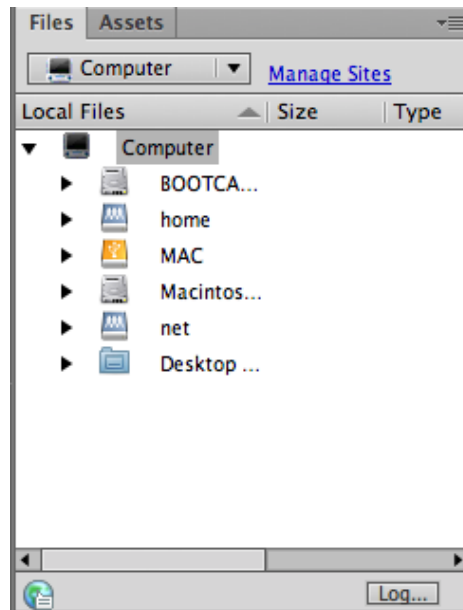# Manage Sites and FTP with Dreamweaver

Files panel

Manage Sites

Manage Sites means making use of the Files panel to organise the files of your web site. The Files panel provides a 'window' to the files on your computer. This is a very useful feature and should be used whenever you are working on a site.
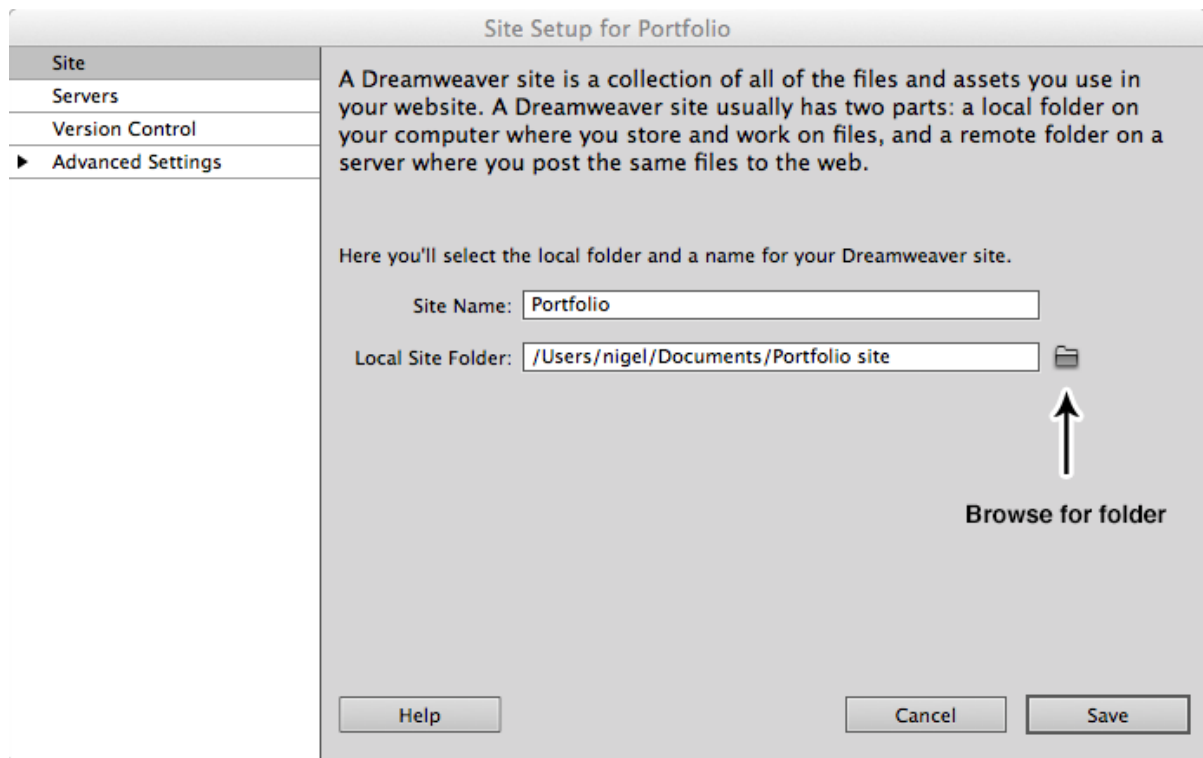
Doing this enables you to:
- Establish the site files and folder structure prior to adding content to pages
- Conveniently use the point to file method for making links
- Rename and move files within a site. DW will update links to those files
- Use DW for FTP, File Transfer Protocol (uploading to a web server)
- 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 practice is to begin by establishing a *root* folder on your computer 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, from the main menu go to *Site > New Site.*
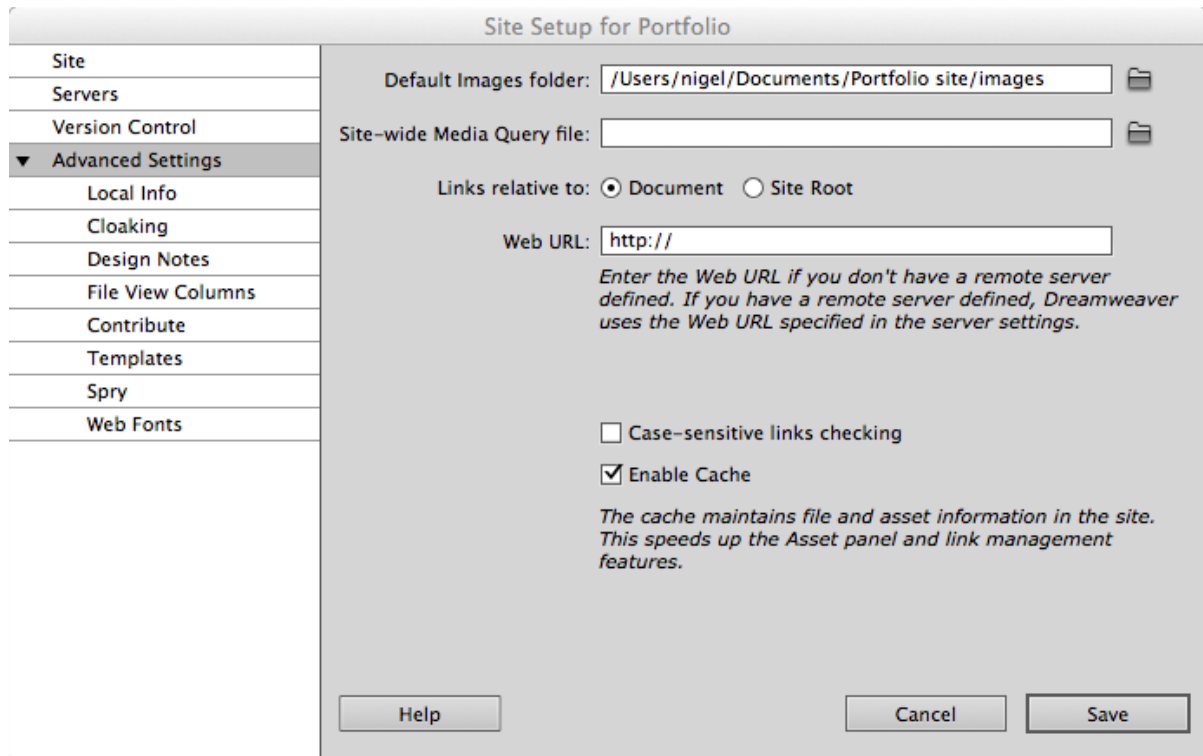
The Site Setup window opens.

