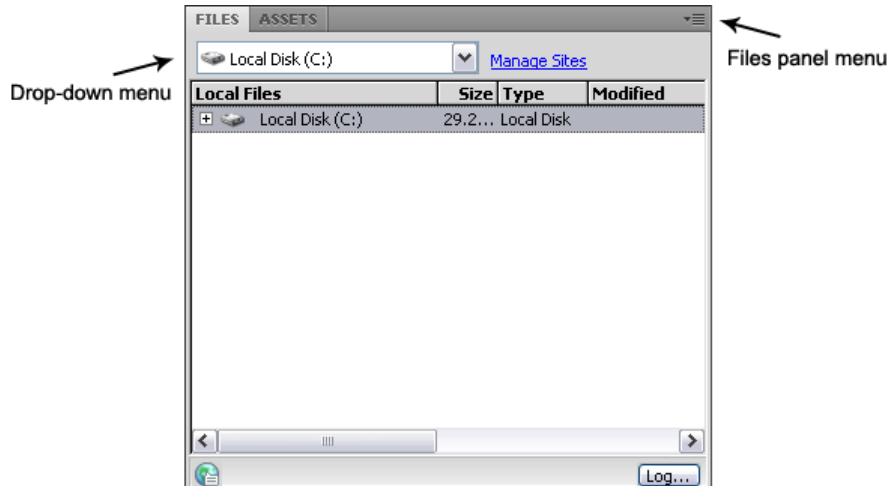


## Manage Sites and FTP with Dreamweaver

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### Set-up for Managing Sites

DW allows you to manage the files for a site via the Files panel.



This is a very useful feature and should be used whenever you are working on a site. Doing this enables you to:

- Establish the site files structure prior to adding content to pages
- Conveniently use the point to file method for making links
- Rename and moves files within a site. DW will updates links to those files
- Use DW for FTP
- Synchronise files between local and remote versions of the site
- Use Check-in and Check-out for files when working in a collaborative environment

### Step 1

When creating a new site, the first stage is to establish a *root* folder and inside that an *images* folder. This can be done prior to going to Manage Sites or as part of the process.

To begin the Manage Sites process do one of the following:

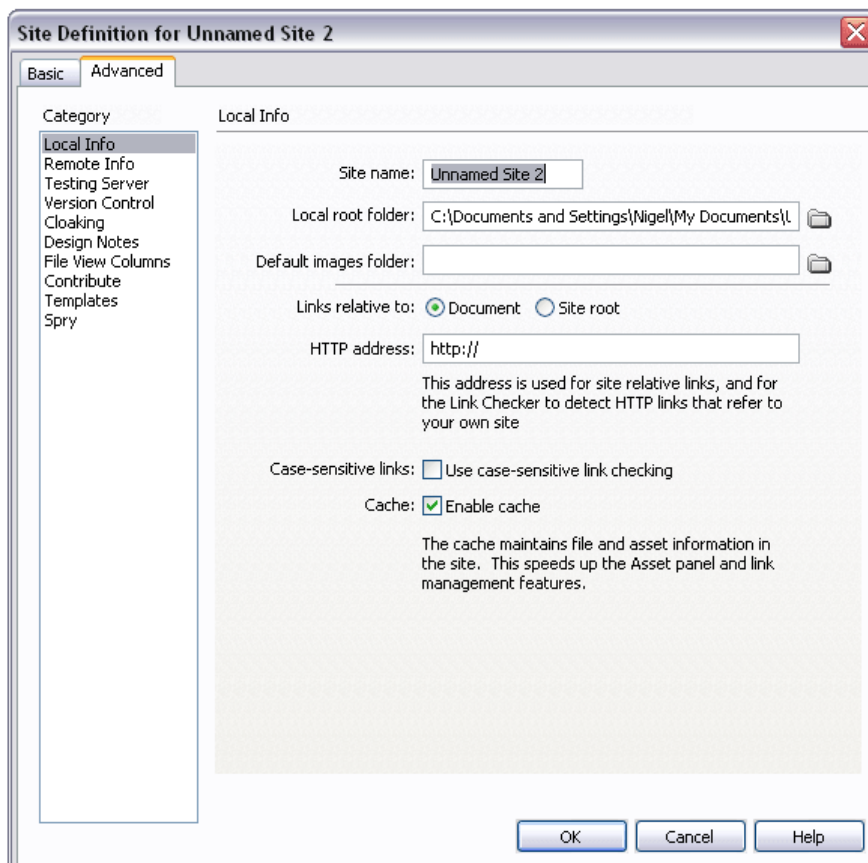
- In the Files panel click on Manage Sites (this option is not available if the files for a currently managed site appear in this panel)
- In the Files panel click on the drop-down menu and choose Manage Sites
- Go to Site > New Site or Manage Sites

