SPACING

- Expression web makes it easy to change the amount of blank space between letters or characters.
- Follow these steps:
 1. In the **Format** menu, click **Font**. The Font dialog box appears.
 2. Click the **Character Spacing** tab, to make the options visible.
 3. From the **Spacing** list box, choose **Expanded** or **Condensed**.
 4. Enter the number of pixels by which the text will be expanded or condensed.
 5. Click **Apply** to preview the change or click **OK** to accept the change.

PRACTICE #5

1. In **about.htm**, expand the previously typed text by 1 point.
2. In **information_links.htm**, condense by 1 the previously typed text.

ADDING BORDERS

- Expression web makes it easy to use borders.
- Follow these steps:
 1. In the **Format** menu, click **Borders and Shading**. The Borders and Shading dialog box appears.
 2. In the **Setting** area of the dialog box, click the option that corresponds to the border type you want.
 3. In the **Style** box, click the name or the desired border style.
 4. Choose a border color from the **Color** list box.

ADDING BORDERS

5. Enter a border width (in pixels) in the **Width** box.
6. To turn on/off individual borders, in the **Preview area**, click the button that corresponds to the border you want to change.
7. To add empty space between paragraph text and its surrounding border, enter pixel values in boxes in the Padding area of the dialog box.
8. Click **OK**.

PRACTICE #6

1. In **contact.htm**, put a border around the paragraph that contains your name. The left and right border should be invisible. Its style should be **ridge**.

CREATING UNORDERED LISTS

- These lists use bullets to denote each item.
- Follow these steps:
 1. Place the cursor in the page where you want the list to begin.
 2. Click **Bullets** button. A bullet appears at the beginning of the first line.
 3. Type the first item and press **ENTER**. You will see the bullet appear on the next line.
 4. Repeat step 3 as many times as needed.
 5. To finish adding items, press **ENTER** twice.
- Alternatively, if you have already entered items, but they do not appear either as a numbered lists or as bulleted items, you may select them and then click the **Bullets** button. However, each item must be in a separate paragraph element (<p> item #1 </p>)

PRACTICE #7

1. In **JoeFridayCV.htm**, convert the items of the table of contents into a unordered list (bullets).

LINKING TO AN E-MAIL ADDRESS

- The quickest way to help your visitors get in touch with you is to include a link to your e-mail address.
- For this link to work, the visitor's browser must either have a built-in e-mail component or be able to hook up with the visitor's e-mail program.
- Follow these steps:
 1. Select the text that you want to make an e-mail link.
 2. Click the **Insert Hyperlink** button. The Insert Hyperlink button appears.
 3. In the dialog's box **Link To** section, click the **E-mail address** icon.
 4. In the e-mail address text box, type an e-mail address. Optionally, you may type a subject line for the e-mail message generated by this link. Not all e-mail programs and browsers use this subject heading though.
 5. Click **OK**.
- Alternatively, if you do not have text to select, but typing an email address for the first time and press either the space bar or ENTER and it will be automatically transformed.

PRACTICE #7

1. In **links.htm**, make the email address already there into an e-mail link.
2. Add your e-mail address in **contact.htm**.

LINKING TO A WEB PAGE OR FILE

- Usually when you create a hyperlink, you already have the link's destination in mind.
- Follow these steps:
 1. Select the text that you want to make a hyperlink.
 2. Click the **Insert Hyperlink** button. The Insert Hyperlink button appears.
 3. In the dialog's box **Link To** section, click the **Existing File or Web Page** icon.
 4. Depending on the location of the page or file, specify the link destination:
 - If the destination file is part of the open Web site, in the dialog box file list, click the file.
 - If the destination file is located on the World Wide Web, type its URL address in the address box
 5. Click the ScreenTip button to display text when you move the mouse over the link (optional). Type the desired content and click **OK**.

PRACTICE #8

1. In **links.htm**, replace the links generated by the template with the following:
 - Microsoft
 - URL-> <http://www.microsoft.com>
 - Text to display: **Microsoft**
 - ScreenTip: **Click here to go to Microsoft.com**
 - Wikipedia
 - URL-> <http://wikipedia.org>
 - Text to display: **Wikipedia**
 - ScreenTip: **Click here to go to Wikipedia.org**
 - YouTube
 - URL-> <http://www.youtube.com>
 - Text to display: **YouTube**
 - ScreenTip: **Click here to go to YouTube.com**
2. Replace the gibberish text of each site, with a meaningful description of each website.