In the Site category, enter a name for you site where it says *Site Name.* This is a label used by DW for identifying this particular site and can be anything you want. This will appear in the in the drop-down menu in the Files panel. Entering this name does not name any folders of files.

For Local Site Folder, click on the *Browse for folder* icon to locate your root folder. *A root folder can be created when browsing for folder, if one has not already been made.*
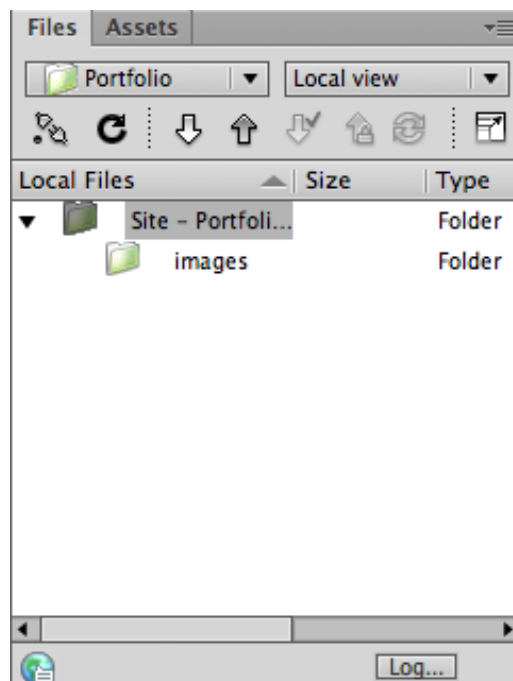
The location of the root folder on the computer will appear in the Local root folder field.

