Create a Dreamweaver Site

Dreamweaver is a full-featured Web application development tool. Dreamweaver's features not only assist you with creating and editing Web pages, but also with managing and maintaining your entire Web site. To take advantage of all of Dreamweaver's Web development features, you need to set up a Dreamweaver site that defines your development environment and tells Dreamweaver where files are located.

A Dreamweaver site organizes your Web site to facilitate the development process. In most cases, you create and edit your Web pages in a folder on your local computer and then, when your Web site is completed to your satisfaction, you copy the Web page files to the folder where visitors access your Web site. That is, you copy the Web page files to the folder located at the URL that users type to view your Web site. To support the development process, you create a Dreamweaver site with two different parts: the Local site and the Remote site.

The *Local site* is the folder where you store the files for your Web site while creating and editing them. People visiting your Web site cannot access the files in this site. The local site is usually located on your own computer, but can be anywhere.
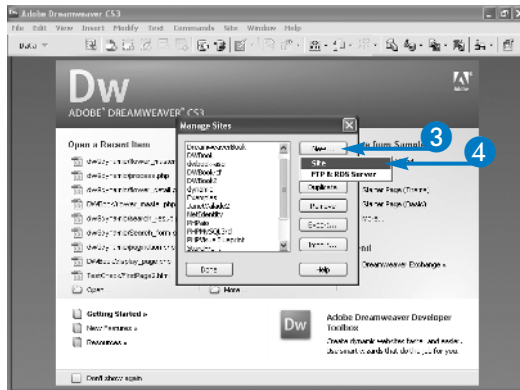
Create a Dreamweaver Site

1 Click Site.

2 Click Manage Sites.
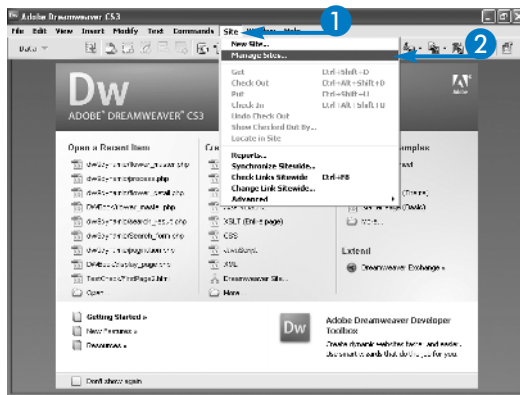
The Manage Sites dialog box appears.
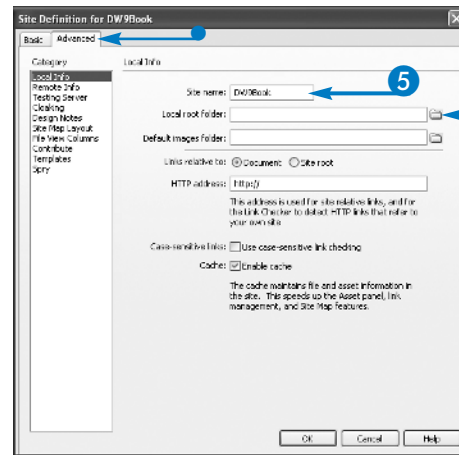
3 Click New.

4 Click Site.

The Site Definition dialog box appears, displaying the Local Info section of the Advanced tab.

If the Basic tab is selected, click the Advanced tab.

● Click the Advanced tab if necessary.

5 Type a name for your new site.

6 Click the folder button (📁) to browse to the folder where you want to store the local site.

The Choose local root folder for site dialog box opens.

7 Navigate to the folder where you want to store the Web site folders.

In this example, sites-local is selected. You can create the new Web site folder in any folder you choose.

8 Click the Create New Folder button (📁).

9 Type a name for the new folder.

10 Click Open.

Dreamweaver opens the new folder.

MASTER IT
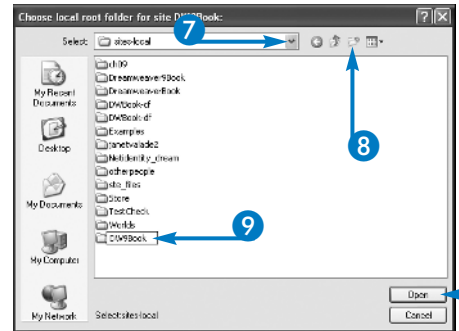
Can I set up a Dreamweaver site for an existing Web site?

▼ Yes. The process is basically the same for a new Web site or an existing Web site. During the setup, you enter a path to the Web site files. For a new Web site, the path points to a new empty directory; for an existing site, the path points to a directory that contains the existing Web site files.

How do I set up the Dreamweaver site for an existing site if the Web site files are currently located only at the remote site?

▼ You can set up a local site and then copy the files into the local site. Copy the entire folder structure from the remote site into the local site, not just the individual files, so that Dreamweaver does not upload files to the wrong location.

What is the Basic option for setting up a new Dreamweaver site?

▼ The Basic option provides a wizard that prompts for information one step at a time. If you click the Basic tab at the top of the Site Definition window, Dreamweaver starts the wizard that guides you through the steps required to create a new site. This procedure is slower, but can be useful if you are new to developing Web sites.

Create a Dreamweaver Site *(continued)*

The *Remote site* is the location where users can view your Web pages. After you have finished creating and editing your Web pages in your Local site, you move the completed files to the Remote site. Your Web site might be located in a specific folder on your company network, in a folder assigned to you by a Web hosting company, or in a folder on your own computer if you run your own Web server. You need to enter the host name, directory, login, and password when creating the Remote site. The information is provided to you by the person who sets up your Web site, such as your company IT department or your Web hosting company.

If the Remote site is on a different computer than the Local site, the files are moved via File Transfer

Protocol (FTP) or a local network that includes the Remote site.

The Dreamweaver site organizes all the documents in your Web site. It tracks and maintains links, manages files, and handles the file transfers from your Local site to your Remote site. Your Local site and your Remote site need to contain the same hierarchical structure of folders to prevent Dreamweaver from copying files from the Local site into the wrong folder in the Remote site, and vice versa.

You can manage your files better if you create a folder on your computer (that is, a local site) that contains all of your Dreamweaver sites. Each site is stored in a folder named with the Dreamweaver site name.

Create a Dreamweaver Site *(continued)*

● You can create a folder to hold images, but Dreamweaver does not require one.

11 Click Select.

The Site Definition dialog box displays the path to the Local root folder.

12 If you created a folder for your images, add its path/filename to the Default images folder field.

● You can click 📁 and navigate to the folder.

13 Type the URL that you will use to view your Web pages.

In this example, the Local site is on a local computer, so localhost is the URL that is used.
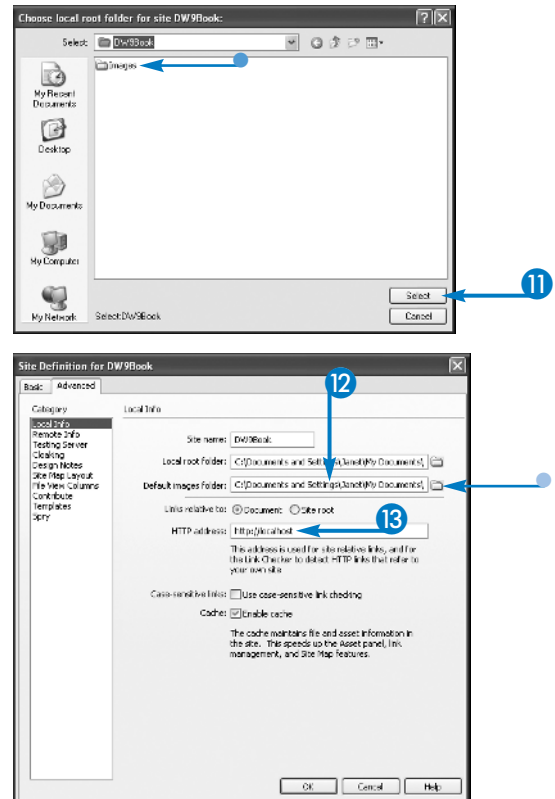
⑭ Click Remote Info.