*Notice in the last option, going to Site in the main menu gives an option for New Site. This by-passes the Manage Sites window and goes straight to the Site Definition dialogue window. The next stage below includes the Manage Sites window.*

If you chose Manage Sites and not New Site, the Manage Sites window opens



This window lists any sites, if any, that are currently being managed with DW. Click on the New... button. This will open the Site Definition dialogue. *If you went to Site > New Site, this will be the first dialogue.*



Choose the Advanced option from the tab at the top. Under Category ensure the option Local Info is selected. Local Info refers to files on the computer. Details for a hosting server are entered under Remote Info.

*Usually at this stage, only the information for the first three fields is required.*

- Site name – Enter a name for the site. This is a label used in DW for identifying this particular site and can be anything you want. Usually it will be the name or subject of the site. This will appear in the Manage Sites window and in the drop-

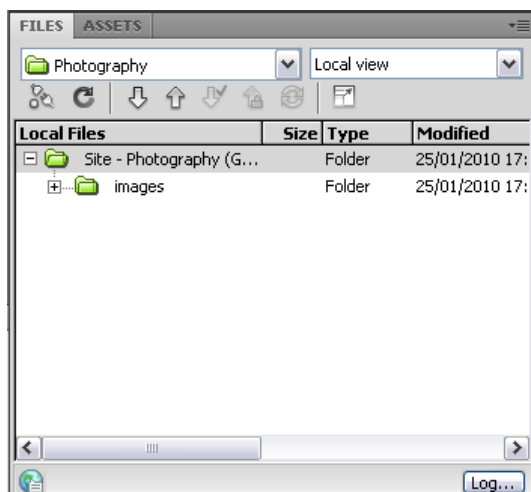
down menu in the Files panel. Entering this name does not name any folders or files.

- Local root folder – Click on the *browse for file* button and locate the root folder. Ensure the correct folder is selected before clicking on Select. On a Mac the folder needs to be highlighted. On PC the folder needs to be opened first so it appears in the Select field at the top of the browsing window. *Also, a root folder can be created at this point.* The file path to the root folder should now appear in the Local root folder field.
- Default images folder – Click on the *browse for file* button and locate the images folder in a similar fashion to when locating the root folder. *Also, an images folder can be created at this point.* The file path to the images folder should now appear in the Default images folder field.

#### *Other options for this dialogue*

- Ensure links relative to document is chosen
- Http:// address is not necessary at this point. This will be entered once the information for Remote Info is set. The HTTP address enables Dreamweaver to verify links within the site that use absolute URLs or site root-relative paths
- Case-sensitive links – An option when using DW to check links
- Cache – Select this to help improve site management tasks.

Click OK and the Manage Sites window opens. Click on Done and the root folder and images folder will now be listed in the Files panel.



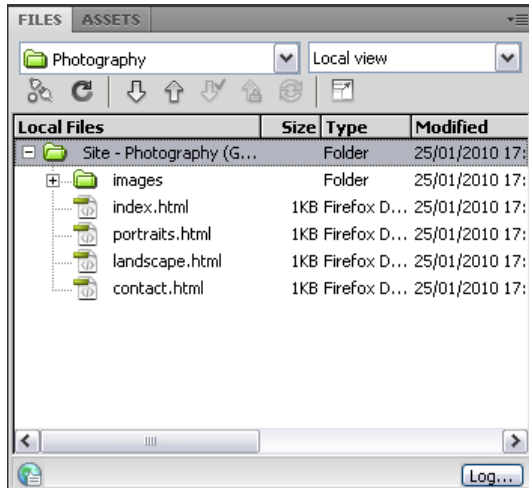
### **Step 2**

The next stage is to establish the files structure for the web site. Do this by creating the html documents required for the web site from the Files panel.