Select Advanced Settings and for *Default images folder*, click on *Browse for folder* and locate your images folder (the images folder can be created at this point). Select the Media Query file if you are using one (Media Query detects the size of the display of the device being used to view the site).

Links should remain relative to document. For building and testing the site locally there is no need to enter the Web URL at this stage.

Click Save and the Files panel will display the root folder and images folder for your site.
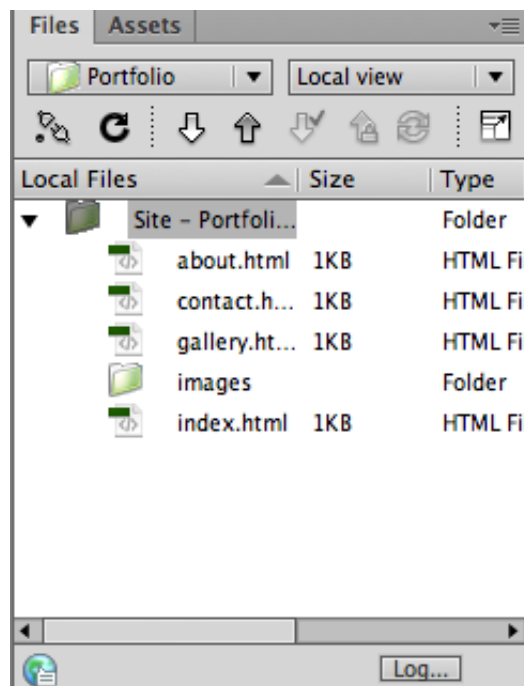
Step 2
The next stage is to establish the files structure for the web site. Do this by creating the html documents required for the web site from the Files panel.

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 pop-up menu
- Select the root folder and from the Files panel fly-out 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.
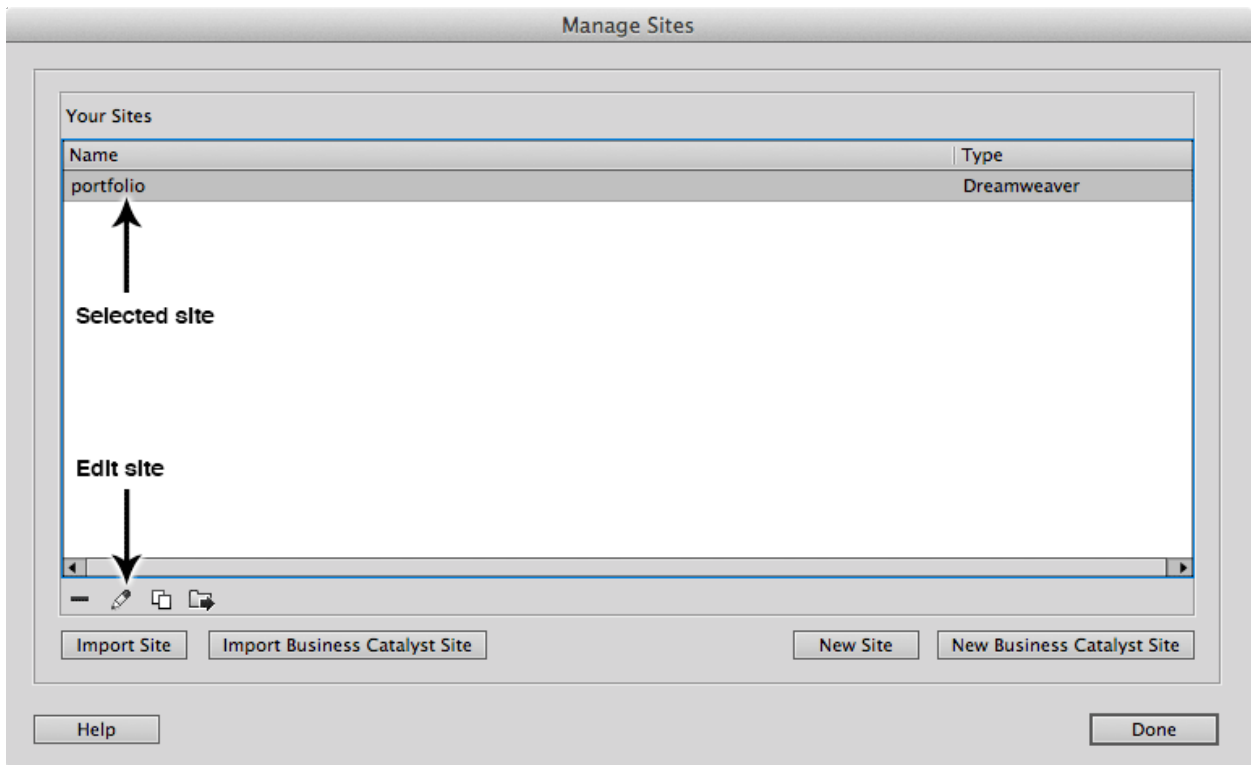