⑮ Click here and select an access type.

⑯ Fill in host, directory, login, and a password for the remote site.

⑰ Click Test.

A response to the test appears.

⑱ Click OK.

The test message closes.

⑲ Click OK.
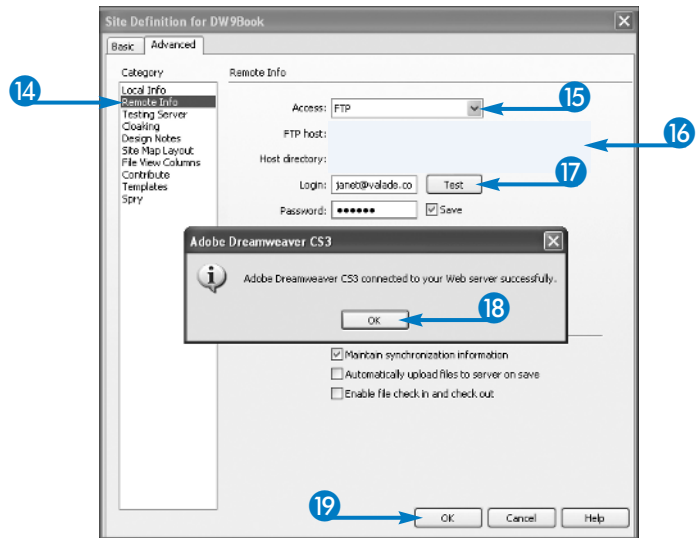
● Dreamweaver lists the new site in the Manage Sites dialog box.

⑳ Click Done.

The new site is now created and you can add Web pages to it.
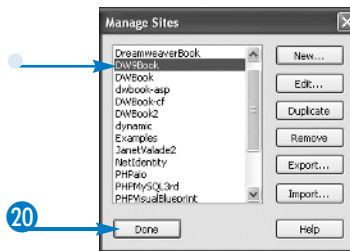
How does Dreamweaver use a default images folder?

▼ If you specify a default images folder during the Dreamweaver site setup, Dreamweaver places new images that you add to your site into that folder, unless you explicitly put the images elsewhere. For example, if you drag an image from the Desktop into the Document window, Dreamweaver places a copy of the image in the default folder.

Will the name that I give my site appear anywhere on my finished Web site?

▼ No. The name is used only for keeping track of different sites in Dreamweaver. It appears in the Site drop-down list at the top of the Site window. It also appears in the Files panel, which is used to manage Web site files. Using the Files panel is discussed in Chapter 2.

Are Remote and Local the only possible sites in a Dreamweaver site?

▼ No. An additional site — the Testing Server site — can be defined. You need this site only for dynamic Web sites that use ColdFusion, PHP, or another dynamic Web application language. This chapter does not discuss test sites because it does not discuss dynamic Web sites. Chapter 14, which discusses dynamic sites, explains how to set up a test site.

Change Dreamweaver Site Information

The *site information* (also called *site settings*) is the information you provided when you set up the site, such as the name of the Dreamweaver site, the path to the directory where the Web site files are stored, the URL to your Web site, the path to an images folder, information about the remote site, and so on. Dreamweaver stores this information in an internal file, with the information associated with the individual Dreamweaver site.

Sometimes you discover that you provided incorrect information to Dreamweaver when you set up your Dreamweaver site; or, you provided the correct information, but the information changed at a later time. You can change the information for your Dreamweaver site at any time.

Dreamweaver provides an option to edit the settings for a site. When you select the edit option, you can access the same dialog boxes that you used to enter the information when you set up the site. You can change any of the site settings and save the new settings for the Dreamweaver site.

Change Dreamweaver Site Information

① Open the Manage Sites dialog box.

Note: See the section "Create a Dreamweaver Site" to open the Manage Sites dialog box.

② Click the site name.

This example uses a site named Dreamweaver9Book.

③ Click Edit.
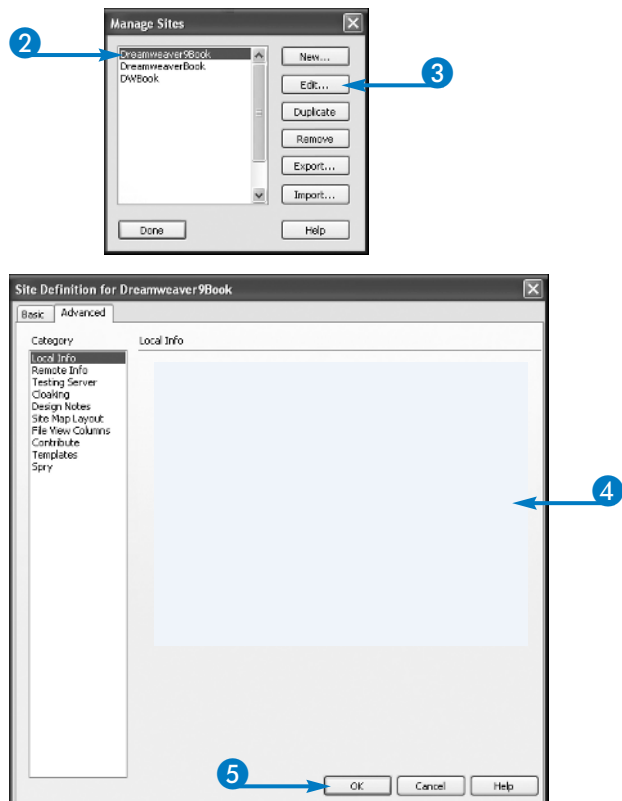
The Local Info category appears active in the Site Definition dialog box.

④ Change any information you need to change.

Note: To change information for the remote site, click Remote Info and change the information in the Remote Info category.

⑤ Click OK.

⑥ Click Done to close the Manage Sites dialog box.

Remove a Dreamweaver Site

You can remove a Dreamweaver Site when you no longer need it. The settings saved for the site are deleted from Dreamweaver's internal files. When you remove a Dreamweaver site, Dreamweaver permanently deletes the site information. You cannot undo the action and recreate the site. The site is gone forever.

The Dreamweaver site refers only to the site information. The site contains a path to the root folder where the Web site files are stored. When you remove the site, the path to the Web site files is deleted, along with all the site settings. However, the files themselves are not deleted; the folder with the files is untouched. You could create a new Dreamweaver site, with a new name, and give the new site the same root directory path that was set for the site you just removed. The new site would then display the same Web pages that were displayed by the site you removed.
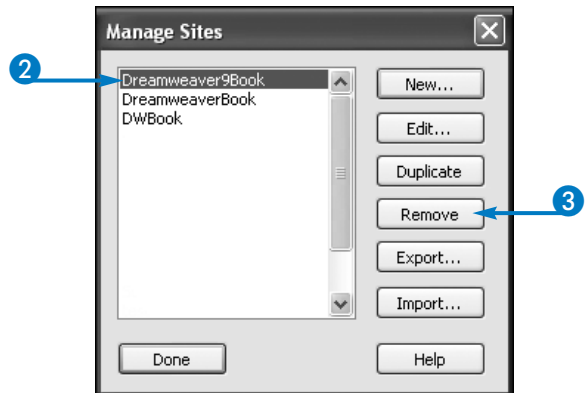
Remove a Dreamweaver Site

1 Open the Manage Sites dialog box.

Note: See the section "Create a Dreamweaver Site" to open the Manage Sites dialog box

2 Click the name of the site you want removed.

This example refers to the site Dreamweaver9Book.