VERIFYING HYPERLINKS

- It involves locating broken internal links and verifying external links to make sure that they work.
- Follow these steps:
 1. Make sure you have an active Internet connection.
 2. Click the **Site View** tab if necessary, then click the **Reports View** button (bottom of this tab).
 3. Click **Unverified hyperlinks** link. Expression Web switches from Design view to Hyperlinks report in Reports view.

PRACTICE #9

- Verify your links.

INSERTING A PICTURE FILE

- Using pictures makes your site more attractive and visually engaging.
- There are different ways of using pictures:
 - You may have a collection of files that you want to use in your web site.
 - You may have pictures from another application or location.
- If you have a group of graphic files that you want to use, follow these steps:
 1. Import all the graphic files into a corresponding folder, such as images (see slide 6).
 2. Open the page where you want to put the picture, and place the cursor where you want the picture to appear.
 3. Go to the **Folder List** and open the **images** folder (or whatever folder that contains your image files).
 4. Drag and drop the desired image onto the page. The Accessibility Property window appears.
 5. Type the **Alternate Text**. This is the text that will be displayed as an alternative to the picture.

PRACTICE #10

- Insert the picture of Joe Friday as the first thing that should appear in the editable area of **JoeFridayCV.htm**.

INSERTING A PICTURE FROM A WEBSITE

- Follow these steps:
 1. Right-click on the desired picture and click **Copy Image**. This puts the image on the clipboard.
 2. Open the web page in Expression web where you want to put the picture, and place the cursor where you want the picture to appear.
 3. Go to the **Edit** menu and click **Paste**.
 4. Save the page. The Save Embedded Files dialog box appears.
 5. Click the **Change Folder** button and select the **images** folder (or the folder where you save your pictures).
 6. Click **OK**.
 7. Rename the file if you desire (optional).
 8. Click **OK**.

RESIZING PICTURES

- Follow these steps:
 1. On your web page, double-click the picture that needs to be resized. The Picture Property dialog box appears.
 2. Click the **Appearance** tab.
 3. Select the **Specify Size** checkbox and then type new numbers in the **Width** and **Height** text boxes.
 4. Click **OK**.

PRACTICE #11

1. In the `photo_gallery.htm` file, type over the text that says *insert your photo gallery here*, with *The following are some remarkable pictures I've encountered and want to share with everyone*. You may apply any font effect that you wish.
2. Go to the WWW and locate at least five pictures that you would want to include in your organization's photo gallery.
3. Resize the dimensions of your pictures to have height no larger than **500** pixels. Let the width adjust itself accordingly.

USING THUMBNAILS

- Usually, when adding pictures to a web page, the load time of the page increases. The bigger the picture, the more time it takes. What do you do if you have several?
- Thankfully, thumbnails can help address this situation.
- It is a tiny version of the picture you want to display on the page.
- The thumbnail is hyperlinked to the full-size picture; so a user that wants to see the picture's original size, needs only to click its thumbnail.
- Just right-click the picture on the web page that you want to make a thumbnail and click **Auto Thumbnail** and save your page.

PRACTICE #12

1. Create a thumbnail of all your pictures in the gallery.

ALIGNING A PICTURE WITH SURROUNDING TEXT

- Aligning pictures is important if you want to have the text to be wrapped around them.
- Follow these steps:
 1. Double-click the picture. The picture property dialog box appears.
 2. Click the **Apppearance** tab.
 3. Select **Left** or **Right** in the **Wrapping Style** area, to align the picture against the left or right margin and have the text wrap around it.
 4. Click **OK**.

PRACTICE #13

1. In **about.htm**, insert a relevant picture where you typed the text about your institution and have the text wrap around it. Select **Left** or **Right** (your choice).

MODIFYING THE DYNAMIC WEB TEMPLATE

- If you generated a web site from an existing template, you can customize it to meet your needs.
- Follow these steps:
 1. Double-click master.dwt in your site's root folder to open it for editing.
 2. You can add, modify, and remove elements from it.
 3. Save the page to accept all changes.

PRACTICE #14

1. In **master.dwt**, where it says **Organization** at the top, replace it by your organization's name.
2. Replace **Organization Description** with a brief description about your organization.
3. To the left of your organization's name at the top, insert a picture that will represent its logo.