In the Files panel do one of the following:

- Right click (or Ctrl click for Mac) on the root folder and choose New File from the menu
- Select the root folder and from the Files panel menu choose File > New File

Doing either of the above actions will create a new HTML file (untitled.html). Rename the file as required but *maintain the .html file extension*. Continue to do this until all the necessary html documents are created for the web site. If sub-folders are required then these can be created as well.



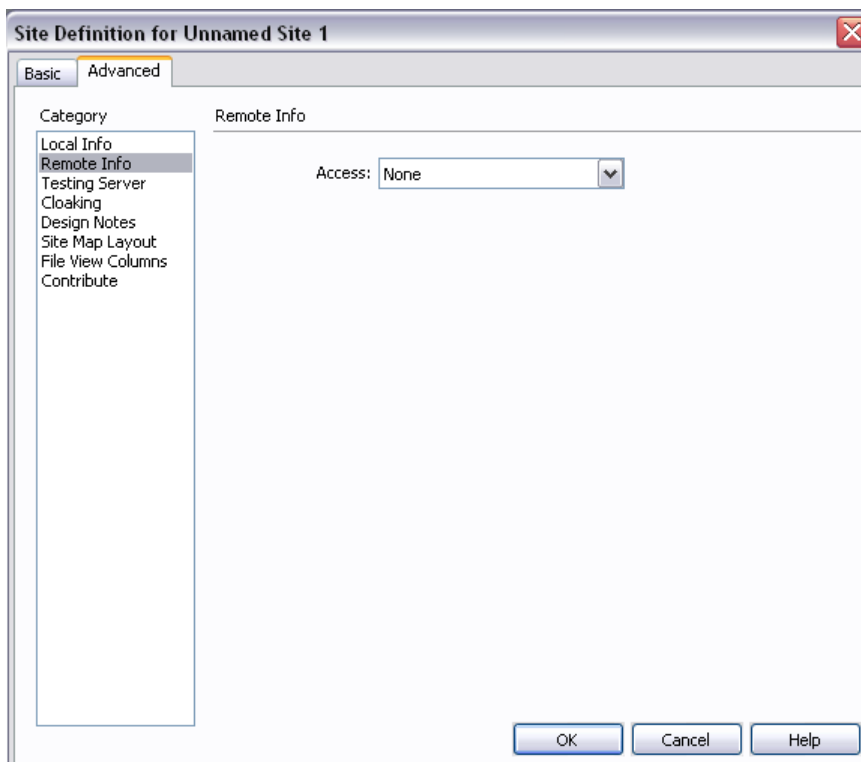
Files and folders created this way in the Files panel actually exist on the computer. The view in this panel is not a virtual environment.

With the site structure established it is now time to begin placing content into the web pages. In the Files panel, double click on an html file and it will open in the workspace.