3 Click Remove.
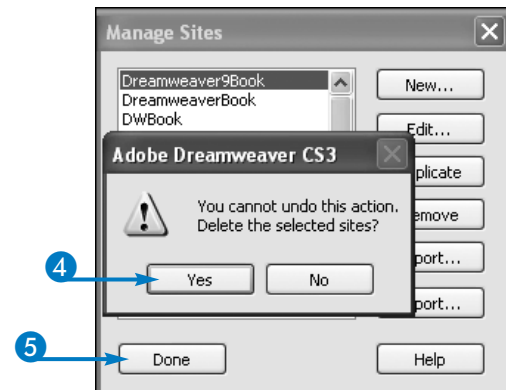

A window opens to verify that you want to delete the site.

4 Click Yes.

Dreamweaver removes the site name from the list of sites.

5 Click Done.

Dreamweaver closes the Manage Sites dialog box for you to continue working on your pages.

Move a
Dreamweaver Site

Dreamweaver stores information in internal files for each Dreamweaver site, such as the site name, the path to the root directory, the URL to the Web site, information needed to connect to the remote site, and so on. In some cases, you might need to set up the same Dreamweaver site on a different computer. Perhaps you need to change your development environment to a different computer; or, if you need to work on the Web site in cooperation with other developers, your co-developers will need to establish the same Dreamweaver environment to coordinate your work. Instead of setting up a new Dreamweaver site on a new

computer, with the extra work and potential errors, you can move the existing Dreamweaver site to another computer.

Moving a Dreamweaver site requires three steps: Exporting the current site, moving the file containing the site information to the new computer; and importing the site file into Dreamweaver on the new computer. When you export the current site, the site information is stored in a file called *sitename*.ste. The exported file contains the information in XML format in a text file that you can examine in a text editor. You move the exported file to the new computer and import it into Dreamweaver.

Move a Dreamweaver Site

Export the existing site

1 Open the Manage Sites dialog box.

Note: See the section "Create a Dreamweaver Site" to open the Manage Sites dialog box.
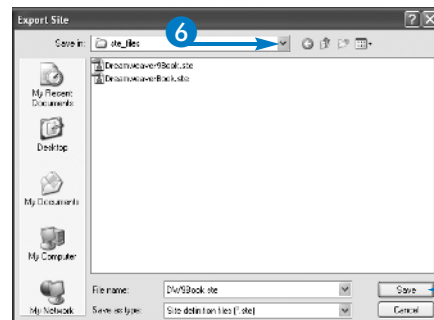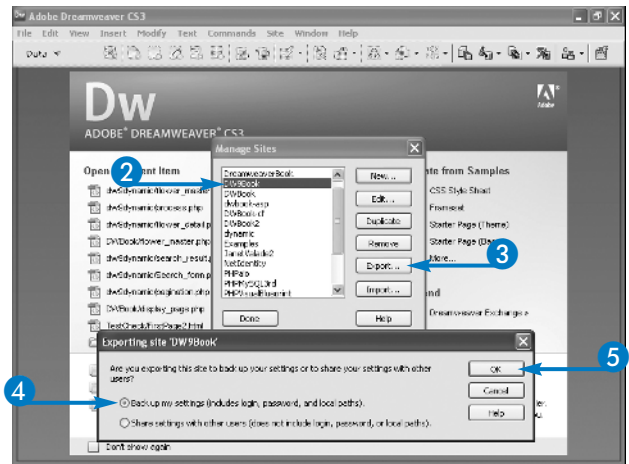
2 Click the site name.

3 Click Export.

The Exporting Site dialog box appears.

4 Check an option if the default is not correct (○ changes to ◉).

5 Click OK.

The Export Site dialog box opens.

6 Click here and navigate to the folder where you want to store the exported site.

7 Click Save.

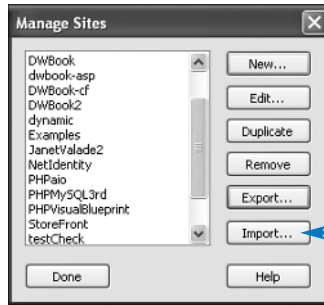Dreamweaver saves the file with a .ste extension in the selected folder.

Import on the new computer

8 Open the Manage Sites dialog box.

Note: See the section "Create a Dreamweaver Site" to open the Manage Sites dialog box.
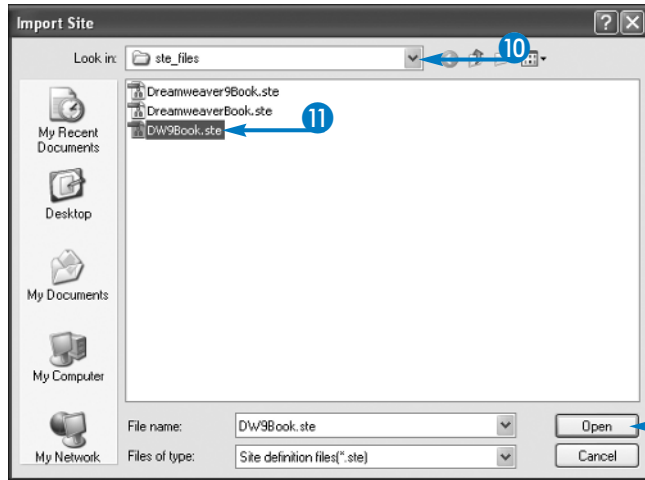
9 Click Import.

The Import Site dialog box appears.

10 Click here and navigate to the folder where the exported file is stored.

11 Click the filename.

12 Click Open.

Dreamweaver imports the site and lists its name in the Manage Sites box.

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Are the Web site files automatically moved when you move the Dreamweaver site?

▼ No. Only the site settings are included in the file that contains the exported site. One of the settings is the path to the root directory where the Web site files are stored.

You must move the actual Web site files separately. You can copy the files on the new computer into a folder with the same path, so that the current path is correct; or, you can change the path to the root directory after you import the site, setting the path so that the Dreamweaver site looks for the Web site files in a different folder.

What does the file that contains the exported site look like?

▼ The file contains the settings for the Dreamweaver site in XML format. The file begins with an XML tag, such as:

`<?xml version="1.0" encoding="utf-8" ?>`

Next, it starts each line of site information with a site tag, as follows:

`<site>`

The file then includes various settings. It includes information on the local site, starting with a tag resembling the following:

`<localinfo sitename= "DreamweaverBook" ...`

After the local site tag, the file contains a tag for the remote site, similar to the following:

`<remoteinfo accesstype="ftp" host="janet.valade.com" ...`

The file contains other tags containing other site settings.

11

Create a Web Page

After you have set up your Dreamweaver site, you can create Web pages for the new Web site and store them in the local site. Dreamweaver provides a WYSIWYG (What You See Is What You Get) interface where you can add content to your Web page. You can see the content you enter and move or edit the page as desired. Dreamweaver also provides an interface where you can write HTML code directly if you prefer. The Dreamweaver interface is described in Chapter 2.

In this section, you create a simple Web page, using the WYSIWYG editor, to show the basic process. The next section shows how to save the Web page file in your Dreamweaver site.

A new blank page in Dreamweaver is not completely empty. It contains the required HTML tags, such as `<head>` and `<body>` tags, which do not display any content in the Web page. In addition, when you create a new HTML page, you can specify a page layout that adds CSS layout code, with informational comments, and placeholder content to the file. You can then replace the placeholder content in the Web page.

Dreamweaver creates your Web page using code that conforms to the document type definition (DTD) specified for your Web page. The new document uses the DTD specified in your preference settings, but you can change it when creating a new document. Changing your preference settings is discussed in Chapter 2.

Create a Web Page

1 Click the File menu and then choose New.

   The New Document dialog box appears.

2 Click Blank page.

3 Click HTML.

4 Click a page layout.

   In this case, the page layout is <none>.