The view in this panel is not a virtual environment. Files and folders created here actually exist on the computer. They can also be renamed or deleted from here. To delete, select a file and hit *delete* on the keyboard.

With the site structure established it is now time to begin placing content into the web pages. To work on a web page, double click on the file in the Files panel to open it. When creating files in the Files panel there is no need to go to *File > New* in the main menu to create them.
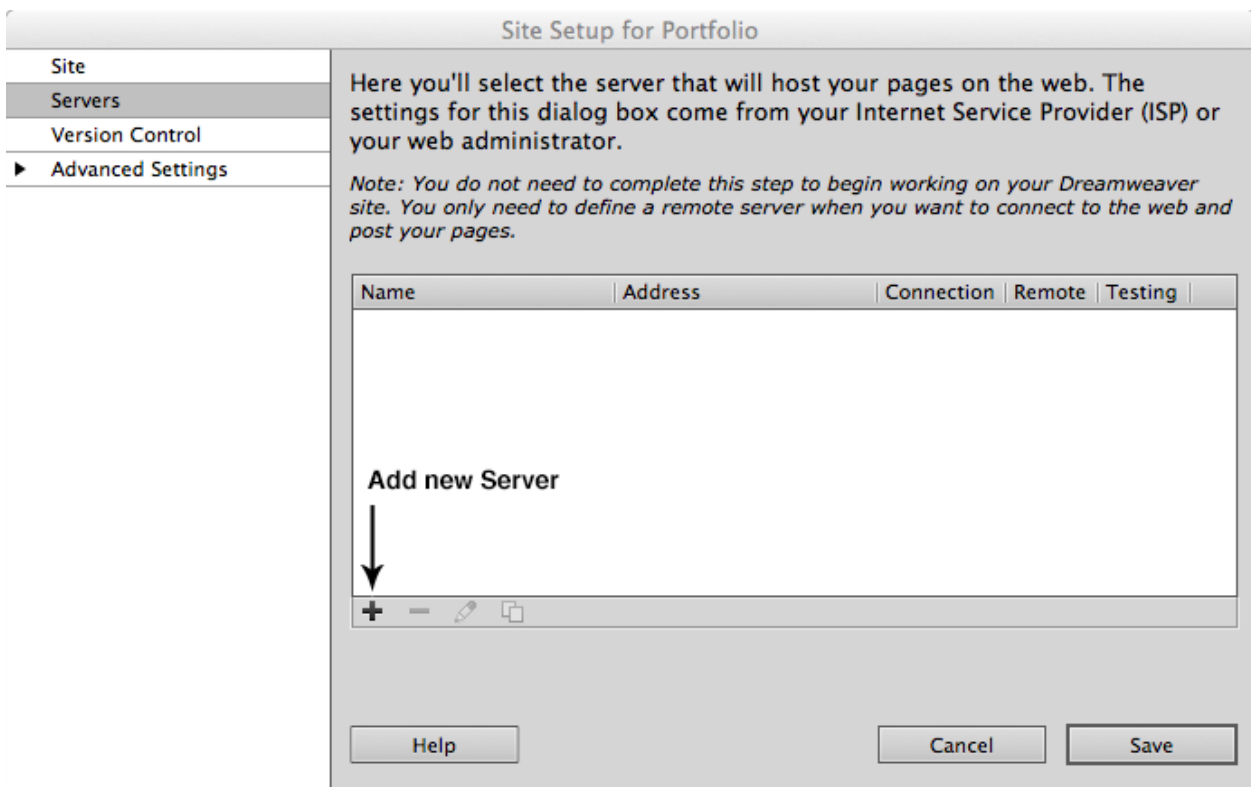
FTP with Dreamweaver
FTP details for your hosting server can be added into DW as part of the Manage Sites process. This can be done either when putting in the Local Info, or at a later date. If FTP details are added at a later date then you need to edit your site definition.