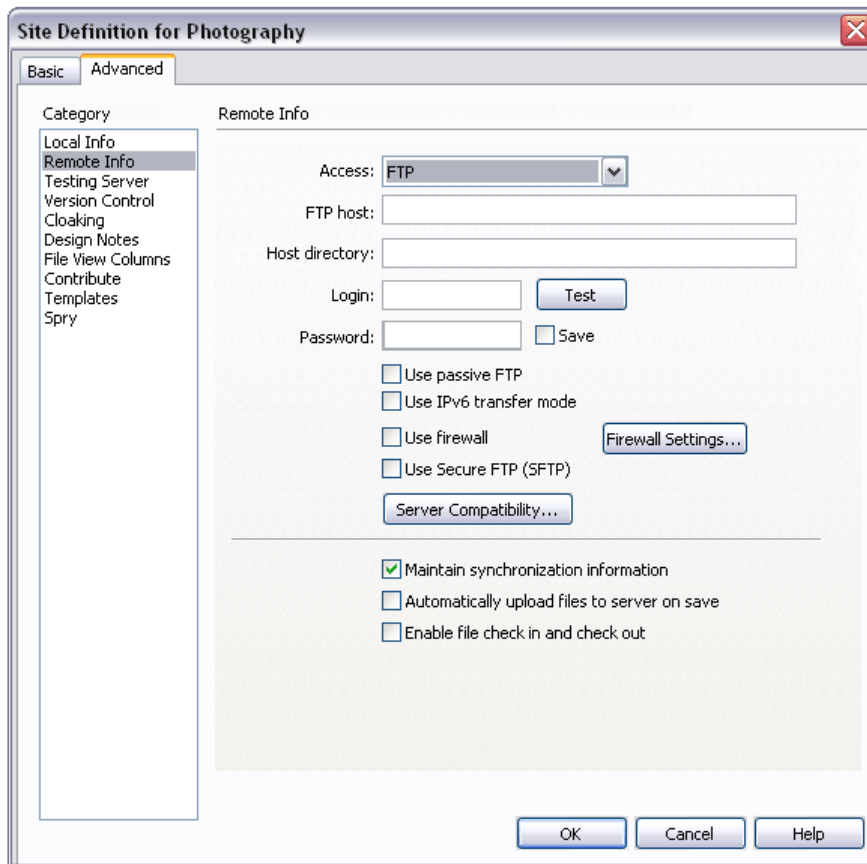
### FTP with Dreamweaver

FTP details can be added into DW as part of the Define/Manage Sites process. This can be done either when putting in the Local Info, or at a later date. If FTP details are added at a later date then you need to edit your site definition. To do this, go to Manage Sites from the Files window or from the Site menu. In the Manage Sites dialogue box select your site and click on Edit.

In the Site Definition box choose the Category *Remote Info*. The box then looks like the one below.



From the drop down list choose FTP and further information fields appear. Unless there are particular circumstances, generally only information needs to be input into the first five fields.



The details to be used here are given by your hosting provider.

**FTP host** can be a domain name preceded by ftp, or a series of numbers/

**Host directory** is a specified folder or space on the server for the purpose of uploading site files to. If this is specified by the hosting provider this may be something like *htdocs* or *public\_html*. Sometimes host directory information is not required. You can also set a sub folder that you have created on the server as host directory. You may do this when creating a micro-site (site within a site).

**Login and Password** are whatever is provided.

At this point you can click on the **Test** button to see if the connection to the server is successful. If the connection is not successful then go back and check to see if the information entered is correct. If the information is correct and there is still no successful connection then you may need to select *passive FTP*.

**Passive FTP** refers to how the connection is established between the local computer and the remote server. When connecting to a server a signal is sent up line which is then verified by the server. If the connection is legitimate then a signal is sent down line to the local computer and the connection is established. This process is referred to as *passive* or *active*.

**IPv6** (Internet Protocol version 6) is for use on servers configured for this. IPv6 is developed to take into account the growing use of the internet. One aspect of IPv6 is to accommodate for the growing need for addresses.

**Firewall** option does not refer to a domestic type firewall. This is for situations such as an organisation that has security limitations and connections need to be configured to get through the firewall.