5 Click Create.

   A new, blank Web page opens.

Note: If the page displays HTML code rather than a blank page, it may be in Code view. See Chapter 2 for instructions on changing to Design view.

6 Type a title for the page.

7 Type the contents of the Web page.

   ● The filename appears as Untitled-1 because you have not yet saved the file and given it a name.

Note: An asterisk appears if the file has been changed.
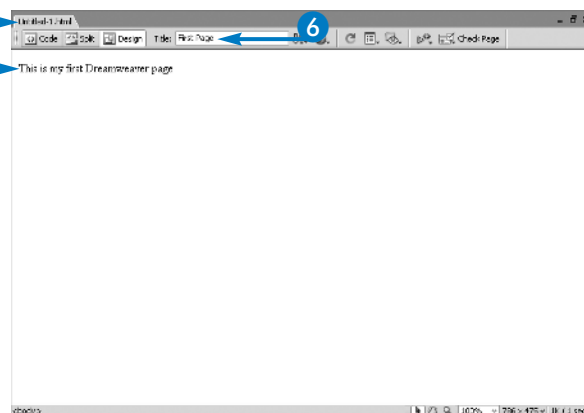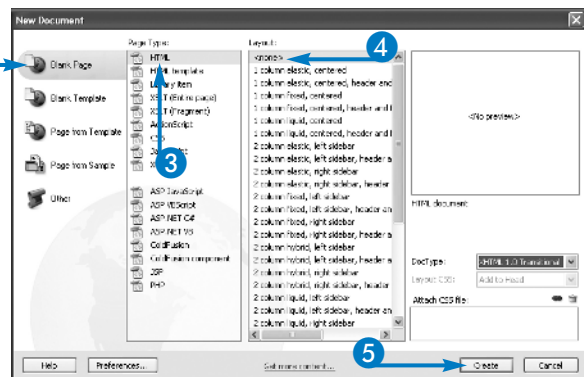
Save a New Web Page

As with most other applications that create files, you must save the Web page or it will be lost when you exit Dreamweaver. Saving your Web page frequently as you work on it is always wise — that way, problems such as computer crashes cause as little content loss as possible. If you attempt to shut down Dreamweaver without saving a Web page, Dreamweaver prompts you to save it.

When you save the file, you give it a name. It is best to use only letters, numbers, hyphens, and underscores in the filename. Using punctuation,

spaces, or special characters can sometimes cause problems with a Web server, making a file unviewable. Do not begin the filename with a number, which can also sometimes cause problems.

Most non-dynamic Web page filenames require the .htm or .html filename extension. If you are creating dynamic Web pages that interact with an application server and a database, you need to use an extension specific to the application, such as .cfm (ColdFusion), .jsp (Java server page), or .php. Chapter 14 discusses dynamic Web pages.

Save a New Web Page

① Click the File menu and then choose Save As.

The Save As dialog box appears.

② Click here to navigate to the local site.

③ Type a filename.

④ Click here and select the correct file type.

⑤ Click Save.

● The filename tab now shows the filename.
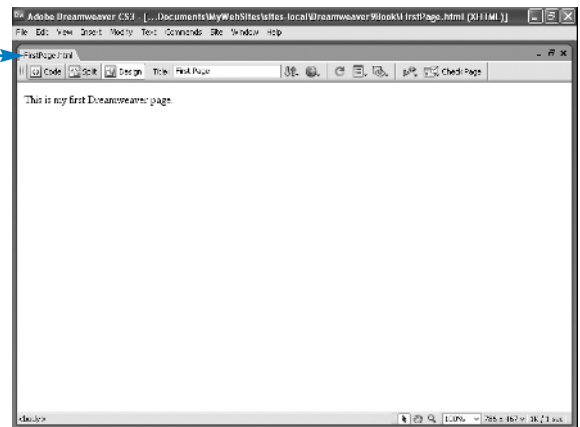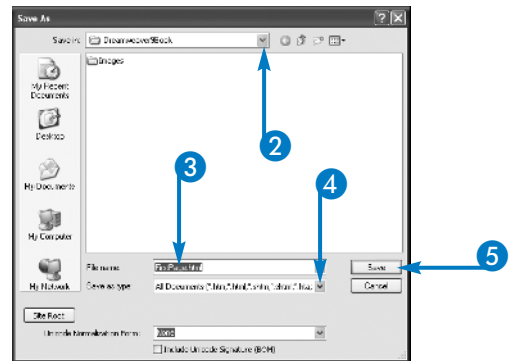
Using Dreamweaver Page Designs

Dreamweaver comes with numerous predefined Web pages to help you create starter pages for a number of different types of sites. Using such ready-made designs can save you time and keep the pages within your site consistent.

Dreamweaver page-design documents are formatted and have placeholder information. When you select a page design, a Web page opens that is formatted and has placeholder content for the various parts of the Web page. You just need to replace the placeholder content with the content you want on your Web page. You can also change the Web page format until it suits you perfectly and save the file with an appropriate filename.

Dreamweaver provides predefined Web pages with CSS code layouts or HTML table code layouts. CSS layouts are available in the New Document dialog box in the column labeled Layout. HTML table layouts are available in sample pages available in the New Document dialog box. The sample pages are grouped into categories, such as Commerce (display products and shopping cars) and Image (formats for displaying images).

Page-design documents are not templates. They are just Web pages that have code already in them. You can edit the code as you need to and replace placeholder text and images. Templates are more complicated. Chapter 9 discusses the many uses and features of templates.

Using Dreamweaver Page Designs

1 Display the New Document dialog box.

Note: *See the section "Create a Web Page" to display the New Document dialog box.*

2 Click Page from Sample.

3 Click Starter Page (Basic).

A list of available page designs appears.

4 Click Text: Article A.

● Dreamweaver displays a preview and description of the design.

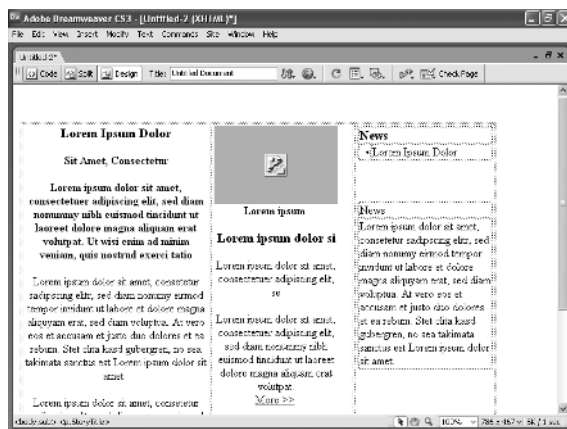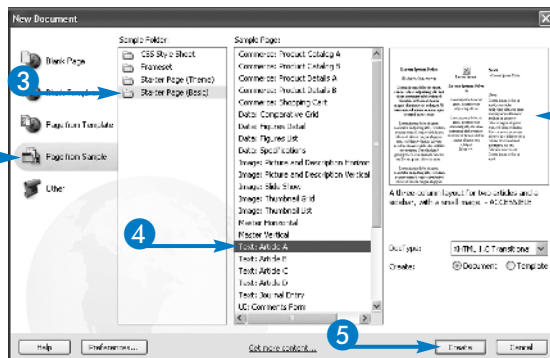5 Click Create.

A new page opens with placeholder content.

6 Replace the placeholder information with the information you want on your Web page.

Note: *Chapter 3 discusses editing Web pages.*

Note: *Chapter 4 discusses adding text and Chapter 5 discusses images.*

7 Save the file.

Note: *See the section "Save a Web Page" to save a Web page.*

Preview a Web Site

You can view your local site in a browser to see how it will look when published on your remote Web site. You can preview your Web pages at any time.

