How to publish web files

After you finish editing your documents, you need to publish them to your web server so the documents can be viewed.

Connecting to a remote site

Many websites let you publish files through FTP (File Transfer Protocol). You connect to a remote site by using the Site Definition dialog box in Adobe Dreamweaver CS3.

1. Select Site > Manage Sites from the menu bar.

    The Manage Sites dialog box opens (**Figure 1**).

2. Select the name of the site you want to connect remotely, and click Edit.

    The Site Definition dialog box opens (**Figure 2**).

3. Click the Advanced tab and select the Remote Info category in the Site Definition dialog box.

4. Select FTP in the Access pop-up menu.

5. Enter the FTP access information as directed by your teacher.

6. Click Test to test the connection.

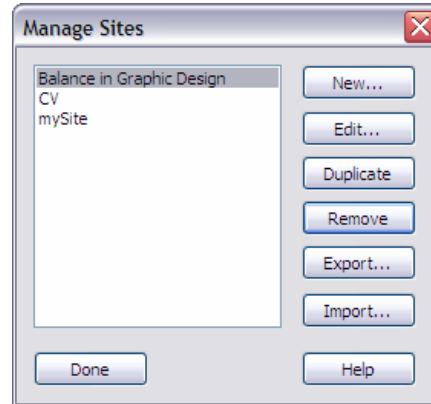   Dreamweaver confirms the connection.

7. Click OK.

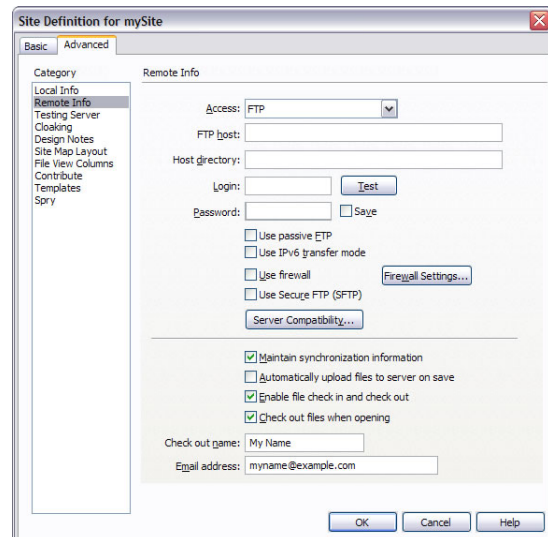**Figure 1** Manage Sites dialog box

Figure 2 Site Definition dialog box

Uploading and downloading files

Once you establish an FTP connection, you can publish files directly from the Files panel.

Uploading the entire site for the first time

1. Make sure the Files panel is open (**Figure 3**).

   The Files panel is typically located on the right side of the screen. If the Files panel is not open, select Window > Files.

2. Click the Expand/Collapse button in the Files panel toolbar (**Figure 3**).

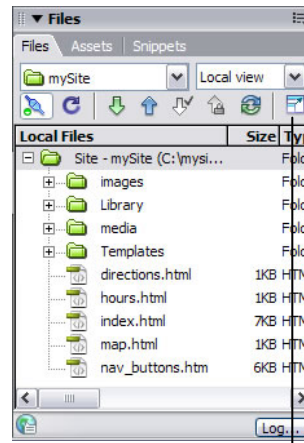   The Files panel expands (**Figure 4**).

3. Make sure the Connects To Remote Host button is active (**Figure 4**). Click it if necessary.

   Dreamweaver connects to the web server.

4. Select the root folder for your site in the Local (right) pane.

5. Click the Put Files button (the upward-pointing arrow).

   Dreamweaver uploads the site's files and opens the Background File Activity dialog box (**Figure 5**).

   Note: To upload one or more folders or files without uploading the entire site, select them and click the Put Files button.