To add the hosting server details at a later date, from the main menu go to *Site > Manage Sites*. In the Manage Sites dialogue box select your site and click on the Edit site button.

This will open the Site Setup window. Click on the Add new Server button.

This will open another window for entering server details.

With Basic view selected enter the details as needed. Your hosting provider would provide the necessary details.

Server Name: This is a name decided by you.

Connect using: Choose FTP from this list.

FTP Address: This is the address of your hosting server. This name is usually a derivative of your domain name e.g. ftp.mydomain.com.
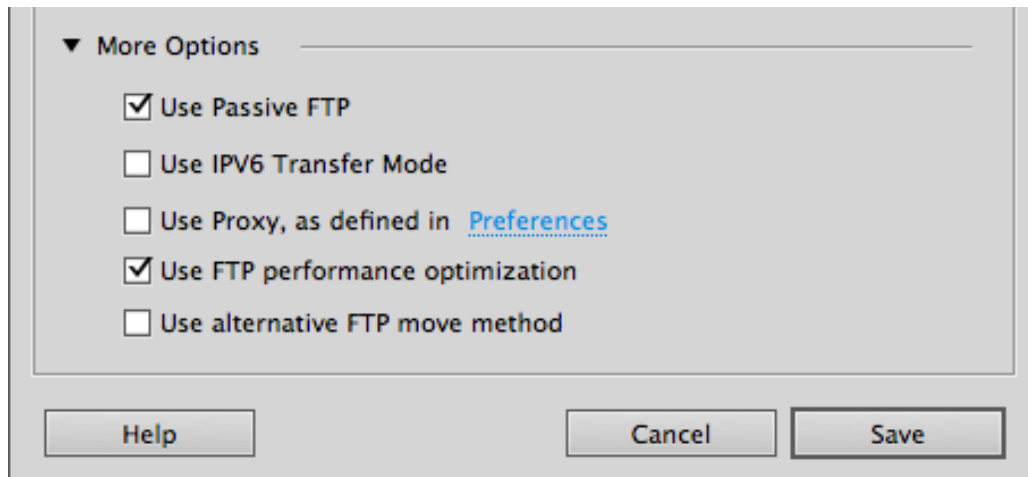
Port: 21: This is the default port for receiving FTP connections.

Username and Password: As specified by your account with the host.

At this point you can click on the Test button check if the connection to the server is successful. If the connection is not successful then check to see if the information entered is correct.

Root Directory: Also known as Host Directory. This is a folder on the server reserved for the files of your web site. If the hosting provider specifies this, it may be something like *htdocs* or *public_html*. Sometimes Root 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 (a site within a site).

Sometimes you may need to specify options in the More Options section:

Passive FTP: Select Use Passive FTP if your firewall configuration requires use of passive FTP. Passive FTP enables your local software to set up the FTP connection rather than requesting the remote server to set it up. Sometimes, if the connection is not working then one option is to deselect/select this feature.
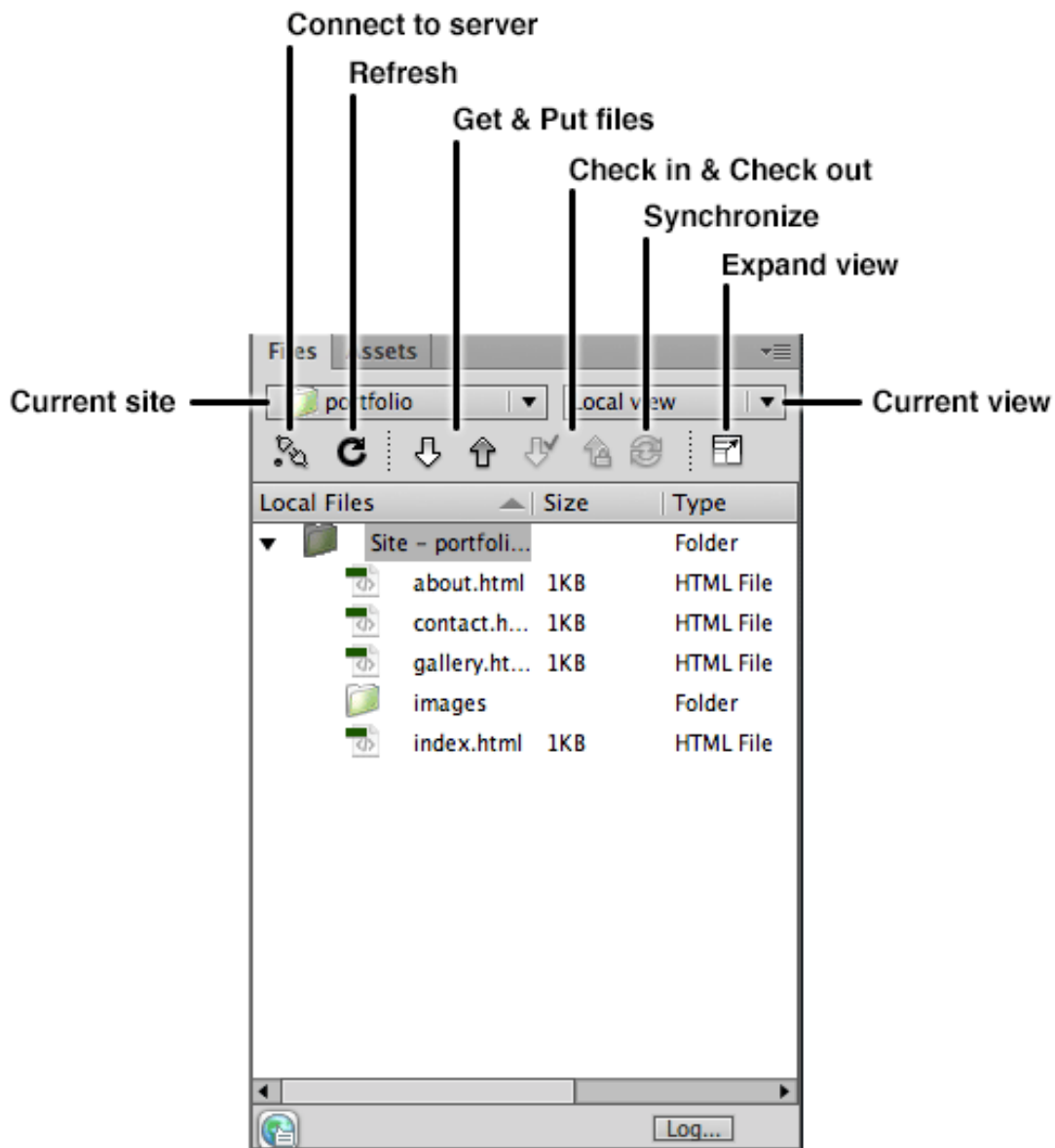
IPv6: (Internet Protocol version 6) is for use on servers configured for this. IPv6 is developed to take into account the growing use of the internet. The purpose of IPv6 is to extend the number of available addresses.

Use Proxy: If you want to specify a proxy host or proxy port.

Use FTP performance optimisation: I have not found an adequate explanation for this but presume it is an aid to ftp.