You can select a browser in which to preview the Web pages. The Preview in Browser menu item displays a list of browsers from which to choose. You can add or remove browsers from the list by changing your preference settings. Chapter 2 explains how to change preference settings. If you click Edit Browser List in the Preview in Browser menu, the browser list preference settings are displayed for you to change.

You can create a list of up to 20 browsers that you can use to preview your Web pages. Unless you know exactly what browsers the visitors to your Web site will be using, you should test your Web pages in both current and older versions of the most popular browsers, including Internet Explorer, Firefox, and Netscape. This helps ensure that your Web site appears correctly for the widest possible range of users. You can set one of the browsers as the primary browser and one as the secondary browser.

Preview a Web Site

1 Click File.

2 Click Preview in Browser.

3 Click the browser you want to use.

Be sure to save any changes before previewing the Web page.

The Web page appears in the selected browser.
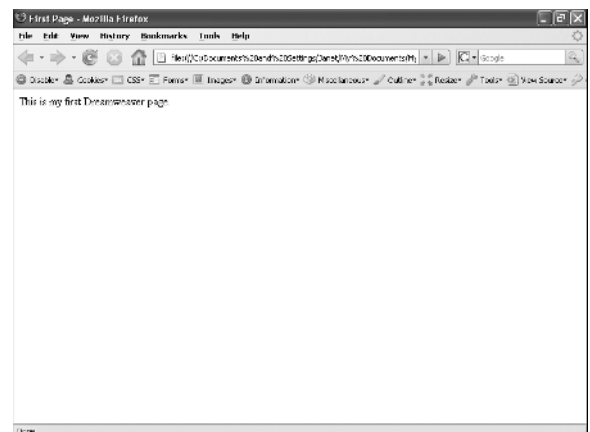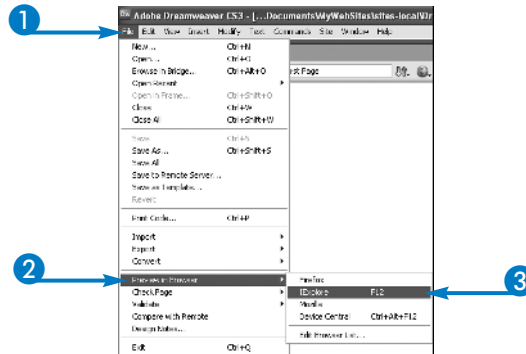
Validate the Web Page

Dreamweaver provides a validation feature that checks the syntax of your code. The HTML syntax is validated based on the DTD you selected for your document. For example, if you chose XHTML 1.0 transitional for your DTD, the syntax is checked using that standard.

If you create your Web pages using Dreamweaver's WYSIWIG editor, Dreamweaver builds your source code and seldom makes syntax errors. However, if you edit the code yourself, or if you copied some Web page files into your Local site from a Web site that already exists, you need to validate the pages to be sure the syntax is correct.

Dreamweaver displays the results of your validation in the bottom pane of your window in the Results panel. (Chapter 2 provides more details on using panels.) Each error is listed in a separate row, showing the line number in your source code that produced the error. An icon at the beginning of the line indicates the type of error.

The Web page created earlier in this chapter, displaying the text "This is my first Dreamweaver page" and saved with the name FirstPage.html, is created by Dreamweaver and has no syntax errors. To show how the Validator works, the `</head>` tag and the `</html>` tag were removed from the source code.

Validate the Web Page

1 Open the file to be validated.

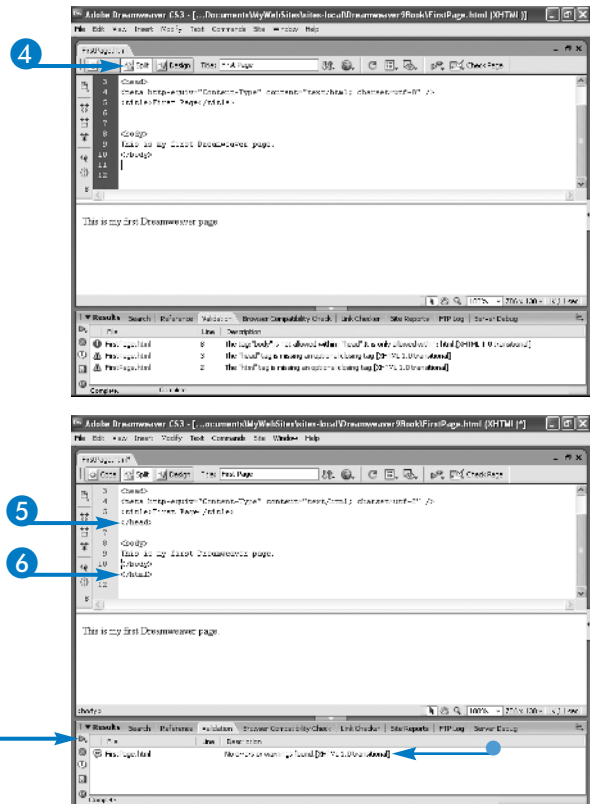2 Click the Validate Markup button (▷⁹).

3 Click Validate Current Document.

● Validation results appear at the bottom in the Results panel.
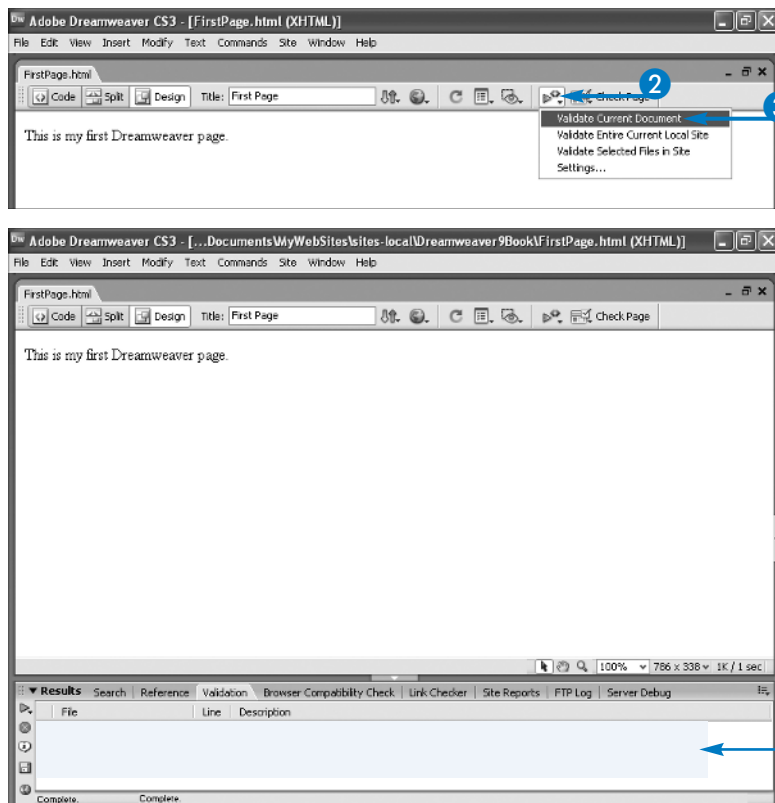
④ Click the Split button (🖼 Split) to see the code with line numbers.

The code window opens, showing the HTML source code.

⑤ Type </**head**> on line 6 in the code window.

⑥ Type </**html**> on line 10.

⑦ Click the Run button (▶).

● New Validator results appear.

What types of information does the Validator display?

▼ The Validator displays three types of messages, each marked with an icon (🔲): 1) Informational messages just convey information and are not error messages; 2) warning messages (⚠) point out incorrect syntax that is unlikely to affect the appearance of the Web page; and 3) error messages (🔴) point out incorrect syntax that is very likely to affect the appearance of the Web page.

Does the Web page need to be open before I can validate it?