Expand/Collapse button

Figure 3 Files panel
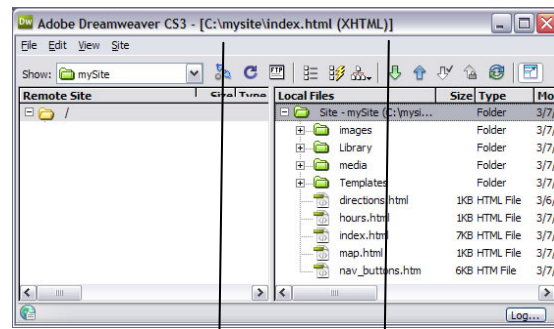
Connects to Remote Host button   Put button

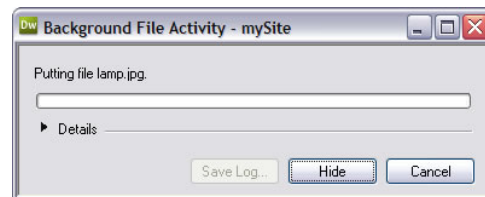**Figure 4** Expanded Files panel

Figure 5 Background File Activity dialog box

Uploading a revised version of an existing file

1. Select the file you have revised.

2. Click the Put Files button.

   Dreamweaver uploads the revised file.

Downloading files to work on them

Once your website has been published, you will often want to download a file so you can revise it. You do so through the Remote Site pane, on the left side of the expanded Files panel.

1. Click the Refresh button (**Figure 6**) to make sure the files in the Remote Site pane are up-to-date.

2. Select a file to download.

3. Click the Get Files button (**Figure 6**).

   If the file has any dependent files, the Dependent Files dialog box opens (**Figure 7**). Dependent files are files, such as images or Flash movies, incorporated into a web page. In most cases, you need to download these in order for a web page to appear correctly.

4. Click Yes.

   Dreamweaver copies the file and its dependent files to your local folder. The file appears in the left pane of the expanded Files panel.
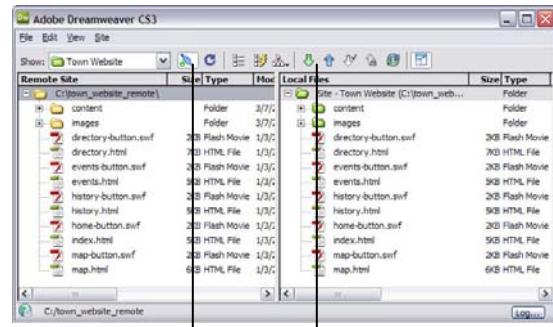
Refresh button   Get button
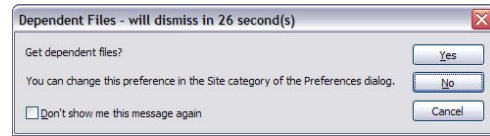
Figure 6 Get button

Figure 7 Dependent Files dialog box

Managing files and links by using the Files panel

You can organize and manage your site files and folders by using the Files panel in Adobe Dreamweaver CS3. Use the Files panel to open, add, rename, or delete files and folders. Use the Files panel to modify links. In the Files panel, you can view a site map that provides a graphic representation of your site files and links.

Opening files

1. Make sure the Files panel is visible (**Figure 1**).

   The Files panel is typically located on the right side of the screen. If the Files panel is not open, select Window > Files.

2. Select a file in the Files panel.

3. Press Enter (Windows) or Return (Mac OS) to open the file in Dreamweaver.

   Note: If you have Check In/Check Out enabled, Dreamweaver will check the file out before it opens the file. If another visitor has checked out the file, Dreamweaver will warn you about the file's status and let you know who has it checked out. You can then decide whether to continue opening the file or not.
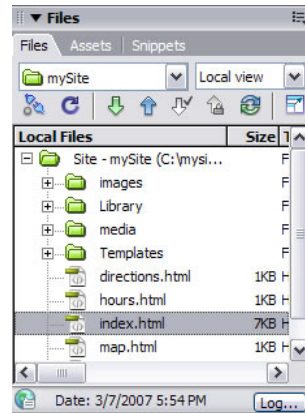

Figure 1 Files panel

Renaming files

When you rename a file in the Files panel, Dreamweaver can automatically change links that point to this file. For this reason, it is always preferable to rename site files by using the Files panel instead of renaming them on your hard disk.

