

Dreamweaver Tutorials

Checklist for New Web Pages

Refer to this checklist when you are editing a Web page to make sure that you haven't missed anything.

- File name** – Did you name your page with a short, meaningful name? Remember not to use any spaces or special characters in the file name. Also keep in mind that file names are case sensitive and should end with .html (not .htm on the C-K site). If you have a document that is updated every year, don't use the date in the file name (that way you can use the same name each year without updating your links).
- Location** – Did you upload the file to the correct directory? Browse to it from the Web browser to make sure it's there. If you are uploading a new page, think about where the page belongs. If you are uploading some articles, they might belong in a directory called publications. If you are uploading a form related to a particular program, the form should go within that program's directory. If you are in charge of several different directories, be careful not to mix files of different subject matters.
- Links** – Did you check all links on your page in the Web browser to make sure they are working?
- Inbound links** - If the page is new, did you create a link to it from another page? If there are no links pointing to the page, no one will find it.
- Page title** – Did you remember to give the page a title? (This is not the same thing as the file name or a heading – see the [Dreamweaver FAQ.](#))
- Text in page header** – Does your page header match the content? (This is the graphics-based text just below the drop-down menus, usually appearing in all caps.) If you're using an existing Web page as a template, choose a page that has the same subject so that the page header and the right-hand navigation bar are correct. (If using an existing page, be sure to change the page title. See previous point.)
- Page heading text** – Did you add a meaningful heading to your page with the "Heading 1" style? Pick something specific and descriptive to the content of that particular page.
- Images** – Did you check your images to make sure they are displaying correctly? If you use a new image in your Web page, you must upload it to the Web server or it won't be available to the page. Also check to make sure that the image is set at the correct width and height so that it doesn't look distorted.
- Forms** – If you are creating an online form, did you test it to make sure it works? If it doesn't, check your hidden form fields (recipient, redirect, and subject).
- Simple template** – If you're using the simple template, did you set up the links at the top and bottom of the page?
- Spell check** – Did you know that Dreamweaver has a Check Spelling command? Press shift+F7 to run it. You should also read the content yourself to be sure it makes sense.