File management and site management:

First, on your desktop or memory stick, create the folder where your website will live. (Let's call this Exercises.) Then open that folder and create another folder inside it (call this images). Now, got to the exercises page and copy the images of the "Clown Style" site into this images folder.

The Exercises folder is called the Local Root Folder. This is no different from any other folder, except in Dreamweaver, the Local Root Folder signifies the folder that holds all HTML and media (jpg and gif) files for your website.

This is the most important thing you can do to ensure that you're file structure will be in good shape. If you define your site in a local root folder, Dreamweaver will be able to keep track of all the image files and HTML files that you're using in your website -- even if you decide to move them around! But remember, everything that you plan to have appear on your website HAS to go into the local root folder!

1. In the Site menu, click, Manage Sites.
2. Click on the "advanced" tab.
3. In the dialog box, give your site a name.
4. In the dialog box, click on the folder to the right of the Local Root Folder and navigate to the folder where your website will live.
5. Click okay.
6. Dreamweaver will ask if you want to create a Cache. Say yes!
7. In the last dialog box, click done.

Okay, now the Files palette should show what you have in your site so far. (There will only be the images folder and the images in it.) If this doesn't appear, go to the Window menu and choose "files".

Naming files

A few things to keep in mind to ensure you don't run into problems:

1. **Short file names, no longer that eight characters.**
    If you have file names that are longer than eight characters, the server might not be able to see them. This is no longer the case at Western, though longer names sometimes get shortened when you save from PC to Mac.
2. **No blank spaces in the name.**
    Similarly, servers have to interpret what that blank space actually means. Most put [%20] where there is a blank space, but some put in other characters, and these will mess up your links. If you must have a space in the name, use the underscore [_] character, so names will look like: adobe_1.html
3. **All lower case letters.**
    Again, this is getting to be less of a problem, but some servers do not recognize upper case characters. Some recognize both, but if you start adding upper case characters randomly, it makes it more difficult to remember. (It's also less work to type in lower case only.)
4. **Names that make sense from looking at them, and that are descriptive.**
    Pick a name so that you will be able to recognize what the page is, just from reading the name. This will save you hours of time by not opening the wrong files. Also, make the names related. The exception to this is that the front page of each section (or the front page that belongs to that folder) should be called "index.htm".

Publishing using site management:

Dreamweaver also has resident FTP abilities. This is great news because it will free us from FUGU! Yay!

Go to the Site menu and choose Manage Sites, click on the Exercises site we just created, and then click the edit button.

In the dialog, you will see a column on the left that says:

Local Info
Remote Info
Testing Server, etc.
..> Click on Remote Info

In the Access pulldown, choose FTP.
Where it says FTP Host, type in panther.uwo.ca
For Host Directory, type: /public_html/exercises/
Username: your UWO username
Password: your UWO password

Finally, underneath the password, there are three radio
buttons. The bottom one says "Use Secure FTP (SFTP)" --
click that.

Now try the test button to see if you can connect. If you
can, then you can click the OK button at the bottom of the
dialog.

Now, in the Files Palette you will notice there is a little
blue icon on the left, just under the name of the website,
that looks like two plugs. IF you click on that, that will
connect you to the panther.uwo.ca server. Next to that
button is the refresh button, and next to that is the
upload and download buttons.

Now publishing is simply a matter of using the upload
button (the blue arrow pointing up).

Better yet, you only have to publish the files that you
have changed.

You will notice that there is another pull-down next to the
name of the website. That tells you if you are looking at
the local files (the files on your desktop or memory stick)
or the remote files (the files that are on the UWO web
server). Keep that in mind when you are uploading.

You can also use this dialog to download things from your
website, so if you are working at home and want to transfer
something to the lab, you can upload it to the server, and
then download it to your desktop in the lab. (And vice
versa.)

And no FUGU!