



Further Dreamweaver CS5 Discussion

Audience and Project Requirements

Identify the purpose, audience, and audience needs for website content

Before you start any Website project, it will help to analyze your client's and your end user's needs to determine the project's objectives. These objectives are essential to shape the right design, find appropriate solutions, and keep a project on track. Be sure to document your findings and have them accessible to anyone working on the project because sometimes the most obvious, important objectives are easily overlooked in the hustle of a project pipeline. You should speak with the client and discuss the following questions:

- **What is the purpose of the project?** Evaluate the client's goals for the project to see how the website design and content can best serve their purposes. Will the content be educational, entertaining or informational? What kinds of media formats do they wish to include? What functionality is required to accomplish their goals? What level of interactivity do they want to offer their users?
- **Who is the target audience?** Defining target demographics is important in determining how best to communicate a website's content. Key demographics can include (but are not limited to) age group, gender, level of computer literacy, education, wealth bracket and geographical location. Demographics will vary from project to project.
- **What are the audience's needs?** Imagine yourself in your audience's shoes: what do you think they want from your website, and how can you best deliver that experience to them? Factors such as usability, level of engagement, accessibility, time commitment, and required technology are all examples of how a user's needs will have to be addressed to shape the best experience for them.

Identify website content that is relevant to the device on which it will be used

Having a clear idea of which platform or the types of devices your content will be delivered across will have a major impact on the design and development phases of the project. Based on whether your website is a desktop application, mobile/tablet site or kiosk, the content will have to be organized and delivered differently. Examples of the types of considerations you'll encounter are screen size, touch screen versus mouse interactivity, internet bandwidth, simple versus

complex navigation/functionality, etc. You've probably noticed a difference in website design on mobile devices; this is because they optimize (or limit) their functionality for the smaller screen size.

Establish criteria for determining whether content is relevant to the purpose

It's tempting when adding content to your website to pull out all the tricks to attract and impress an audience—after all, attention spans have decreased in the fast-paced digital age. However, if you truly wish to engage your audience the best advice is *don't waste their time*. Superfluous information, bells and whistles are distracting and should be avoided.

To accomplish this, evaluate all content to make sure it has meaningful value to the target audience. If your site is informational, make sure that your content is easy for visitors to understand. It is better to keep things simple, short and to the point rather than overwhelm a visitor, possibly confuse them, or even lose their interest all together.

Accessible Website Content

Understand options for producing accessible website content

Website Standards or Checkpoints were created to ensure that website content is accessible to the disabled. The Web Content Accessibility Guidelines are based on 4 principles: *Perceivable*, *Operable*, *Understandable* and *Robust*, otherwise known as the POUR principles. You can find out more about the POUR Principles at the W3C site <http://www.w3.org/WAI/WCAG20/quickref/>

Accessibility in the target audience

When creating website content it is crucial to consider all types of people who may make up the target audience. Many people with visual, auditory, mobility and other disabilities have difficulties accessing various aspects of content and use assistive technology to aid them in navigating websites and applications. By making content accessible you are helping your client reach more people and ensures that no member of the target audience has to endure additional frustration or is left out of the experience.

Screen Readers and the Accessibility Panel

Adobe Dreamweaver CS5 has made it easier for you to create accessible Website content. By using the Accessibility Panel (found under the Window drop-down menu, under the Preferences Dialog Box) you can make content readily available for screen readers to interpret for people with visual impairment. Screen reader software such as **JAWS**, **Windows-Eye** and **Yahoo Asteroid Toolkit** will read the content on web pages out loud for the user, and the person can also use

keyboard shortcuts and the “tab” key to browse screen information faster and more selectively.

To select accessibility preferences, click **Edit** on the Application bar (WIN) or **Dreamweaver** on the Menu Bar (Mac), click **Preferences** and then click the **Accessibility** category.

Other Accessibility Considerations

There are some easy steps you can take to making your content more accessible while still in the design stage. Consider different types of color vision deficiency when selecting your color scheme and never rely on color alone to express information. Also, many elderly people have trouble reading small font sizes. Keeping the fonts at a more legible size, or at least having options for making the fonts larger, are both good ideas. For the visually impaired you should always allow for user control of audio and video; building on this you can increase accessibility by giving keyboard shortcuts to playback controls. For people who are deaf or hard of hearing you can easily add closed captioning at cue points in your video or provide the text equivalent of audio clips.