▼ No. You can validate any file. Click the filename in the Files panel, and then click Windows, Results, and the Validation tab. If you have previously run a validation, the Validation Results panel will be open. To validate the selected file, you need to click the Validation button or the Run Validation button in the panel.

Can I validate more than one file at a time?

▼ Yes, you can select more than one file in the Files panel, using Shift-click or Ctrl-click. Click Windows, Results, and the Validation tab; or you can click the site name in the Files panel (See chapter 2 for information on using the Files panel), then click Windows, Results, Validation tab, and all the files in the site will be validated.

Check Browser Compatibility

HTML and CSS standards are set by the World Wide Web Consortium or W3C (www.w3c.org). However, not all browsers and/or browser versions implement all parts of the standard the same way. In addition, some browsers have added HTML tags and attributes that are not in the standard and do not work in all browsers. Dreamweaver provides a feature that you can use to check which browsers support the HTML and CSS code in your Web page.

Dreamweaver stores a list of target browsers that it uses to check compatibility. You can add browsers to or remove browsers from the target browser list. If you know what browsers your visitors are likely to use, you can include only those browsers in the target browser list. If you do not know, make your code compatible

with popular browsers. You can also select which version of the browser to include. For example, older browsers do not support CSS.

The FirstPage Web page file created earlier in this chapter has no compatibility problems with the default set of target browsers. To create a sample problem, the text was put into a table cell and the style `white-space` was added to the cell. Recent browsers support this style, but Internet Explorer 5.0 or earlier browsers do not.

For the browser check feature to work as described, the Auto-check on Open feature must be turned on. To check that the feature is turned on, click the Check Page button (⬚). The menu should show a check by the feature. If not, click the feature to turn it on.

Check Browser Compatibility

① Open a Web page.

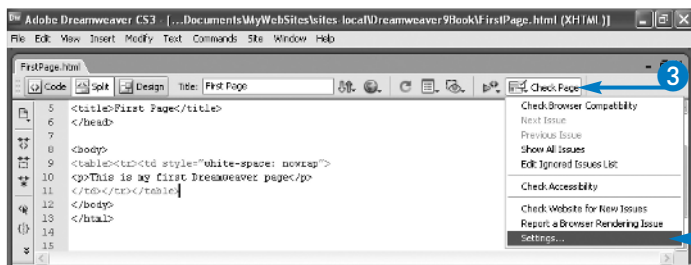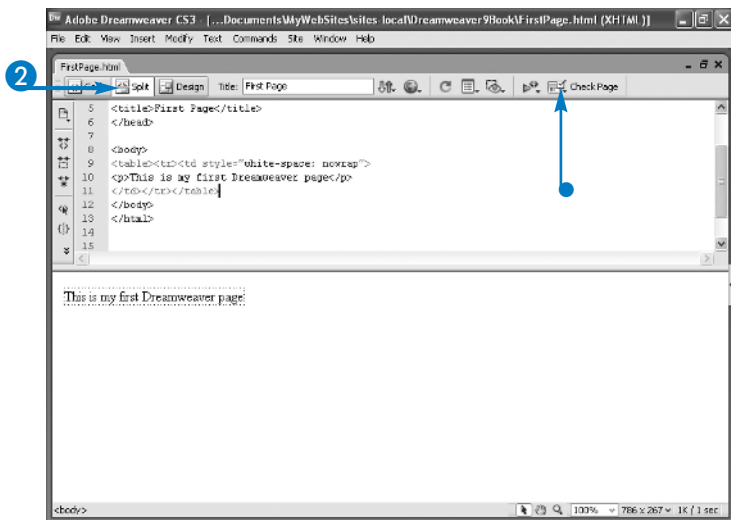**Note:** *When the page is opened, Dreamweaver automatically checks for browser compatibility.*

● The green check mark means no browser compatibility problems.
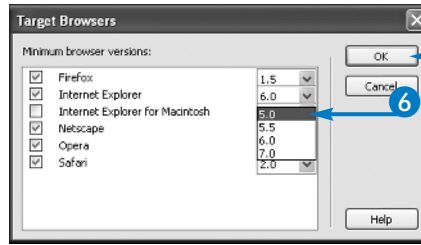
② Click ⬚ Split.

The Code Window opens.

③ Click the Check Page button (⬚).

④ Click Settings.

The Target Browsers dialog box appears.

5 Click the ▾ by Microsoft Internet Explorer.

6 Click 5.0.

7 Click OK.

Dreamweaver now checks browser compatibility, including IE 5.0 as one of the target browsers.

● Dreamweaver opens a panel at the bottom of the window and displays the issues, showing the line number and a description of the problem.

8 Scroll to see additional issues.

● Dreamweaver shows which browsers are affected by the problem.

MASTER IT
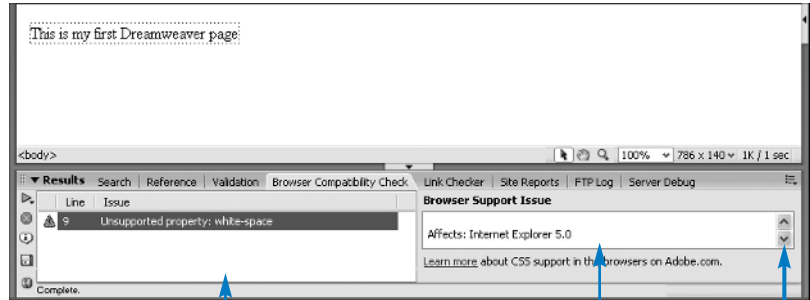
What types of messages does Check Target Browsers display?

▼ Check Target Browsers displays three types of messages: 1) Informational messages flag code that is not supported in a specific browser, but does not change the way the Web page appears; 2) warning messages point out code that will not appear correctly in a specific browser, but will not cause any serious display problems; and 3) error messages flag code that may seriously affect the Web page appearance in a specific browser, such as making parts of the page disappear.

Each message is marked by an icon. The informational message icon looks like 🖳, the warning message icon looks like ⚠, and the error message icon looks like ⓘ.

Does Dreamweaver check for syntax errors when it checks browser compatibility?

▼ No. Dreamweaver checks only for HTML or CSS elements that are incompatible to any of the browsers in the Target Browser List. Elements that are not implemented in a specific browser are the only elements reported. To check for syntax errors, you need to use the Validator described in the previous section.

Publishing a
Dreamweaver Site

The Web pages you create and edit in your Local site are not available to visitors to your Web site. To make your finished Web pages available on the World Wide Web (WWW), you need to publish your Dreamweaver site. Publishing your site means copying the Web page files to your Remote site.

When you set up your Dreamweaver site, you set up a Remote site — the site where the public can view your Web pages. You provided Dreamweaver with the information it needs to transfer the files from your Local site to your Remote site. Uploading your files to the Remote site is sometimes called "putting your

files," based on the FTP command `put`, used to upload files. Dreamweaver handles the details of the connection to the remote server and transferring the files.