**Secure FTP** is for secure servers where data can be encrypted before transferring.

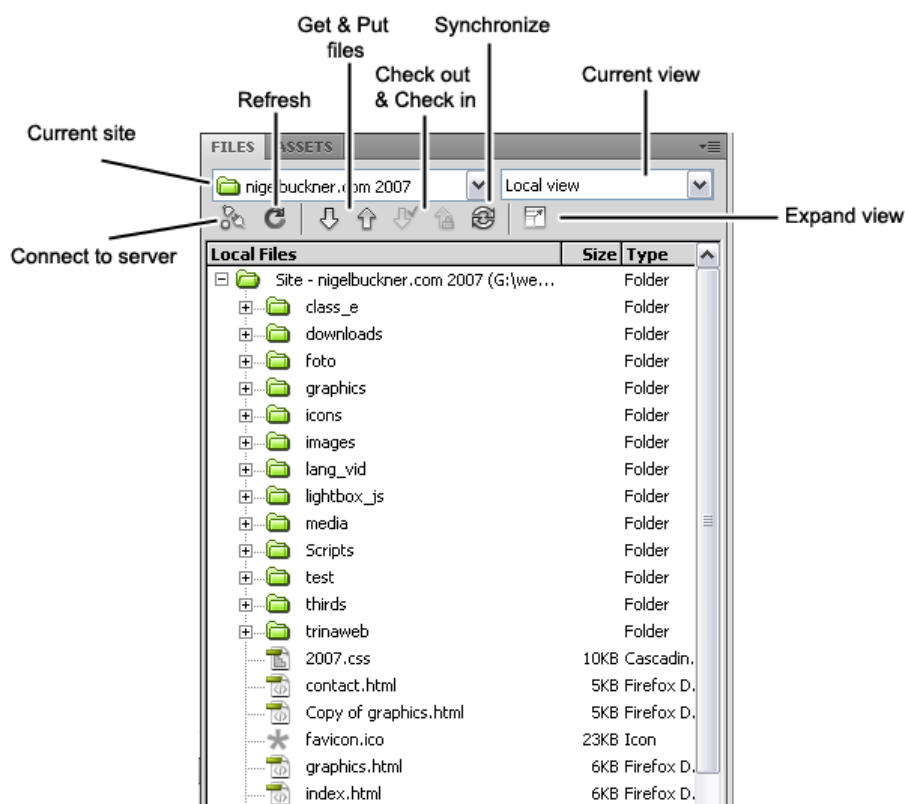
**Server Compatibility** is for setting up with a non-standard server.

In the final section, choose options as required. The only one with an issue here is *Automatically upload files to server on save*. Choosing this is not advisable unless you are dealing with something like scripts and features that use absolute URLs that only function on a server.

For a video on adding ftp details go to: [http://www.adobe.com/designcenter/video\\_workshop/?id=vid0163](http://www.adobe.com/designcenter/video_workshop/?id=vid0163)

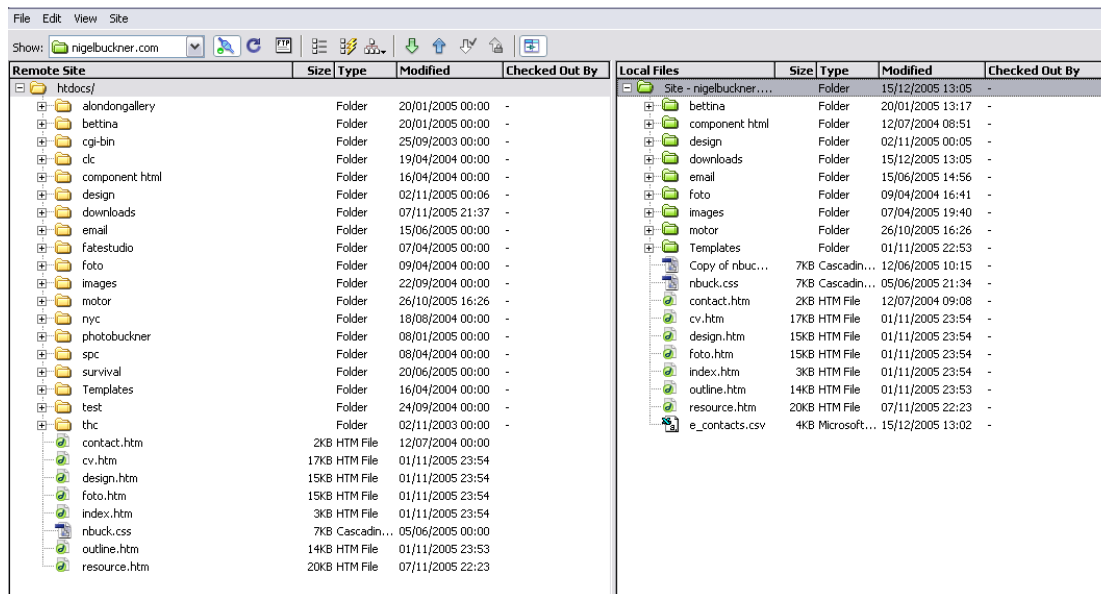
### Connecting to a server

You can connect to your site from the Files window. This view shows the local view, that is, the files on the local computer.



