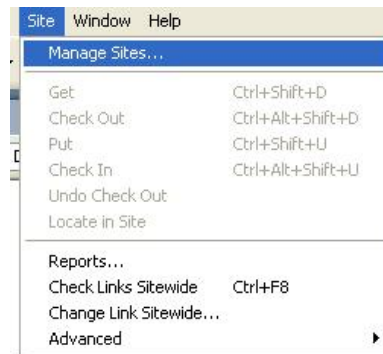


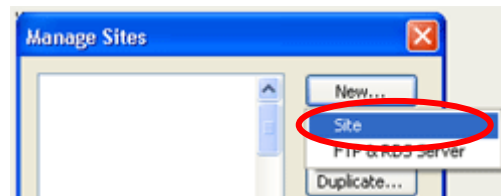
## Defining a site in Dreamweaver MX 2004 14 steps

This Step-by-Step explains the procedure for defining a local (your computer) and remote (web serving computer) site in Macromedia Dreamweaver MX.

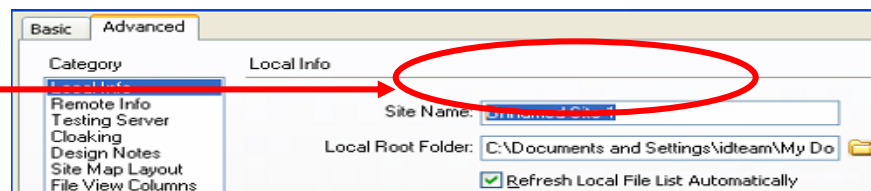
- 1) Open Dreamweaver MX 2004
- 2) Choose **Site > Manage Sites...**



- 3) The **Manage Sites** dialog box will open.  
Select **New > Site**



- 4a) In the **Site Definition** dialog box, make sure **Local Info** is selected in the **Category** list.

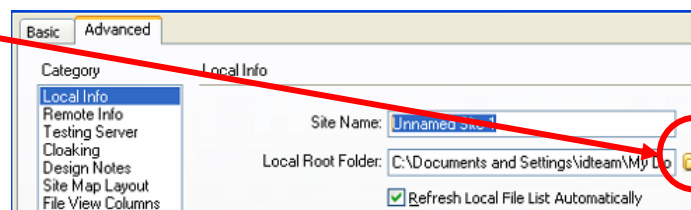


- 4b) In the **Site Name** field, type the name of the site that will be creating on the computer desktop.  
Note: This name is what will appear in the Define Sites dialog box so name it something meaningful to the subject matter and can be easily identifiable.

**Example: Music Website**

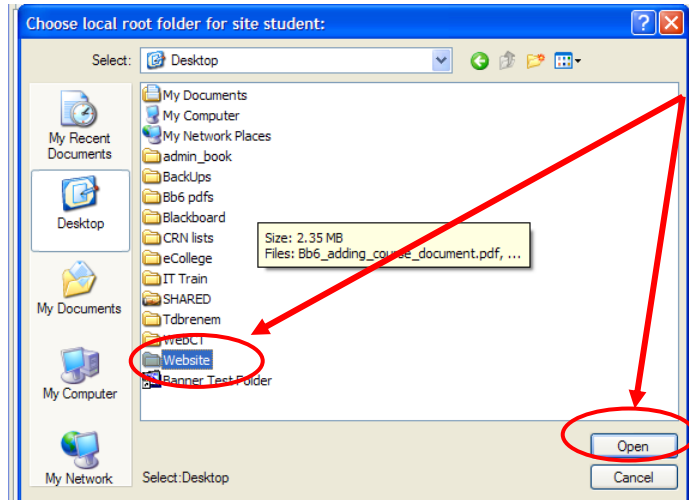
- 5) Click the folder icon to the right of the **Local Root Folder** field.

- 6) When the dialog navigates to or creates a folder on the computer where



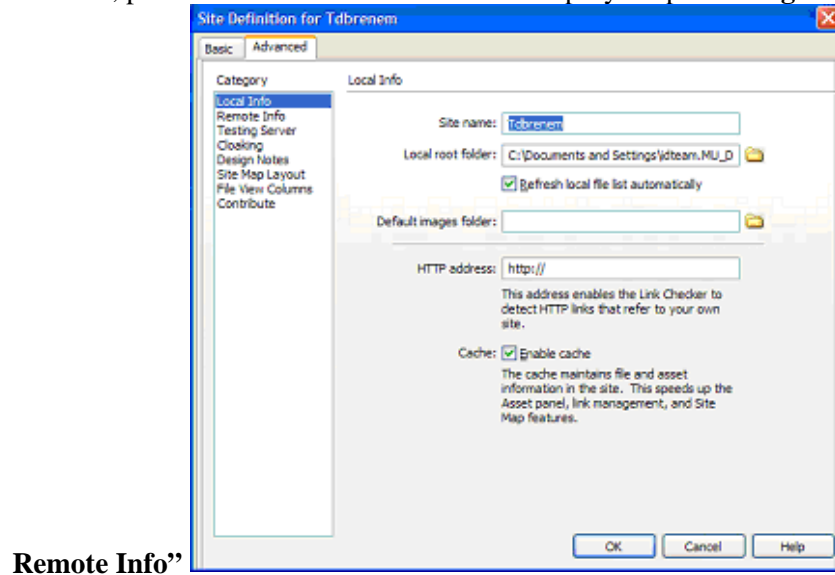
WebPages will be stored.

