

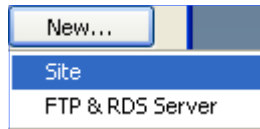
Intermediate: Defining Your FTP Site (Dreamweaver)

All Hillingdon Libraries PCs are used by the public and documents and settings that you have saved on them are only lost once the PC is rebooted. To ensure that other users cannot modify your website, please ensure to **delete** your site details and files, and any FTP settings from the PC's hard drive before you log off.



Defining Your FTP Site Using Dreamweaver MX 2004

1. Open **Dreamweaver** (Programmes Tab on the Launcher Pad).
2. Click on **Site** on the Menu bar.
3. Click on **Manage Sites**.
4. In the **Manage Sites** dialogue box, click on **New...**
5. Click on **Site**. This will open the **Site Definition** dialogue box for your website.
6. Click on the **Advanced Tab**.
7. Click on **Local Info** from the **Category** list on the left.
8. Enter a name for your website in the **Site name** field
9. Click on the folder next to the **Local root folder** field, and select the location where your working files will be stored (e.g. a **My Website** folder in **My Documents** or on your **USB Pen Drive**).
10. Click on the folder next to the **Default images folder** field, and select the location where all the images used on your site will be stored (i.e. an **images** subfolder in the same location as your **Local root folder**).



Site name: My Website

Local root folder: d:\Documents and Settings\fbellini\My Doc

Refresh local file list automatically

Default images folder: d:\Documents and Settings\fbellini\My Doc

HTTP address: http://www.mywebsite.co.uk

This address enables the Link Checker to detect HTTP links that refer to your own site.

Cache: Enable cache

11. Type the URL of your website into the **HTTP address** field.
12. Ensure that the **Enable cache** option is selected.
13. Click on **Remote Info** from the **Category** list on the left.
14. Under **Access** choose **FTP** from the drop-down menu.
15. Enter the details of your FTP host (e.g. *ftp.mywebsite.co.uk*) in the **FTP Host** field.
16. If your site is not stored in the root directory or the ftp host server, but is contained in a folder, type the name of this folder in the **Host directory** field.
17. Type in your **username** in the **Login** field.
18. Type your **login password** in the **Password** field.
19. Click on the **Test** button - this will test the connection to your site and, if all the details you have entered are correct, a dialogue box will state that you have **Connected Successfully**.
20. Click on the **OK** button to close the dialogue box.
21. Deselect the **Save password** option, next to the **Password** field - every time you then try to connect to your ftp host to upload or download files, you will be asked to enter your login password. This will ensure that, if you forget to delete your site's details before you log out, other users will not be able to modify your website without knowing your password.
22. Click on the **OK** button to close the **Site Definition** dialogue box.
23. Click on the **OK** button to close the **Manage Sites** dialogue box.

Access: FTP

FTP host: ftp.mywebsite.co.uk

Host directory:

Login: my login name

Password: [masked]

Test

Save

Enter password for PN Libraries Web...

[Text Input Field]

Save password

OK

Cancel