To connect to your site click the connect button. A progress bar will appear and inform when connection is successful. Click the expand panel button. The Files window will expand to show 2 sections. The one on the right shows the local files and the left section shows the files on the server.

It is then a matter of transferring files from the local view to the server view to establish a presence on the remote server. When complete the file structure on the server should be a replication of the structure in the local view.



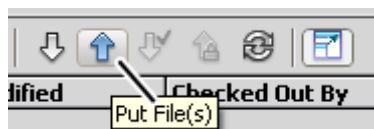
### Transferring files

When connecting to a server for the first time, before files have been transferred, you may see either a group of folders with one allocated for web pages (usually named to indicate this) or just a single folder. This folder is the equivalent of your root folder in the local view. When transferring files up line it is not possible to upload the root folder. It is only *the contents* of the root folder that can be transferred. It is possible to select a group of files and folders for upload or to transfer files singly. When uploading, files are copied to the server and *not* removed from the local site. You can create folders, delete and rename files and folders from the server view in the same way as in local view.

Two easy methods for transferring files are drag and drop or Put Files.

To *drag and drop*, select the item or items for uploading in the local view and drag and drop them on the equivalent of the root folder in the remote view. If a file needs to be transferred to a specific folder in the site, then drag and drop the file on the appropriate folder.

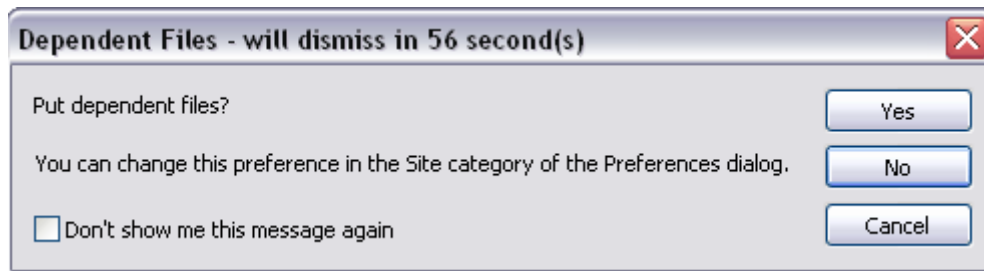
To use the *Put Files* feature select the files to upload in the local view and click on the Put Files button and the files will be uploaded to the remote server.



For this method to work successfully, the folder on the remote server that contains the web files must be specified as the host directory. This is done when defining content for the Remote Info category as part of the Manage Sites process.

For a video on Put Files go to: [http://www.adobe.com/designcenter/video\\_workshop/?id=vid0163](http://www.adobe.com/designcenter/video_workshop/?id=vid0163)

Before files are uploaded you will get an alert that asks if you wish to include *dependent files*? When transferring a web page this refers to any images, style sheets and scripts required to make that page display completely.



If you choose 'Yes' then dependent files are uploaded. For instance, when uploading for the first time you may upload the index file and choose 'Yes' to dependant files. DW will transfer the dependent files and create the necessary folders for them to reflect the local site structure.

Choosing 'No' to dependent files would be appropriate where a page has just had some text updated or changed. In this case it would not be necessary to upload dependent files.

When uploading a page that has been updated, DW will replace the file on the server with the newly uploaded one. It is not necessary to delete the file on the server first. When checking an updated file in a browser it may be necessary to refresh the page.

Files can also be transferred from the remote to the local site. Simply drag and drop or use the Get button.

After uploading, disconnect, collapse the view and check the results by connecting to the site with a browser. Then continue editing your local files as needed. When working on your site, it is a good idea after disconnecting and returning to editing files that you ensure you have Local View selected in the Files window.

### **Deleting a site definition from Dreamweaver**

A site can be deleted from the Manage Sites window by selecting the site and clicking on the Remove button. This does not delete files from the computer.