How to Connect to a Web Site using Dreamweaver

1. **Make sure you have a network location established to your Web Site.** If you do not have one, see the document, How to create a network location.

2. **Make sure you have a local copy of your Web Site** that is saved to your computer’s hard drive (preferably in the My Documents folder). This will allow you to make changes to the site before it gets posted online. *Never* work on a live site as people will see any errors you make accidentally.

3. **Open Dreamweaver** by double clicking on the green DW icon or by selecting it from your program list after pressing the windows button and programs.

   On the right hand side, there should be a box called Files. If you do not see this box, **Press F8 or select the Window menu** in the top bar of the screen. **Select Files** by clicking on it in the Windows menu.

   Once you see the Files box, **Press the drop down menu arrow** and **select manage sites**. *(Note: manage sites may be in a different location inside this box depending on whether you have any drive or Web Site connections already in existence).*
4. The **Manage Sites** box will appear. **Select New...** then **Site**.

![Manage Sites dialog box with New button highlighted](image)

5. **Select the Advanced tab** then **click on the folder icon**. **Select the location of your Web Site files** on your computer hard drive (The files *may* be saved in your My Documents folder but could be located in another location depending on where you copied the files).
6. **Browse to your local Web Site copy**

   **In this case the site location is:** my documents > web sites > SFYL-Web-Site

   When the site folder has been located, **Press Open** and then **Select**
Choose local root folder for site Unnamed Site 2:

Select:  
- web sites
- SFYL-Web-Site

Click "Select My Documents" to continue.
7. The path to the site folder is now visible in the Site Definitions box:

**Note:** Make sure that **Links relative to Document is selected** so that the links will work once the files are online.

**Give the site a name** and press OK.

The Web Site files will now be visible in the **files panel** of Dreamweaver. Double-click any file and begin editing.
Updating the Live Web Site

1. **Double check that the page is perfect.**

   a. Are there any spelling mistakes? Use Shift +F7 to spellcheck.

   b. Is alternate text present for all pictures on the page? If not add it so that screen readers or users with computers that cannot display images, know what the image was supposed to be.

   c. Is the page title correct?

   d. Preview the page in at least two browsers. Internet Explorer and Firefox are the most common browsers but people also may use Safari, Chrome, and Opera. Sometimes a page may look different across browsers so checking before placing the file online is always a good idea.

   **Note:** If server side includes are present in the web site they will not be present in the browser preview. They are only visible in Dreamweaver or on an actual web server where the address starts with http://

2. **Open your mapped drive or network location /network place.**

   **Click one time on the file to be copied** from your local Web Site.

   **Press CTRL+C** and then **click once within your live site** where you want the file to be placed (so if it is in a folder, open that folder by double clicking).

   **Press CTRL+V to paste** the file into the live site. FTP is no longer permitted with IFAS servers so this is the best way to move files from your local copy to live site.