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.
Dreamweaver Site Setup

Setup of a Faculty/Staff Website

Open Macromedia Dreamweaver.

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

Local Info

Using the Advanced tab, the first information you must list is where your local files will be located.

**Site Definition for MySite**

<table>
<thead>
<tr>
<th>Category</th>
<th>Local Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site name</td>
<td>MySite</td>
</tr>
<tr>
<td>Local root folder</td>
<td>P:/Facstaff</td>
</tr>
<tr>
<td>Default images folder</td>
<td>P:/Facstaff/images</td>
</tr>
<tr>
<td>Links relative to</td>
<td>Document, Site root</td>
</tr>
<tr>
<td>HTTP address</td>
<td><a href="http://facstaff.bloomu.edu/%7Buserid%7D">http://facstaff.bloomu.edu/{userid}</a></td>
</tr>
<tr>
<td>Case-sensitive links</td>
<td>Use case-sensitive link checking</td>
</tr>
<tr>
<td>Cache</td>
<td>Enable cache</td>
</tr>
</tbody>
</table>

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

**Local root 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.

**Default images folder** - It is recommended you keep a folder called images for any image files.

**HTTP address** for your site will be

http://facstaff.bloomu.edu/{userid}/

Insert your user name in the place of {userid}

**Cache** - A checkmark should be in “enable cache.”

**NOTE**: If you accidentally click the OK button prior to going to Remote Info, don’t worry! Click Site – Manage Sites. Highlight your new site and click the Edit button.
Dreamweaver Site Setup

Remote Info
This screen must be completed in order to publish your files.

Site Definition for MySite

Remote Info

Access - Click on the drop down arrow next to Access and choose FTP.

FTP host is facstaff.bloomu.edu

Login/Password – fill with YOUR user name/password. (If you are faculty or staff, this is the same user name and password you use to log into your computer. If you are a student, it’s the logon/password you were provided.)

(Note: When your password changes, remember to update it in this window too! Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Remote Info tab.)

A checkmark should be in “Save”

Enable file check in and check out if you will have multiple people working on the same site. This allows you to “check out” files you are working on and helps prevent people from overwriting each other’s work. (If you checkmark this box, you will then need to enter your name and email address.)

NOTE TO MAC USERS ONLY: You must select Use passive FTP on this screen in order to connect to your site.
**Dreamweaver Site Setup**

**Test your connection**

On the Remote Info 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 password.

Click OK and your site is ready to be worked on!

**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 Macromedia Dreamweaver.

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

Local Info

Using the Advanced tab, the first information you must list is where your local files will be located.

- **Site name** - Type a name for your site. This can be whatever you wish (dept name). No one will see it except you.
- **Local root 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.
- **Default images folder** - It is recommended you keep a folder called images for any image files.
- **HTTP address** for your site will be http://departments.bloomu.edu/{dept}/

Insert your dept name in the place of {dept}

- **Cache** - A checkmark should be in “enable cache.”

**NOTE:** If you accidentally click the OK button prior to going to Remote Info, don’t worry! To get back to this site definition window, click Site from the main menu. Choose Manage Sites. Highlight your new site and click the Edit button.

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Dreamweaver Site Setup

Remote Info
This screen must be completed in order to publish your files.

Access - Click on the drop down arrow next to Access and choose FTP.

FTP host is depftp.bloomu.edu

Host directory – your department

Login/Password – fill with YOUR user name/password. (If you are faculty or staff, this is the same user name and password you use to log into your computer. If you are a student, it’s the logon/password you were provided.)

(Note: When your password changes, remember to update it in this window too! Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Remote Info tab.)

Enable file check in and check out if you will have multiple people working on the same site. This allows you to “check out” files you are working on and helps prevent people from overwriting each other’s work. (If you checkmark this box, you will then need to enter your name and email address.)

NOTE TO MAC USERS ONLY: You must select Use passive FTP on this screen in order to connect to your site.
Dreamweaver Site Setup

Test your connection

On the Remote Info 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 password.

Click OK and your site is ready to be worked on!