1. Do one of the following to select the name of a file or folder in the Files panel:

   Click the name, pause, and then click again.

   Right-click (Windows) or Control-click (Mac OS) the file or folder icon, and then select Edit > Rename.

2. Type the new name.

3. Press Enter (Windows) or Return (Mac OS).

   If any site links point to the file or folder, the Update Files dialog box opens (**Figure 2**).

4. Click Update to change links that point to the renamed file or to a file in the renamed folder.
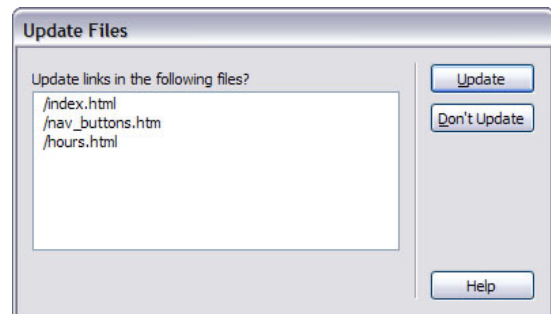

Figure 2 Update Files dialog box

Deleting files

When you delete a file or folder, Dreamweaver will warn you if links point to the file or folder.

1. Click the file or folder in the Files panel you want to delete.

2. Press Delete.

   If any site links point to the file or folder, the Delete Files warning opens (**Figure 3**), giving you the opportunity to change the links before you delete the file.

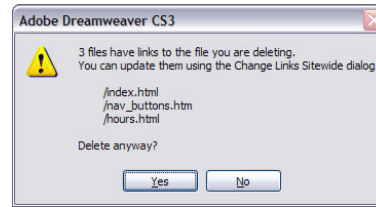   To delete the file anyway, click Yes. To cancel your request to delete the file, click No.

Figure 3 Delete files warning

Changing links to a file

You can also change links to a file through the Files panel. It is a good idea to change links before you delete a file to which other files are linked.

1. Select a file in the Files panel.

2. Select Site > Change Link Sitewide.

   The Change Link Sitewide dialog box opens (**Figure 4**).

3. In the Into Links To field, enter the name of the file to which new links should point.

4. Click OK.

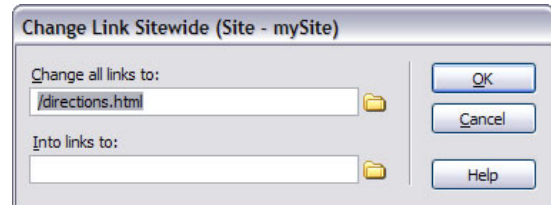   The Update Files dialog box opens (**Figure 5**).

5. Click Update.

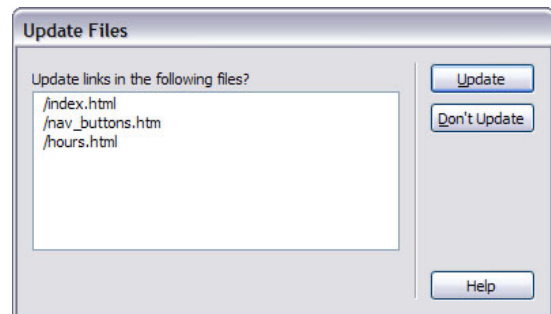**Figure 4** Change Links Sitewide dialog box

Figure 5 Update Files dialog box

Creating a new folder

Use folders to keep your site well organized. For example, most websites use a folder named images to store all the images for the site.

1. Right-click (Windows) or Control-click (Mac OS) the site root folder.

   A context menu appears.

2. Select New Folder.

   The new folder appears as a subfolder of the root folder. The name of the folder should be highlighted (**Figure 6**).