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.
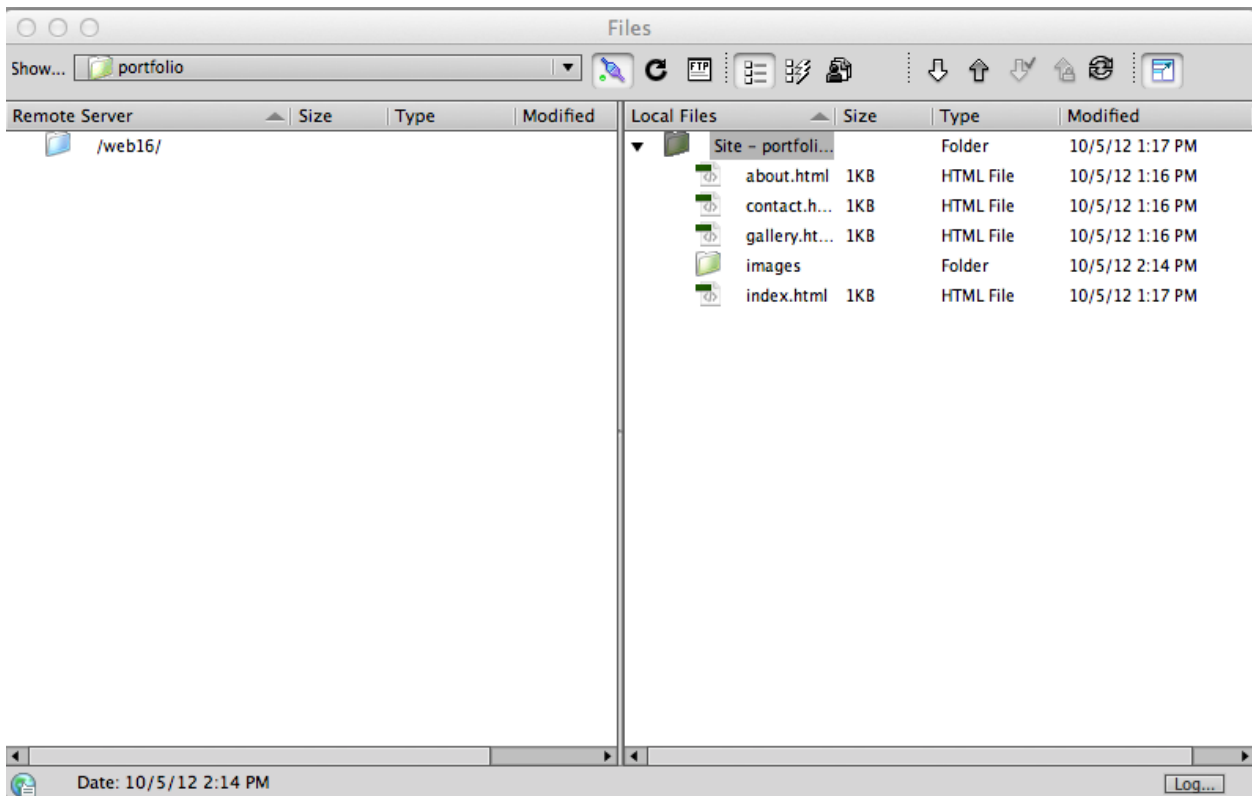

To begin using Dreamweaver for FTP, click on the *Expand view* button. The Files window will expand to show 2 windows. The one on the right shows the local files and the left window shows the files on the server (once you have connected and uploaded). Connect to your server by clicking on the *Connect to server* button. A progress bar will appear and inform you when connection is successful. Click the expand panel button.

To establish your site on the *www* it is simply a matter of transferring files from the local view to the server view. When complete the file structure on the server should be a replication of the structure in the local view.

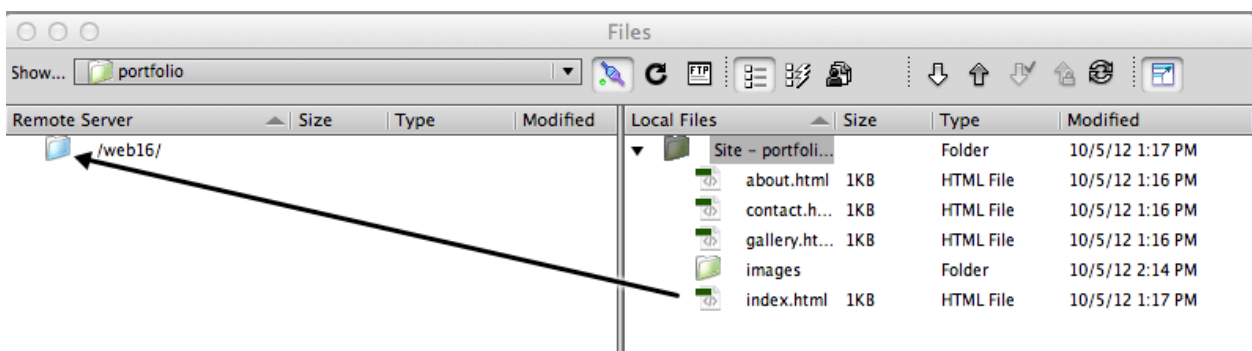The process of transferring files to a server is also known as *uploading.*