Your web address

Once you have developed and published your departmental website, others can view it by using this web address

\[\text{http://departments.bloomu.edu/\{dept\}}\] replace \{dept\} with YOUR site name
**Dreamweaver Site Setup**

**Setup of an Organization Website**

Open Macromedia Dreamweaver.

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

**Local Info**

Using the Advanced tab, the first information you must list is where your local files will be located.

**Site Definition for supervisory**

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

- **Local root 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.

- **Default images folder**: It is recommended you keep a folder called images for any image files.

- **HTTP address** for your site will be: `http://organizations.bloomu.edu/{organization}/`

  Insert your org name in the place of `{org}`

- **Cache**: A checkmark should be in “enable cache.”

**NOTE**: If you accidentally click the OK button prior to going to Remote Info, don’t worry! Click Site from the main menu. Choose Manage Sites. Highlight your new site and click the Edit button.

**Next Step!** Near the upper left side of this window, click on the line item called “Remote Info” – you will need this for publishing purposes!
Dreamweaver Site Setup

Remote Info
This screen must be completed in order to publish your files.

Access - Click on the drop down arrow next to Access and choose FTP.

FTP host is orgftp.bloomu.edu

Login/Password – fill with YOUR user name/password. (If you are faculty or staff, this is the same user name and password you use to log into your computer. If you are a student, it's the logon/password you were provided.)

(Note: When your password changes, remember to update it in this window too! Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Remote Info tab.)

A checkmark should be in “Save”

Enable file check in and check out can be used if you will have multiple people working on the same site. This allows you to “check out” files you are working on and helps prevent people from overwriting each other’s work. (If you checkmark this box, you will then need to enter your name and email address.)

NOTE TO MAC USERS ONLY: You must select Use passive FTP on this screen in order to connect to your site.
Dreamweaver Site Setup

Test your connection

On the Remote Info 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 password.

Click OK and your site is ready to be worked on!

Your web address

Once you have developed and published your organization website, others can view it by using this web address:

http://organizations.bloomu.edu/{organization}/

replace {organization} with YOUR site name
Dreamweaver Site Setup

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 remote tab
- Enter your login name and password
- Click OK
- Try publishing again
Dreamweaver Site Setup

College of Business Server Web Site

Requests for web space on the COB web server must be made to Vince Kozlek.

Setup the site, by opening Macromedia Dreamweaver.

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

Local Info

Using the Advanced tab, the first information you must list is where your local files will be located.

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

Local root 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.

Default images folder - It is recommended you keep a folder called images for any image files.

HTTP address for your site will be http://cob.bloomu.edu/username/

Insert your user name in the place of username/

Cache - A checkmark should be in “enable cache.”

Next Step! Near the upper left side of this window, click on the line item called “Remote Info” – you will need this for publishing purposes!
Dreamweaver Site Setup

**NOTE:** If you accidentally click the OK button prior to going to Remote Info, don’t worry! What will happen is that your site will start building based on the settings you entered on the “Local Info” page. To get back to this site definition window, click Site from the main menu. Choose Manage Sites. Highlight your new site and click the Edit button.

Remote Info
This screen must be completed in order to publish your files.

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**Access** - Click on the drop down arrow next to Access and choose WebDAV.

**URL:** `http://cob.bloomu.edu:81/username/`  
*Insert your user name in the place of username/*

**Login/Password** – fill with your user name/password. (This is the same as your BUAD username/password).

A checkmark should be in “Save”

Enable file check in and check out can be used if you will have multiple people working on the same site. This allows you to “check out” files you are working on and helps prevent people from overwriting each other’s work. (If you checkmark this box, you will then need to enter your name and email address.)

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Click OK and your site is ready to be worked on!
**Dreamweaver Site Setup**

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

![Site Definition for Your Site Name Here](image)

You will see this message if you successfully connect.

If you don’t successfully connect, make sure you have entered the correct user name and password.

**Troubleshooting – Connection Problems**
If you receive a message that you are unable to publish files, or your connection is not correct:
Click Site – Manage Sites
Highlight your Site name and click Edit
Look at the remote tab
See if there is a password entered; if not, enter it.
Click the Test button.
Close this window if you have resolved the issue.
If you need further assistance, contact Vince Kozlek.

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