3. Type a name for the folder.
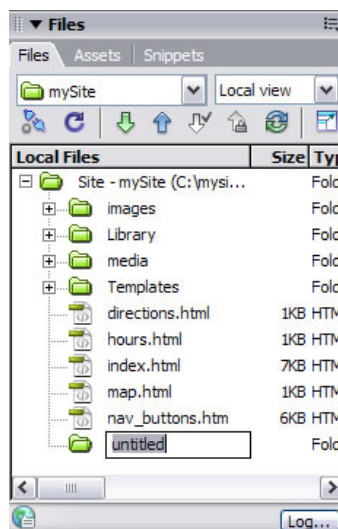
4. Press Enter (Windows) or Return (Mac OS).

Figure 6 Naming a new folder

Using the site map

You can view a local folder for a Dreamweaver site as a visual map of linked icons, called a site map. To view a site map, you first need to set a home page for your site.

Setting a home page

1. In the Files panel (Window > Files), select a site.

2. Right-click (Windows) or Control-click (Mac OS) the file you want to be the home page, such as index.html (Figure 7).

    A context menu appears.

3. Select Set As Home Page in the context menu.

Viewing the site map

4. In the Files panel (**Figure 7**), select Map View in the Site View pop-up menu.

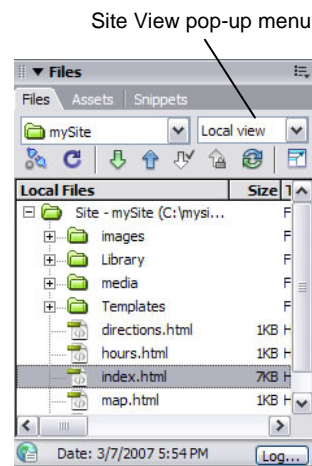   The Files panel switches from Local View to Map View (**Figure 8**).

Site View pop-up menu
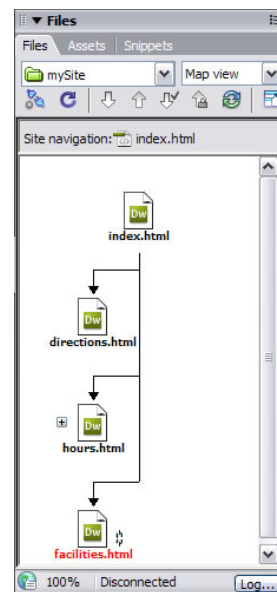
Figure 7 Files panel

Figure 8 Map view

## Expanding and contracting the Files panel

You can expand the Files panel to view sites in more detail. The expanded Files panel lets you view site files in two views at once, such as files on both remote and local servers or files in both list and site map views.

To expand the Files panel:

In the Files panel (**Figure 9**), click the Expand/Collapse button in the toolbar.

The Files panel expands (**Figure 10**).

Note: If you click the Expand/Collapse button to expand the panel while it is docked, the panel maximizes so you cannot work in the Document window. To return to the Document window, click the Expand/Collapse button again to collapse the panel.
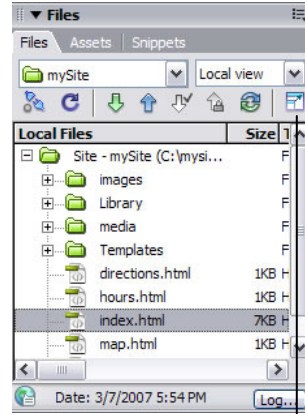
Expand/Collapse button

Figure 9 Files panel

Figure 10 Expanded Files panel

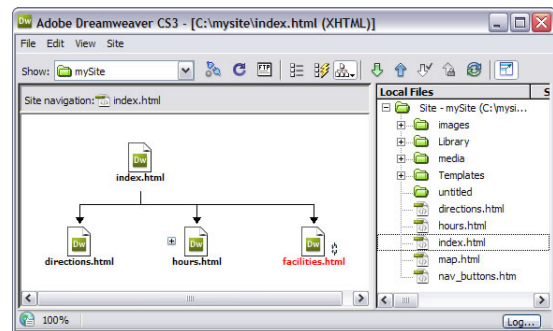**To collapse the Files panel:**

Click the Expand/Collapse button on the Files panel toolbar.