MODIFYING THE CASCADING STYLE SHEETS

- If you generated a web site from an existing template, you can customize it to meet your needs.
- Follow these steps:
 1. Double-click **master.dwt** in your site's root folder to open it for editing.
 2. On the **Format** menu, point to **CSS Styles** and then click **Manage Style Sheet Links**. The Link Style Sheet dialog box appears.
 3. Remove the current style sheet being used.
 4. Click the **Add** button and navigate to the **styles** folder and select a different style.
 5. Click **OK**. If you are satisfied with your style, save your work.

PRACTICE #15

1. In **master.dwt**, change the use the **style3.css**.

MODIFYING THE CASCADING STYLE SHEETS II

- When the template generate your website, it created several regions, the main five are:
 - **#masthead:** region that has the organization name and description at the top.
 - **#container:** main canvas area where other regions are placed on.
 - **#navigation:** region that contains the main navigation links.
 - **#content:** region in which the designer can enter the main content for the webpage.
 - **#footer:** region that is located at the bottom of the webpage. In many cases, you may also find navigation links here.

MODIFYING THE CASCADING STYLE SHEETS II

- You can change the styles for each of these elements in your dwt file. This will automatically be reflected in every page of your website.
- Follow these steps:
 1. In the **Manage Styles** pane (bottom right), right-click the region that you want to modify its CSS style then click **Modify Style**. The Modify Style Sheet dialog box appears.
 2. In the **Category** list, select the category that you wish to modify.
 3. Make the necessary modifications.
 4. Click **OK**. If you are satisfied with your style, save your work.

PRACTICE #16

1. In **master.dwt**, for the second **#masthead**, change the following:
 - **Background**
 - Background color: **#CoCoCo** (o is the number zero)
 - Background-image: select the image that you got as your logo.
 - Background-repeat: **no-repeat**
 - Background-position (x): **left**
 - **Position**
 - Height: **115**
2. For **#masthead h1**
 - **Block**
 - Text-Align: **Right**

PRACTICE #17

1. For `#masthead h3`
 - **Block**
 - Left Padding: **100 px**
2. For `#footer a:hover`
 - **Font**
 - Check **underline** and **overline** boxes.
3. For `#footer a`
 - **Block**
 - Check the **none** box.

INSERTING FLASH FILES

- One benefit of building a Web site is adding Flash animations.
- Follow these steps:
 1. Select the location on the web page where you want to insert the flash file.
 2. On the **Insert** menu, point to **Media**, and then click **Flash Movie**. The select Media File dialog box opens.
 3. Browse to locate the file, select it, and then click **Insert**. The file is visible on the page.
 4. Save your page. In the Save Embedded Files dialog box, click **Change Folder**. Select a folder in your website to put that file. If the folder does not exist, create it.
 5. Click **OK** to save your page.

PRACTICE #18

1. Replace the text that says **Heading 2** with the word **Welcome**
2. In the **default.htm**, delete the gibberish text.
3. In the **default.htm**, insert the file called **flash.swf** below the text entered in step 1.
4. Right-click **flash.swf** and click **Flash SWF Properties**. Change the following properties:
 - Width: **240 px**
 - Height: **180 px**
 - Name: **FlashExample**
 - No autoplay
5. Type **Flash Video** below the flash.swf file.

INSERTING WMV FILES

- You can also embed windows media video files in your web page.
- Follow these steps:
 1. Select the location on the web page where you want to insert the flash file.
 2. On the **Insert** menu, point to **Media**, and then click **Windows Media Player**. The select Media File dialog box opens.
 3. Browse to locate the file, select it, and then click **Insert**. The file is visible on the page.
 4. Save your page. In the Save Embedded Files dialog box, click **Change Folder**. Select a folder in your website to put that file. If the folder does not exist, create it.
 5. Click **OK** to save your page.

PRACTICE #19

1. Below the Flash Movie with its caption, insert the file called **Windows Media.wmv**
2. Right-click **Windows Media.wmv** and click **ActiveX Control Properties**. Change the following properties:
 - Name: **ExpressionMediaExample**
 - Height: **180**
 - Width: **240**
 - No autostart
3. Type **Windows Media Video** below the wmv file.