Through the development process (and certainly before your project launches) you should validate for accessibility by navigating the content with different screen readers and by having people with diverse impairments perform quality assurance testing. By taking these measures you ensure that your efforts result in website content that is thoroughly accessible.

Copyrights

Demonstrate knowledge of standard copyright rules (related terms, obtaining permission, and citing copyrighted material)

First review the following terms:

Intellectual Property – can be any original work in the form of a design, text, photo, video, sound, logo, name or innovation that is used commercially or as a form of expression.

Copyrighted – the copyright law protects the ownership of intellectual property once it has been created in a fixed medium with or without applying for a federal copyright. In order to reuse or reproduce copyrighted property that is not yours written permission must be obtained from the creator or owner. Many cases of obtaining permission will also include paying royalties. Whenever you see “copyright” or the © symbol, author name and/or published date that work falls under copyright protection. It is safe to assume any work you see, hear or read is copyrighted unless it comes with a statement that that you may reproduce it

without permission from the author/owner.

Fair Use Doctrine – this creates a loophole in the copyright law whereby copyrighted material can be reused in part as long as it falls under the guidelines of “fair use”. These “fair use” guidelines loosely stand to help the flow of information to the public as long as the usage is not at too great of a conflict to the original work. Usually educational purposes fall under “fair use”.

Derivative Work - is a new product that includes an aspect of a previously copyrighted work.

Citing online copyrighted material:

When reusing a copyrighted work under the Fair Use Doctrine you should always cite the original material. For video, audio, text, images and websites found online you should always cite the creator(s), the title, the creation date, the URL and a brief description may also be necessary.

Project Management

Understand project management tasks and responsibilities

The Project Plan

A project plan is a list of guidelines to follow to control and execute a project from start to finish. These guidelines define the project scope, including details of project specifications, internal due dates for the completion of specific tasks, milestones for project deliverables, a client approval process, and a project timeline. Possible deliverables for a web site may include sketches, wireframes, mockup designs, interaction/animation storyboards, site map structure and prototypes. The project plan also details resource allocation, which indicates which tasks go to which team members.

Scope creep (or feature creep) is the expanding of work beyond the original project plan, and it happens on just about every project. The effects of creep can have a devastating impact on everyone’s time and the client’s expectations. Therefore the project plan should contain some “padding” to allow for the shifting of internal due dates, so that critical tasks are not held up by other tasks taking too long. Examining a project’s structure, breaking it down into detailed tasks, and assessing which tasks may encounter complications are all essential steps. As always, timely communications between team members and the client are a key factor in the project’s success.

The phases of the project plan are:

Analysis and Planning - The first step where client goals and target audience considerations are established and initial project planning begins.

Design – A plan starts to take visual form in style guides, color schemes, wireframes, graphics and design mockups.

Building/development – Prototypes are built that include the structure, interactivity and functionality for the website content. Graphics are also integrated.

Testing – Thorough quality assurance testing is performed to uncover bugs, usability issues or other possible errors and report them to the design and development team for revision.

Implementation/Launch – A project is in its final stage, the bugs are squashed and the client has approved it to launch. You're ready to "go live" and make the web site available to the public.

Website Design Elements

Benefits of consistency

With the wide range of creative freedom Dreamweaver extends to designers and developers it can be tempting to try to impress a client with a unique approach they've never seen before. However it is important to remember that the most important aspect of an interface is that it functions well for the target audience. Design conventions such as links that look like buttons, identical navigation across all pages and icons that clue the user into the content help create consistency that users can follow based on their past experiences. Sticking to design conventions and keeping the end user in mind will provide a level of comfort to the end user, and even save you time in the design/development process.

Web-safe colors

While not the problem that it used to be, with the availability of so many different computers and browsers—both old and new—there can be a wide variance in how designs appear onscreen. Web-safe colors were adopted to tame the effects of this, and can be used to create a consistent appearance. In Dreamweaver you have the freedom to pick any color. If you are relatively certain that your target audience will be using new, consistent browsers/devices to navigate your site, you probably don't need to worry too much about this. But if you think your customers may include older machines and older browsers you should consider using web-safe colors for critical elements.