Transferring/uploading 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. Whichever one it is, this folder is the equivalent of your root folder in the local view.
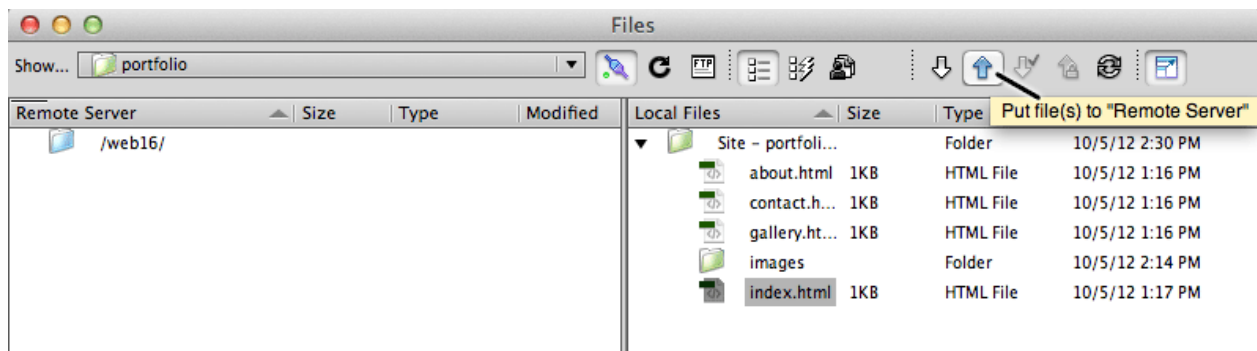
When transferring files up line it is not possible to upload the root folder. It is only the contents of the root folder that can be uploaded. It is possible to transfer files or folders one at a time or to select a group of files and folders for transfer. When uploading, files are automatically copied to the server and *not* removed from the local site. Files and folders can be renamed, moved and deleted in the server view in the same way as in the local view.

Files can be transferred by the *drag and drop* method or by using 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.
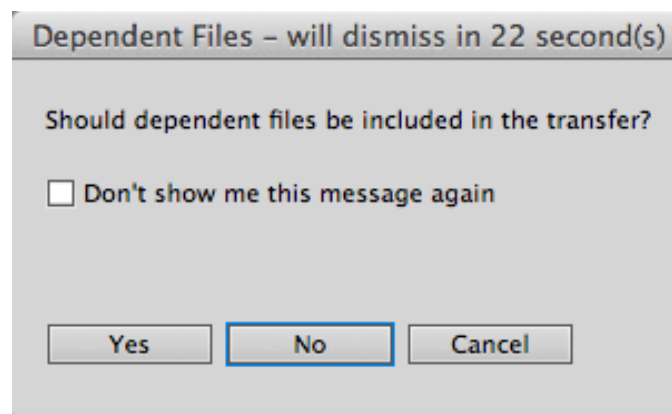
To use the *Put Files* feature select the files to upload in the local view and click on the Put Files button and the files will be uploaded to the remote server.

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

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 for that page display correctly.

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 by replicating the local site structure.

Choosing 'No' to dependent files would be appropriate where a page has just had some simple changes without affecting dependent files. In this case it would not be necessary to upload dependent files.

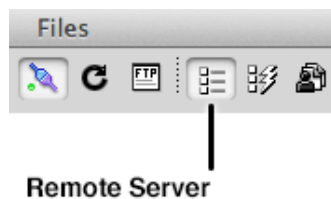When uploading a page that has been updated:
- DW will overwrite the corresponding file on the server.
- It is not necessary to delete the file on the server first.
- You will not get an alert informing you that a file is about to be replaced.
- When viewing an updated file in a browser it may be necessary to refresh the page.

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

After uploading, view the pages online in a browser to ensure all is as it should be. Then to continue editing your local files as needed, disconnect and collapse the Files panel. When working on your site, after disconnecting and returning to editing files, ensure you have Local View selected in the Files window.

Use the correct view
With the Files panel in expanded view, to be able to use the panel for FTP, make sure the Remote Server button is selected.

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.