RUNNING CSS REPORTS

- Use the Expression Web CSS reports to find out more about what styles are being used or not in your site. It can detect three major problems:
 - Unused styles
 - Undefined classes
 - Mismatched case: class/id-based styles where the style rule selector uses a different case than the class/id attribute value.
- Follow these steps:
 1. Open a web page.
 2. Click **Tools->CSS Reports**. The CSS Reports dialog box appears.
 3. In the **Check Where** area, choose the option for which pages you want the report to check.
 4. In the **Check For** area, choose the type of errors you want the report to check your pages for.
 5. Click the **Check** button to run the report .
 6. Make use of the reporting tools to find and fix these errors.

PRACTICE #20

1. Run the CSS report. Pay attention to the line number that has the problem (if any errors are found) and remove them.

CREATING TABLES

- Tables are useful for cordoning off individual pieces of data into cells.:
- Expression Web has several methods. This one is the easiest and fastest:
 1. Place the cursor in the page where you want the table to appear.
 2. Click the **Insert Table** button, on the common toolbar. A grid of white boxes representing table rows and columns appears underneath the button.
 3. Click and drag our cursor on the grid until the number of highlighted boxes equals the number of rows and columns you want the table to have.
 4. Release the mouse button.

PRACTICE #21

1. In **contact.htm**, below **phone number** and **fax number**, create a 4 x 3 table.
2. Enter the following information

Name	Department	Phone	E-mail
John Smith	Information Technology	x5899	smithj@xyz.com
Mary Jefferson	Human Resources	x7144	jeffersonm@xyz.com

CONVERTING EXISTING TEXT INTO A TABLE

- If you already have text that you want to format into a data table, you can convert text that is separated with commas or another character into a table.
- Follow these steps:
 1. Highlight the desired text.
 2. Click Table->Convert->Text to Table. The Convert Text to Table dialog box appears.
 3. Select the option next to the text separator that you want Expression Web to recognize when it creates columns. If the text separator is not a comma, select the **Other** option and then type the text separator character.
 4. Click OK.

INSERTING CELL PADDING AND CELL SPACING

- Cell padding refers to adding space between content of table cells and their cell borders.
- Cell spacing refers to the amount of space between cells.
- Follow these steps:
 1. Right-click the table and click **Table Properties**.
 2. To enlarge the area between cell contents and their borders, in the **Cell Padding** text box, type the desired amount of padding in pixels.
 3. To add space between cells, in the **Cell Spacing** text box, type the desired amount of spacing in pixels separating the cells.
 4. Click **OK**.

ADDING BORDERS TO DATA TABLES

- By default, Expression Web produces tables without visible borders (although they can be seen in design view).
- Tables have two borders
 - Cell border: surrounds individual cells
 - Table border: surrounds entire table
- Follow these steps:
 1. If you want to add **cell borders**, select all the cells from the table, otherwise, skip to step 2.
 2. Right-click the table, and click **Cell Properties** (adding cell borders) or click **Table Properties** (adding table borders).
 3. To change the border color, from the **Color** list box, choose the desired color. If you are doing table border go to **step 4** otherwise, skip to **step 5**.
 4. If you prefer to put a single line between cells (rather than outline each individual cell with a box) select **Collapse Table Border**
 5. Click **OK**.

PRACTICE #22

1. In **contact.htm**, set the table border to **dark blue**, size **1**, and the cell border to **green**, size **1**.
2. Just before the table, type **Other Contacts** and make it **header 3**

TESTING YOUR WEB SITE

- Before you publish your web site, you need to test if your web site complies with certain requirements standards.
- The following is a check list that your web site must pass before being published on the WWW
 - **Verifying Hyperlinks:** See [Slide 24](#)
 - **Run a CSS Report:** See [Slide 47](#)
 - **Run the Accessibility Checker:** makes sure that it complies with accessibility guidelines so that visitors with impaired vision and other disabilities can use your site.
 - **Run the Compatibility Checker:** looks for any problems in the code.
 - Run other problem-oriented reports (Slow pages report and unlinked pages report)
 - Check for spelling errors

RUNNING THE ACCESSIBILITY CHECKER

- When your site is accessible, it recognizes visitors with disabilities or may speak different languages.
- The WWW Consortium (W3C) and the U.S. government have come up with the guidelines and they can be read at www.w3.org/TR/WAI-WEBCONTENT/
- The Access Board, an agency of the U.S. federal government has also created accessibility standards specifically for web sites under Section 508 of the Rehabilitation Act, passed in 1988.
- Both sets are supported by Expression Web and it then propose design changes based on what it finds.