Once the folder is located or created, highlight and open the folder. Once the correct folder is open, click on the **Select** button.



7) Place checks in the **Refresh Local File List Automatically** and **Enable Cache**.

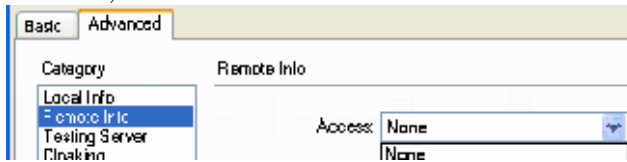
**NOTE:** If the website is being built on the computer and will not be moved out to the internet, click **OK** and begin working in Dreamweaver MX. If planning on moving files to the web server so they can be seen on the internet, proceed to the next section in this Step-by-Step **“Adding the**



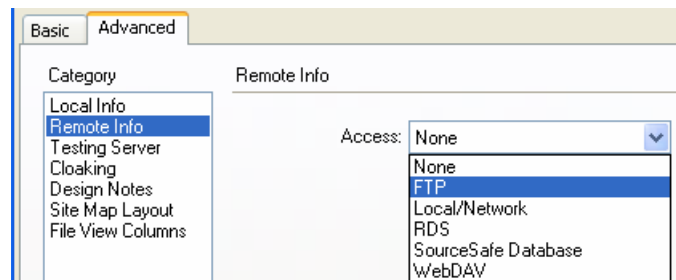
---

**Adding the Remote Info (allows you to upload your webpages)**

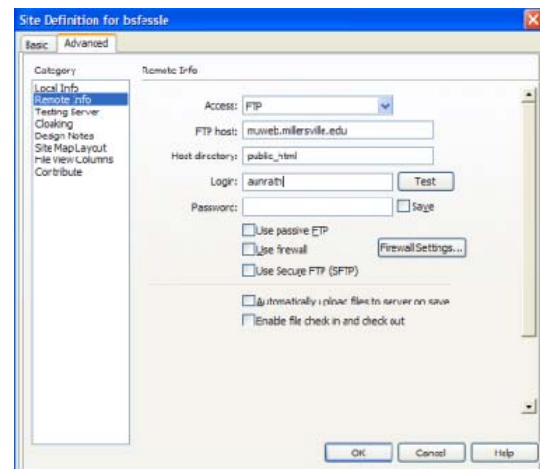
8) Select the **Remote Info** in the **Category** field. If a Warning box appears indicating “... root folder you have chosen is the same as the folder...”, click **OK**. There may be some slight conflicts, but the Dreamweaver files should still function normally.



9) Click and Hold on the **Access** dropdown box. While holding drag the cursor until the **FTP** option is highlighted. Once it is highlighted, release the mouse button.



10) The **FTP Host** and the **Host Directory** information relate to the web serving computer that will be storing the files for the website. If this information is unknown, contact:  
Diane Duell ext 5863



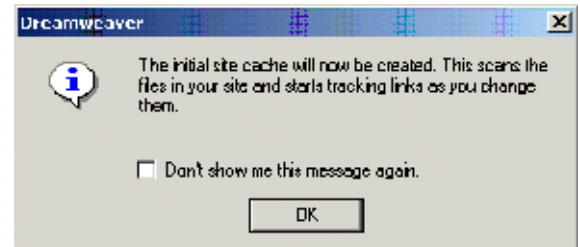
11) Enter the **Login** username and **Password** applied to the account.

12) Click **Ok**

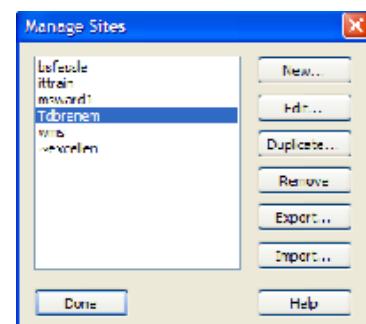
13) A dialog box “**The initial site cache...**” may appear, click **OK**.

14) The newly defined site will appear in the **Define Sites** dialog box.

Click **Done** to complete the process.



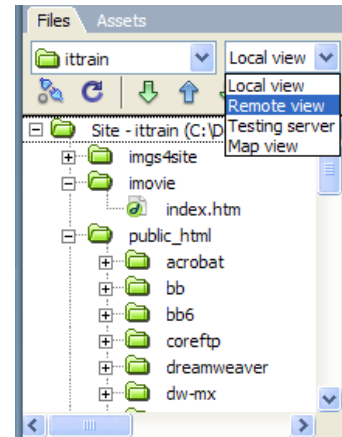
Your website in Dreamweaver is now “defined” and ready for use.



The files on your “Local view” will be the ones that show under the name you entered for your website. In this example ittrain was defined as the Site name so it appears at the Site folder name.

If this is your first time using Dreamweaver with an existing website, you will to get the current website files from the remote location on the web server.

To access these files, click on the **Local view** dropdown and select **Remote view**.



Click on the green arrow to download the desired files to your Local view. You will edit the files in your Local view. Once the changes have been made, save and close the file. From the Local view, single click on the file name you were just working on and then click the blue arrow that points up. You will be asked if you want to “Include Dependant Files” select “Yes”. Review the changes you have made in a web browser.