Identify criteria for using engaging website content

You can keep a user's interest with informative animation and transitions to illustrate progression and visual hierarchy. Audio and video files can be easily implemented to display consistently across browsers and computers with consistent skins and controls. Screen real estate can be saved from content overload by organizing navigation into dropdown menus or layering information into one dynamic area of the screen. This is where you can get really creative—the possibilities are endless.

Always consider the operating system and web browser in website design

Today's internet users have a variety of operating systems and web browsers to choose from. Windows, Mac (including iOS) and Linux are the most common operating systems. Internet Explorer, Safari, Firefox and Chrome are the most popular web browsers. When designing and developing your website you must always consider the fact that not everyone uses the same operating system or web browser.

Fonts are not available on some operating systems. Dreamweaver supports an inventory of fonts that work on both Windows and Mac operating systems. The fonts are listed in preferential order for displaying the text. If one font is not available then the next one on the list is displayed. The last font on the list is a generic font that is supported by all operating systems.

NOTE: A recent positive development in web typography is the proliferation of free-open-source fonts from providers such as Google Fonts. You can embed these fonts in your web site, they are supported by all modern browsers, and add a tremendous amount of design flexibility to your web designs. You can find out more at: <http://www.google.com/webfonts#HomePlace:home>

Web browsers also need to be considered in the web site design. In 1990 a list of 216 Browser/Web safe colors was developed and is supported and displayed by Dreamweaver. This list of Browser/Web safe colors somewhat limits design but guarantees that your color choices will appear as you designed them on any web browser (although as previously noted, if your site is intended for users who are up-to-date with their devices and browsers, web-safe color is not the issue that it used to be).

Other Web Browser considerations when designing your website are tables, margins and horizontal lines. The Wikipedia article on the history of web browsers is dense, but it may prove useful when determining whether a feature you need is compatible all of the browsers you hope to support:
http://en.wikipedia.org/wiki/Comparison_of_web_browsers

Page Layout, Graphic Design Elements and Principles

Before you start your website project it is beneficial to have a good grasp of Page layout graphic design elements and principles. Lines, shapes, images and textures are all design elements. Alignment, balance, color, contrast, emphasis, movement, proximity, repetition, rule of thirds, symmetry, unity and whitespace are all Principles of Design.

Design Elements

Lines - can be dashed or dotted, horizontal, vertical, or diagonal , long or short, thick or thin, straight or wavy—and are the foundation of every shape.

Shapes - consist of connected lines and can be geometric or organic.

Texture – the surface or fill of a shape that describes the “feel” of the object.

Design Principles

Alignment – spacing of shapes or words relative to the page and each other.

Balance – the elements on a page are organized and distributed in a pleasant manner that encourages the visitor to look around and explore.

Color – can affect the behavior of the viewer and can evoke an emotion or a positive or negative reaction.

Contrast – creates differences for effective comparison of elements.

Emphasis – similar to contrast, making an element stand out.

Movement – add a sense of direction using dotted lines or arrows.

Proximity – the distances of words and objects can indicate a connection (or a lack of one).

Repetition – create a feeling of consistency or mapping; repeating a similar layout on every page gives the viewer a sense of familiarity.

Rule of Thirds – the theory that the most visually interesting component of a page is not in the exact center, but rather is positioned a third of the way in from an edge or corner.

Symmetry – the even distribution of text and objects around the center point (or vertical line) on a page. Symmetry is one way to achieve balance on a site. Similarly, carefully-chosen asymmetry can be used to emphasize an element on a page. Symmetry can be diagonal, horizontal, radial or vertical. Diagonal symmetry balances objects along an invisible diagonal line on the page, horizontal symmetry refers to elements that are evenly distributed/balanced across the pages, radial symmetry means the distribution/balance is from the center of the page outward, and vertical symmetry is when the distribution/balance is down the page. Asymmetric symmetry is when objects of varying sizes are distributed around the center of the page. Smaller shapes are placed with larger shapes to balance the page.

Unity – the principle that brings everything together (the entire site is one).

White Space – empty spaces on the page including line spacing and margins. Effective use of white space be the primary difference between a site that looks well-designed and a site that looks cluttered.

All websites need to have a layout that applies the principles of design. Creating a website layout that does not adhere to the basic principles of design will not contribute to increased traffic to your site. The purpose of most websites is to

have people visit... preferably multiple times. Poor color choices or inconsistencies will turn people off, and they may never come back to the site or refer the site to someone else.