You can transfer your entire site or any single file to the Remote site. Because this example shows publishing your first Web site, the entire site is transferred. The Web site in this example actually consists of only one file and an empty Images directory. If more files exist in the Local site, all the files are transferred using the steps shown in this section.
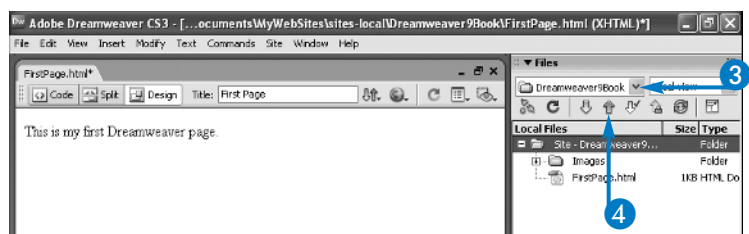
Publishing a Dreamweaver Site

1 Click Window.

2 Click Files.
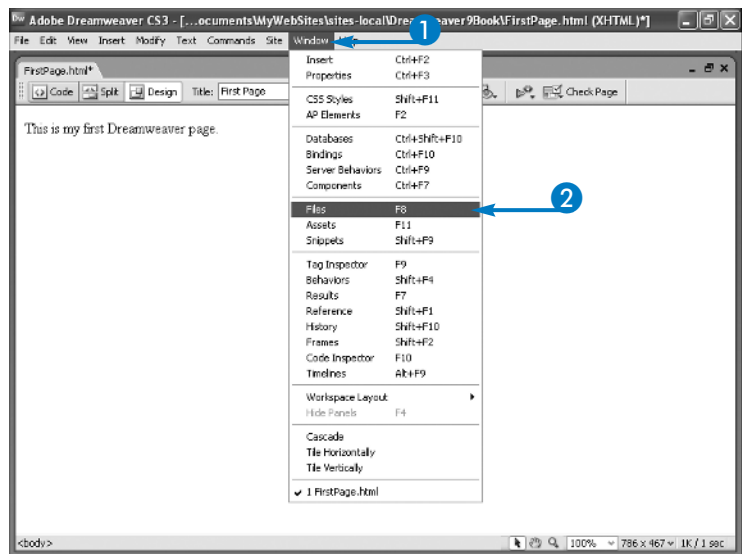
The Files panel opens in the right-hand pane.

3 Click here and select a site.
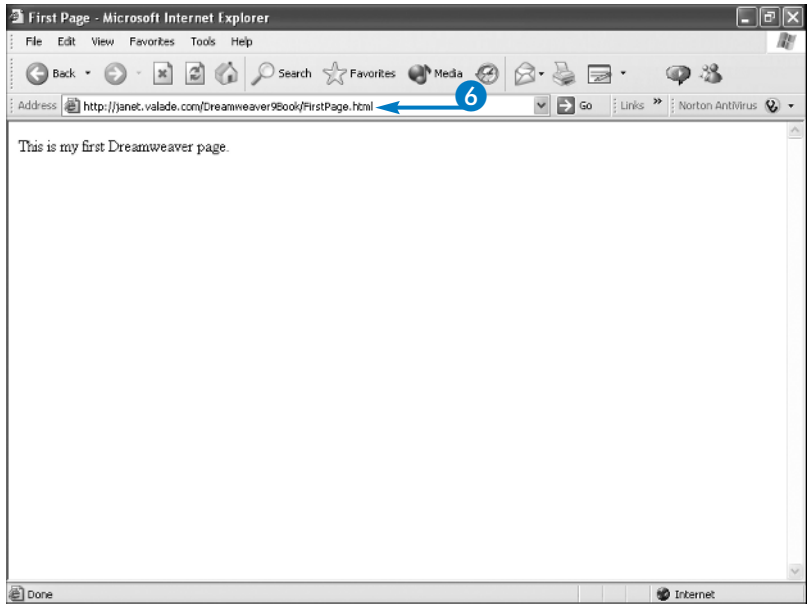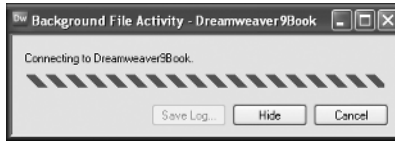
4 Click the Upload button ( ).

The Background File Activity window opens.

Note: *When the uploading window disappears, the site has finished uploading.*

⑤ Open your browser.

⑥ Type the URL to your Web site and press Enter.

Your Web site appears in your browser.

Do I need to save the Web pages before I publish them?

▼ Dreamweaver transfers the saved versions of the files. However, if you currently have a file open with changes that have not been saved yet, Dreamweaver asks you whether you want to save the file before putting the file on the remote site. If you click No, the Web page uploads without the current, unsaved changes.

Do I need to create the folder structure on my remote server before uploading my local site?

▼ No. Dreamweaver duplicates the local site folder structure on the remote site. When Dreamweaver uploads a file from a local folder that already exists on the remote site, it puts the Web page into the existing folder. When Dreamweaver uploads a file from a local folder that does not exist on the remote site, it creates the folder and then puts the Web page into the new folder.

How can I check that all the Web pages were correctly put on the remote site?

▼ Dreamweaver displays the Local site and the Remote site side-by-side so you can see the structure and files on both. You can open this display from the Files panel. Click ⊡ beside Local view, click Remote view, and then click the Expand button (⊟). Dreamweaver displays the folder/file names, file size, date last modified, and other information about the folders and files.

Copy a Dreamweaver Site

A Dreamweaver site consists of the settings Dreamweaver needs to organize and manage the site Web pages. The settings include the site name, the path to the root folder where the Web site files are stored, the information needed to connect to the remote site, and other information. When you want to set up a new Dreamweaver site that is very similar to an existing Dreamweaver site, you can often save time by copying the existing site and changing only the information that is different, such as the site name and the path to the root folder.

The duplicate site has all the same settings as the original site. It is given the name *Sitename* Copy, such as DreamweaverBook Copy. You can then change the information for the duplicate site, such as the site name, as described in the section "Change Dreamweaver Site Information" earlier in this chapter.
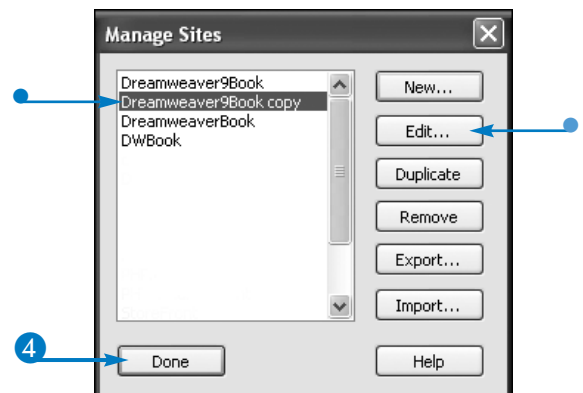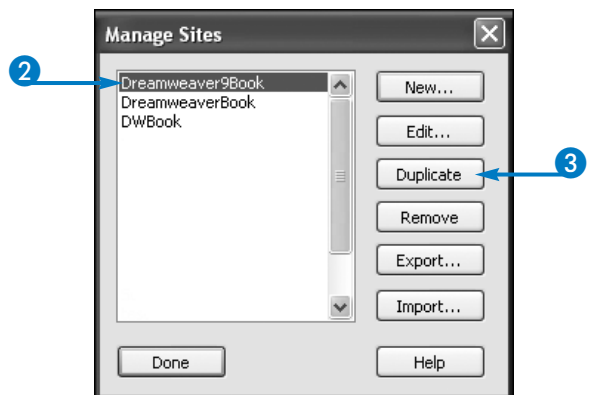
Copy a Dreamweaver Site

① Display the Manage Sites dialog box.

Note: *See the section "Create a Dreamweaver Site" to display the Manage Sites dialog box.*

② Click the site name.

③ Click Duplicate.

● The duplicate site is added to the list of sites.

● You can click Edit to change the properties of the duplicate site.

④ Click Done.

Set Up a Check-out System

Large Web sites consist of many files with more than one developer working on the files. In such a situation, a system to prevent developers from simultaneously working on the same files and overwriting each other's work is necessary. Dreamweaver provides a check-in/check-out system that prevents two developers from working on the same file at the same time.

The check-out system requires a developer to check out a file before changing it. While the developer has the file checked out, no one else can change the file. When the developer is through changing the file, he or she checks the file back in.

The Dreamweaver check-in/check-out system is implemented on a per site basis. The check-out system must be turned on for each individual Dreamweaver site. You can enable the check-out system when you set up the Dreamweaver site. A check box labeled "Enable file check in and check out" appears in the dialog box when you are setting up the remote site.