RUNNING THE ACCESSIBILITY CHECKER

- Follow these steps:
 1. With a web site open, click **Accessibility Reports**, in the **Tools** menu. The Accessibility Checker dialog box appears.
 2. In the **Check Where** section, choose the radio button next to the group of pages that you want Expression Web to check. You can check the entire site at once, or you can select specific pages.
 3. In the **Check For** section, choose the check boxes next to accessibility standards that you want to use (Suggestion: include all three).
 4. In the **Show** section, choose the check boxes next to the types of information that you want to appear in the report. You can check for three types: errors, warnings and manual checklist.
 - The latter refers to potential red flags, but which you may have already handled correctly already (e.g. linking your page to an external style sheet)
 5. Click the **Check** button.

PRACTICE #23

1. Verify the hyperlinks for the entire site.
2. Generate a CSS Report to see if there are any problems with your external CSS files, and fix them if you can (if any).
3. Run the Access Checker and fix any problems if you can (if any).

RUNNING THE COMPATIBILITY CHECKER

- This tool is a useful tool for bringing an older site up to today's web standards, because it can check for nonstandard ways of specifying formatting.
- It can also check for missing or deprecated (outdated) tags.
- Follow these steps:
 1. With a web site open, click **Compatibility Reports**, in the **Tools** menu. The Compatibility Checker dialog box appears.
 2. In the **Check Where** section, choose the radio button next to the group of pages that you want Expression Web to check. You can check the entire site at once, or you can select specific pages.
 3. In the **Check HTML/XHTML Compatibility With** list box, choose the version of the code rules you want to check your code against (Suggestion leave the default –XHTML Transitional)

RUNNING THE COMPATIBILITY CHECKER

4. Leave the **Check CSS Compatibility** option set to **CSS 2.1**, unless you are sure you need to check your CSS code against an earlier version. This only checks for internal CSS embedded in your web pages.
 5. Leave the **Run Check Based On Doctype Declaration in Page If Available** check box selected.
 6. Click the **Check** button. This shows you every problem identified by page and line number, and a problem summary. By double clicking on an item, it will take you to the code where the problem is located.
- NOTE: Being able to fix problems here, require HTML knowledge.

RUNNING OTHER REPORTS

- Using the Site View tab, you may click on:
 - Unlinked Files if you want to verify the existence of orphan pages.
 - Slow Pages if you want to verify the existence of pages that takes too long to load in the browser.
- Click Tools->Spelling->Spelling if you want to proofread your pages.

PRACTICE #24

1. Run compatibility checker with **XHTML 1.0 transitional** as the **Check HTML/XHTML Compatibility With** option.
2. Run the slow pages report, and unlinked pages report.
3. Proofread your site.
4. Re-save your work.

OPTIMIZE HTML CODE OF WEBSITE

- This allows you to remove unnecessary code from your web pages, in order to keep your code clean and reduce the file size (affects load time).
 1. Go to **Site->Publishing settings** tab, then click the **Publishing** tab. Do this step only if you want the software to clean up your code.
 2. Select the option **Optimize HTML during publishing**.
 3. Click the **Customize** button.
 4. Choose the items that you want to remove from the page and then click **OK** button twice.

PUBLISHING YOUR WEB SITE

- You need to have the right publishing address (most likely an ftp site) in order to publish your site.
- Follow these steps:
 1. Make sure you have your web site open and an active Internet connection.
 2. In the **Site** menu, click **Publishing**. You may have to click the Add a publishing destination link. The Connection Setting dialog box appears.
 3. In the **Name** area, type the name of the site.
 4. In the **Connection Type** area, select the option that corresponds to the web server host type that from the site that will serve as your website's host (e.g. FTP)
 5. In the **Location** text box, type the internet address of the remote website that you want to use as host (e.g. ftp://afs1.njit.edu)

PUBLISHING YOUR WEB SITE

6. In the **Directory** area, type the folder/directory on the server you are publishing the files to.
 7. In the **Username** area, under **Credentials** type your username. Type your password under **Password**.
 8. Click **Add**. If the information was entered correctly, you will be connected to the server.
 9. Once connected, click the **View** drop down (just below the **Site View** tab), choose either **All Files** or **Changed Files** to publish the corresponding files.
 10. Click the **publish files to the destination site** arrow. Looks like a blue arrow pointing to the right.
- **NOTE:** If there are web pages that you don't want to publish, you can flag them by right-clicking them and clicking **Exclude from Publishing**. These files will not be transferred to the web server.