Website Accessibility, Readability and Usability Principals

Sound, links, movies and graphic elements are typically unreadable by screen readers. Dreamweaver allows you to use specific tools that make unreadable elements readable to viewers with disabilities or motor impairments. These elements can be viewed or realized utilizing an **alternate text tag** in Dreamweaver. The alternate text will be read when the otherwise unreadable element is encountered.

In Dreamweaver if you want to provide alternate text for an image you'll use the **Polygon Hotspot Tool**. Once your image is loaded, click on it, and in the Property Inspector you'll see the selected image and the Polygon Hotspot Tool. If you select the Polygon Hotspot Tool and click on the Hotspot area of your image a Dreamweaver dialog box will appear and ask you to write a description of your element. Once you are satisfied with your description, click OK. Next draw a Hotspot on your image. In the Property inspector click the **Alt text** box, then type the additional information you wish to be displayed.

Creating alternate text or keyboard accessibility for links in Dreamweaver is also possible. From the menu choose Insert -> Hyperlink. In the resulting dialog box note that you can add a **Tab index** number and **Access key** to allow your user to activate the link with only keyboard strokes.

To improve website usability there are some important fundamentals or guidelines to follow. If the website is not user friendly then you will not keep site visitors and they certainly will not return to your site. The following tips can help make your website user friendly:

- Make sure the purpose of the site is clear to the visitor.
- Use legible, varying font sizes, combined with contrasting colors.
- Headings and drop down menus must be obvious and descriptive.
- Locate important information at the top of the page.
- Use a consistent layout to quickly familiarize the visitor to function and structure.
- Use Graphics and Tables to emphasize and organize specific items.

There are also some text formatting guidelines that make a website more readable. Styling text with CSS is preferable to creating text as an image. Using CSS makes the text more accessible to reading mechanisms, assistive technologies and more flexible for the end user to manipulate with color or size.

Designate a generic font, which will be displayed if your chosen "designer" font is not present. Dreamweaver has 4 default generic fonts: *sans serif*, *serif*, *mono-*

space, and *cursive*. Be sure to test your site with the generic fonts to make sure everything remains legible and your layout is preserved.

CSS should also be used when alignment, spacing, indentations, paragraph format and control of text are a critical component of a website design. Use of CSS in text placement and alignment makes the site more accessible to reading mechanisms and assistive technologies. The order of text in tables is also important, because many reading mechanisms and assistive technologies read the HTML code in the order written... which may not necessarily be the order the text is displayed in the table. If you ensure that the text in your HTML code is in the same order it appears in a table, your website will be more accessible to these assistive technologies.

Dreamweaver's Workspace Switcher

Dreamweaver allows you to customize your workspace to suit your needs. You can reset your workspace to default settings, switch to other workspaces or create a custom workspace using Dreamweaver's **Workspace Switcher**. The default workspace in Dreamweaver is **Designer**. You can customize workspaces and save them by clicking on **New Workspace** from the Workspace Switcher menu, or use the **Window** menu to access workspaces on the **Workspace Layout** menu.

The Insert Panel in Dreamweaver

The **Insert Panel/Bar** is used to create objects or insert objects from other programs into Dreamweaver. The Insert Panel buttons are organized by categories. "Common" is the default category, and has a menu that allows you to access additional buttons and menus for the category. The same functions exist for the other categories in the Insert Panel/Bar. You can view the categories as tabs or menus. To view them as menus right click a tab on the Insert toolbar and then click "Show as Menu".

The Assets Panel in Dreamweaver

The **Assets Panel** is used to organize your inventory of files, images, graphics, sounds, video, Flash elements and templates that you will be using on your website project. Assets in the Asset Panel can be viewed in two different categories. The two categories are the **Site** list, which contains *all* of your assets, and the **Favorites** list which contains the assets which you have designated as the most important. Once you have defined an asset for a specific project, it will appear in the Assets Panel.

To insert an item from the Assets Panel place an insertion point on your website, select an asset either from the Site list or the Favorites list and click **Insert** on the bottom of the Assets Panel. Type a description of the asset in the Image Tag Accessibility Attributes dialog box and then click OK to place the image at the insertion point.

Don't forget to save your work!

