Dreamweaver Site Setup

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Definition of Dreamweaver Site
A site in Dreamweaver is a collection of files and folders that corresponds to a website on a server. Dreamweaver will prompt you to set up a site when you open it if there are no previously set up sites.

A site consists of a local side (the files stored on your computer) and a remote side (files published to the server). The remote side is what shows up in the internet browser window when people look at your website.

Setup of a Faculty/Staff Website
Open Dreamweaver.
On the menu bar, click on Site → Choose New Site from the Dropdown menu
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Local Info

The first screen that appears (Site) is where you define the local folder and name of your site.

Next step - Click Servers to continue adding info to connect to the remote server!

Site name - Type a name for your site. This can be whatever you wish (facstaff or my web, etc). No one will see it except you.

Local site folder – click on the folder icon to browse to where your files for your site are housed. If you have not created files yet, it is recommended you keep these in a folder on your P drive to take advantage of nightly backups.

Click + to Add New Server Info

see next page ...
Remote Server Setup

This must be done in order to correctly connect to the web server and publish your pages!

- **Server Name** – Remote Server
- **Connect Using** – Click on the drop down arrow and choose FTP over SSL/TLS (implicit encryption).
- **FTP address** must be facstaff.bloomu.edu
- **Username/Password** – fill with YOUR user name/password (same user name and password used to log into your computer).
  (Note: When your password changes, update it in this window too. Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Servers tab – click Pencil icon to edit info.)
- **Root directory** – nothing should be filled there.
- **Web URL** - [http://facstaff.bloomu.edu/[your_name]](http://facstaff.bloomu.edu/[your_name])
- **Authentication** – Set to None (encryption only)
- **Under “More Options” check**
  Use passive FTP (helps with firewall issues)
  Use FTP performance Optimization (faster upload)

Click SAVE when done.
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Test your connection
On the Servers tab, click on the TEST button to make sure you are connecting to the remote server. Click OK when done.

YOU WILL SEE THIS MESSAGE IF YOU SUCCESSFULLY CONNECT.
If you don’t successfully connect, make sure you have entered the correct username and password.

Click Save and Done to back out of the setup screens - your site is ready to be worked on!

Authentication Message
The first time you set your site up, you may receive an authenticate server message. You may safely click on Yes.

Your web address
Once you have developed and published your website, others can view it by using this web address
http://facstaff.bloomu.edu/{userID} replace {userID} with YOUR site name
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Setup of a Departmental Website

Open Dreamweaver.
On the menu bar, click on **Site → Choose New Site** from the Dropdown menu

**Local Info**
The first screen that appears (Site) is where you define the local folder and name of your site.

**Site name** - Type a name for your site. This can be whatever you wish (dept name). No one will see it except you.

**Local site folder** – click on the folder icon to browse to where your files for your site are housed. If you have not created files yet, it is recommended you keep these in a folder on your P drive to take advantage of nightly backups.

Next step - Click Servers to continue adding info to connect to the remote server!

Click + to Add New Server Info
see next page for more....
Remote Server Setup
This must be done in order to correctly connect to the web server and publish your pages!

Server Name – Remote Server

Connect Using – Click on the drop down arrow and choose FTP over SSL/TLS (implicit encryption).

FTP address must be departments.bloomu.edu

Username/Password – fill with YOUR username/password (Faculty/staff -- same user name and password used to log into your computer. If you are a student, it’s the logon/password you were provided.)
(Note: When your password changes, update it in this window too. Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Servers tab – click Pencil icon to edit info.)

Root directory – your department followed by /

Web URL - http://departments.bloomu.edu

Authentication - None (encryption only)

Under “More Options” check
Use passive FTP (helps with firewall issues)
Use FTP performance Optimization (faster upload)

Click Save when done.
Dreamweaver Site Setup

Test your connection
On the Servers tab, click on the TEST button to make sure you are connecting to the remote server. Click OK when done.

Click Save and Done to back out of the setup screens - your site is ready to be worked on!

Authentication Message
The first time you set your site up, you may receive an authenticate server message. You may safely click on Yes.

Your web address
Once you have developed and published your departmental website, others can view it by using this web address
http://departments.bloomu.edu/{dept} replace {dept} with YOUR site name
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Setup of an Organization Website

Open Dreamweaver.
On the menu bar, click on Site → Choose New Site from the Dropdown menu

Local Info

The first screen that appears (Site) is where you define the local folder and name of your site.

Site name - Type a name for your site. This can be whatever you wish. No one will see it except you.

Local site folder – click on the folder icon to browse to where your files for your site are housed. If you have not created files yet, it is recommended you keep these in a folder on your P drive to take advantage of nightly backups.

Next step - Click Servers to continue adding info to connect to the remote server!

Click + to Add New Server Info

see next page ...
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Remote Server Setup

This must be done in order to correctly connect to the web server and publish your pages – the following steps must be followed precisely!

- **Server Name** – Remote Server
- **Connect Using** – Click on the drop down arrow and choose FTP over SSL/TLS (implicit encryption)
- **FTP address** must be orgs.bloomu.edu
- **Username/Password** – fill with YOUR user name/password (same user name and password used to log into your computer).
  
  (Note: When your password changes, update it in this window too. Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Servers tab – click Pencil icon to edit info.)
- **Root directory** – your organization followed by /
- **Web URL** - [http://organizations.bloomu.edu/](http://organizations.bloomu.edu/)
- **Authentication** – None (encryption only)
- **Under “More Options” check**
  - Use passive FTP
  - Use FTP performance optimization
  - Use alternative FTP move method
- **Click Save when done.**
Test your connection
On the Servers tab, click on the TEST button to make sure you are connecting to the remote server. Click OK when done.

You will see this message if you successfully connect.
If you don’t successfully connect, make sure you have entered the correct username and password.

Click Save and Done to back out of the setup screens - your site is ready to be worked on!

Authentication Message
The first time you set your site up, you may receive an authenticate server message. You may safely click on Yes.

Your web address
Once you have developed and published your website, others can view it by using this web address http://organizations.bloomu.edu/{org name} replace {org name} with YOUR organization name
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Troubleshooting ~ FTP errors when attempting to publish

If you receive FTP errors when trying to publish your facstaff, departmental or organization webpage, it could be that Dreamweaver did not hold your user name and password information. Follow these steps:

- Click on Site – Manage Sites
- Highlight your site name and click Edit
- Choose the “Servers” tab
- Click the Pencil icon to edit site
- Enter your username and password
- Click test to make sure connection is OK
- Click Save
- Try publishing again

If you still have difficulty publishing, something is likely wrong with your site setup. It is extremely important to follow all instructions precisely when doing the site setup. Go back through the steps under the type of website you are working on (facstaff, dept, or org) and make certain you have things set up correctly.