If you did not enable the check-out system when you set up your Dreamweaver site, you can change the site settings to enable file check out, as described in the section "Change Dreamweaver Site Information" earlier in this chapter. You can then check in your site files.

Set Up A Check-out System

Enable the system

❶ Display the Dreamweaver Remote site info.

Note: See the section "Create a Dreamweaver Site" to display the Remote site info.

❷ Click Enable file check in and check out (☐ changes to ☑).

One check box and two fields appear.

❸ Leave Check out files when opening checked.

❹ Type your name and e-mail address.

❺ Click OK.

Check in your local site

❶ Click here and select the site.

Note: If the Files panel is not open, click Window and select Files.

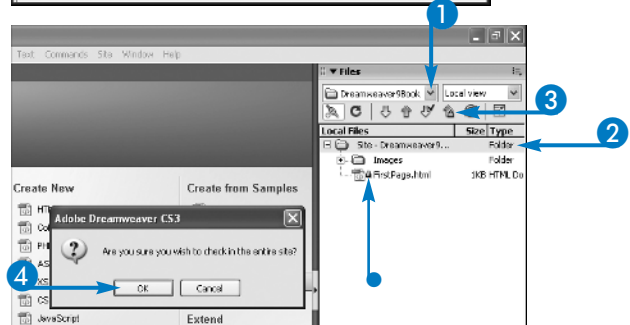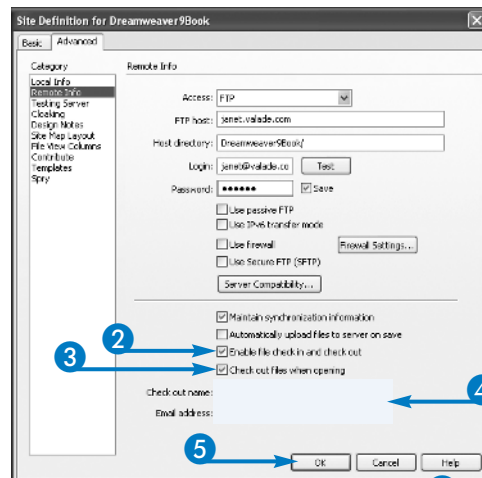❷ Click the site.

Local View must be selected.

❸ Click the Check In button (🔒).

Note: If the check-out system is not enabled, it is grayed out.

❹ Click OK.

All files in the site are checked in.

● A locked icon (🔒) appears beside the filenames.

Check Files
In and Out

Large Web sites, consisting of many files with more than one developer working on the files, require a check-out system to prevent developers from working on files simultaneously and overwriting each other's changes. Dreamweaver provides a check-out system that requires a developer to check out a file before changing it and prevents anyone else from changing the file while it is checked out.

When several developers work on a Web site, the remote site is the most up-to-date version of the site. A developer's local site might not contain the latest

version of a file that another developer worked on. Therefore, files are checked into and out of the remote site.

The file list in the Files panel shows the file status — a red check mark beside a file that is checked out, along with the name of the person who checked it out, and a lock beside files that are checked in. Files that you checked out show a green check mark.

A file can be checked in or out with or without its dependent files, such as images and style sheets. Unless you are going to change them, you do not need to check out the dependent files.

Check Files In and Out

1 Click Window.

2 Click Files.
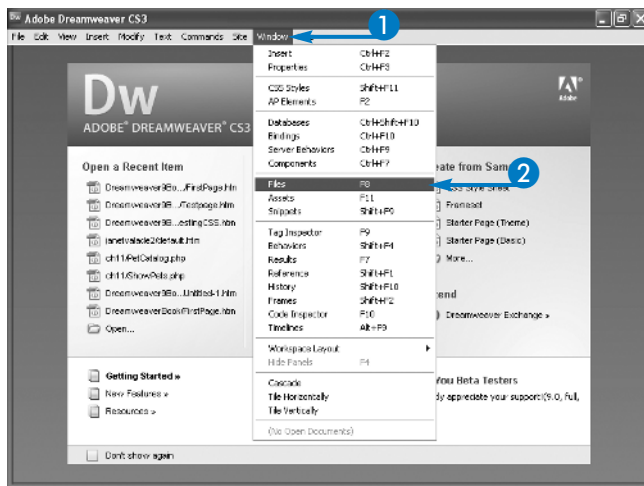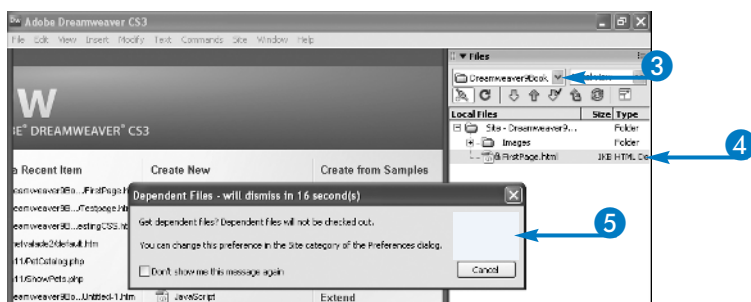

The Files panel opens.

3 Click here and select the site.

4 Double-click a filename.
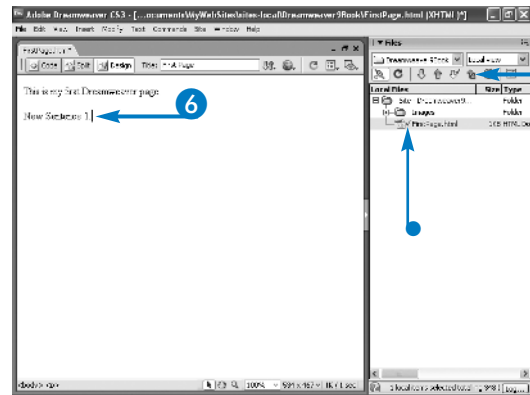
The Dependent Files dialog box opens.

5 Click Yes or No.

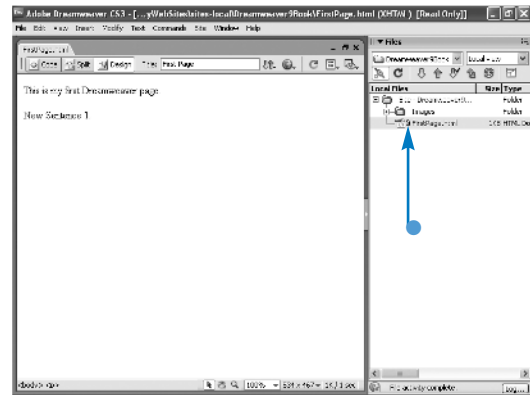The Web page opens.

● A green check mark appears by the filename.

6 Make the changes to the Web page.

7 Click 🔒.

The file is uploaded to the remote site.

● The file status changes back to checked in.

![MASTER IT logo]

How does Dreamweaver know whether a file is checked in or checked out?

▼ Dreamweaver checks whether a lock file exists. The lock file is named *filename.ext.*LCK (for example, FirstPage.html. LCK). When the file is checked out, Dreamweaver creates this file in the local and remote sites. The lock file is not removed until the file is checked back in. Thus, if Dreamweaver finds the lock file, the file status is checked out; if no lock file exists, the file status is checked in.

How does Dreamweaver prevent me from changing a file without checking it out?

▼ When a file is checked in, the copy of the file in the local site becomes Read Only. You can open the file and make changes, but you cannot save the file. Of course, you can manually change the file status so that you can write to it, using Windows commands, but end runs around the check-in system usually result in confusion, content loss, and possible disaster.

What do I do when I really need to work on a file that someone else has checked out?

▼ When you set up the check-out system for your Dreamweaver site, Dreamweaver requests your name and e-mail address. In the Files panel, the name of the person who has checked out a file is listed beside the filename. The name is a link that, when clicked, allows you to e-mail the person who has the file. You can send the person a message letting him or her know you need to work on the file.