Naming Your Website

To create a new page in Dreamweaver you can use the **File** menu or the **Start** page. You should use either default.htm(l) or index.htm(l) as the name of your homepage (web-servers will recognize these pages as the main page of the website). Asset, file and folder names should start with a letter and only be one lowercase, alphanumeric word that is no more than 10 characters long. An **underscore (_) or hyphen (-) are the only non-alphanumeric characters that are allowed.** It is suggested that you use a hyphen when possible because an underscore can be hard to see. File extensions that you should use for your webpage are as follows: .html, .htm .shtml, .shtm, .stm, .tpl, .lasso, .xhtml.

The Uniform Resource Locator (**URL**) is the internet address for the website. Web page file names, folders and assets are included in the address, and each is unique.

Folders are designated by a preceding and following forward slash (/). Because of this, a forward slash cannot be used in the name of a file or folder.

The **Title** of the page appears in the title bar, and is not the same thing as the url (address) of the page. Dreamweaver allows you to define the title in the **Page Properties** or in the **Title Text** box on the Document toolbar. The Page Properties dialog box is located inside the Property inspector.

Adding Text to your Website

If you can use Word or any other word processing software you can add text to your website. Either type text directly into the page or copy/cut and paste text from another source such as Word, Excel, Pages, TextEdit, WordPad, or any .txt files or .xml files.

Image/Graphic File Types

The three most commonly used image file types are JPEG (.jpg), GIF (.gif), and PNG (.png). Use of these file type almost guarantees your website images will be viewable from any modern browser (PNG may not be viewable in older browser versions). **.aif, tiff, eps, pdf, png, and bmp** files should be avoided when developing your web pages (although these can be linked/embedded if you want your visitors to be able to download a high-quality version of an image or document).

Adobe InContext Editing

InContext Editing enables designers to create, manage, and control editable web pages and is an online service offered by Adobe. By using InContext Editing, web designers can now allow content editors and publishers to manipulate website content through web browsers without compromising design integrity, having to know HTML, or downloading software.

Inserting Fireworks-created Images, Buttons and Navigation Bars

If you are creating your site in Dreamweaver you should know that you can export navigation bars, rollover images, and buttons created in Fireworks. Select HTML and images as the export type in Fireworks. Then in Dreamweaver, insert the object by clicking **Rollover Image**, **Image Placeholder** or **Fireworks HTML** (depending on your item). The **Insert Rollover Image** dialog box allows you to enter alternate text, select both the original and the rollover images, and create a link.

Adding Excel or Word to your Dreamweaver Website

To insert an Excel or Word document in a new web page click the **Import** command in the **File** menu and select either "Excel" or "Word". Dreamweaver has five import options:

- Text Only - No formatting.
- Text with Structure – Paragraphs, tables, and list (font features not supported).
- Text Structure with Basic Formatting – some formatting is maintained.
- Text Structure Full Formatting – all formatting is maintained.
- Clean up Word Paragraph Spacing – removes spacing

Dreamweaver also allows you to link to an Excel or Word document to your Webpage. To do so drag your document to the location where you want the link. Open the Insert Document dialog box and select whether to insert the document or create a link. *You will need to make sure the document is located in the site's root folder.* When the document is in the root folder Dreamweaver makes it available when the website is published. The link text is the name of the linked file, which you can edit if desired.

Modifying Text Properties

Some web browsers read only a limited number of fonts. It is necessary to assign a font family. Font families are a list of alternate fonts, which are enabled when your original font is not available in a given browser.

Text entered into a Dreamweaver document is set to a default font. To change the default font use the Property Inspector and select CSS. Dreamweaver provides a few default font families. You can create your own font family by selecting the Font pop-up menu and clicking on Edit Font List.

Modifying Image Properties in Dreamweaver

You can modify Images right in Dreamweaver. Using the Image Property inspector there are common image manipulation tools. *Using these tools will permanently change the image, so make sure to keep a backup of your original*

source image. Dreamweaver has the following image editing tools:

- Brightness and Contrast
- Cropping
- Sharpen
- Re-sampling – changes the number of pixels that make up the image
- Edit Image Settings – adjusts the appearance of the image.

Scaling an image is easy in Dreamweaver. Select the Edit Image Settings button in Property Inspector. This opens the Image Preview dialog box. Select the File tab and you can easily scale or resize the image for the page.

In Dreamweaver you can Round Trip Edit website assets that are in other Adobe applications like Photoshop, Flash or Fireworks, as long as these applications are installed on your machine. To open the image in these applications select the image, then the Image Property inspector. In the program select **Edit** and you can now adjust the asset in your chosen editor.

How to Add Head Content

Click the Head button on the Common category of the Insert Panel to edit or add content to the base, link and meta tags. You can also add keywords and a meta tag description.

Click Insert on the **Application** bar (Win) or **Menu** bar (Mac), point to HTML, click **Head Tags**, and then click **Description** and a dialog box will open. Enter the text for the description.

Evaluating and Maintaining a Site Using Dreamweaver

Spell Check

You can check the spelling of a webpage by selecting **Check Spelling** in the **Commands** menu. Dreamweaver will find all unrecognizable words from the dictionary you select (from multiple language dictionaries). You can add words, correct a word yourself, or Dreamweaver will suggest the correct spelling of a word.

Browser Preview

Dreamweaver allows you to preview your website in several browsers before you publish. You can preview the browsers you have installed on your PC or Mac or you can use the Adobe BrowserLab. Click **File** and select Preview in browser, select a browser installed on your computer, and then click a preview option.

You can also use the Adobe BrowserLab, one of the CS live online services, to preview browsers not on your computer. To open ABL select **Extensions** on the **Window** menu and open Adobe BrowserLab.

Tip: The storyboard you created before you started the website represents what

you and/or your client wanted the site to be. Previewing a site is a good time to look back at your storyboard to make sure your site reflects what you originally planned.

Basic Usability Tests

You should verify how well your site functions by conducting a usability test. Checklist or scripts need to be created to determine what will be measured. You will need a control group of people to review your website against the checklist/script. The results of their review will determine the usability of your site. Usability.gov (a federal entity) offers a guide to the process. There are many usability test templates available in the public domain.

Visitor Feedback

Once your site is published you should begin to get viewer feedback about the form and function of your site. There are many different ways for you to get feedback from visitors, but one of the most common is the use of surveys. You can have a pop up survey appear on specific pages, or you can ask for participation and e-mail a survey to a participant. You can create a feedback link that, when selected, opens up a form or the user's e-mail client requesting feedback. There are services available that will monitor and request information from your visitors. There are also services available that can monitor visitor behavior on your website.

Focus groups are a traditional marketing method used to trial offline products and services. Assembling a focus group to evaluate your website before and after you publish your site can give you valuable information about user reaction and interaction. You should make sure the focus groups you assemble represent the target demographic you intended when you originally designed your website.

Files Panel

The Files panel can be used to manage website assets on your hard drive, and an externally hosted server, allowing you to re-name, move or delete files. Dreamweaver informs you if an asset change requires a link update.

Managing files in the Files panel is easy. Begin by selecting the Panel options menu, or by right-clicking a file. When you use the Panel options menu, you can use the move, delete and re-name options by choosing **File**. When you use the right-click menu, go to **Edit** to delete and rename files.

Dreamweaver allows you to connect to a remote folder—just specify the folder in the **Server** category of the **Site Definition** dialog box. The remote folder (aka the host directory), should match the local root folder of your Dreamweaver site. File-transfer-protocol or FTP, is the default option in the **Connect Using** pop-up menu for transferring files to a remote folder. Click **Local/Network** on the **Connect Using** pop-up to connect to a local or network connection.

When you upload files in your local root folder to a remote or hosted folder, you are “publishing”.

To publish your files to a remote folder use the **Put** command. Before using the

Put command you should select the local root folder in the **Files** panel; this will upload the entire local root folder. To select only single pages or folders, select the file or folder and click the Put button, and the items you selected will upload.

The **Get** command is used to download files from a remote folder to a local root folder. Select the **Check Out** command to ensure that more than one person does not work on a file at the same time. Dreamweaver will let other users know that the file has been checked out and by whom when you use the Check Out command. If using the Check Out command, you need to make sure the file is placed back in the remote folder using the **Check In** command.

You can also use the files panel to review the site map.

The Related File Tool Bar

Dreamweaver allows a user to view and edit related files, without losing focus on the main documents. There are two ways to open a related file from the Related Files toolbar:

- 1 - Click the filename of the related file you want to open
- 2 - Right-click the related file and select **Open as Separate File** from the context menu.

When you open the related file as a separate file, the main document is not visible.