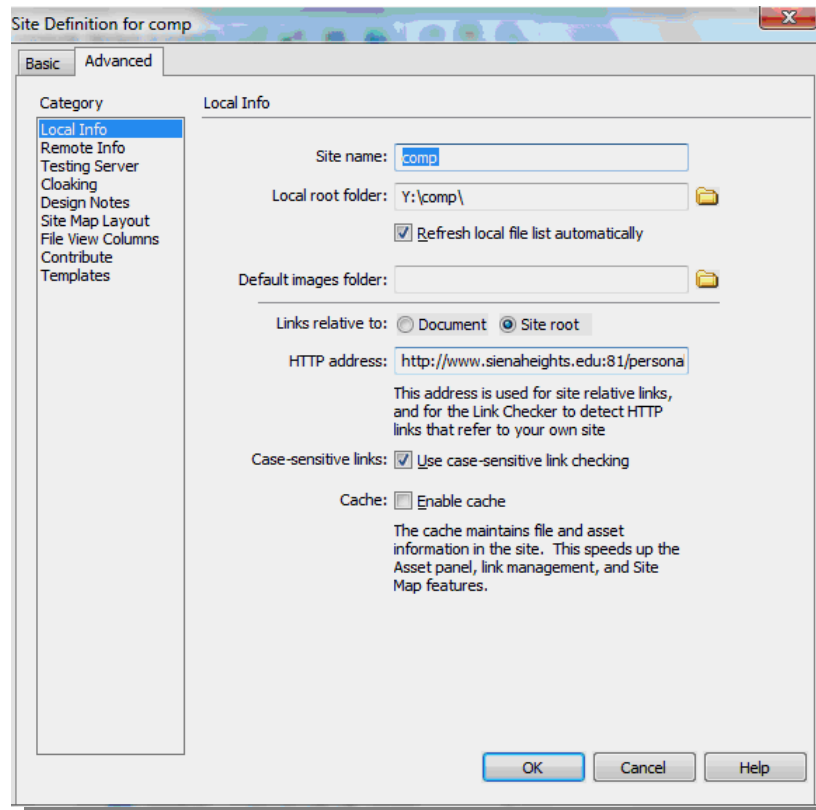
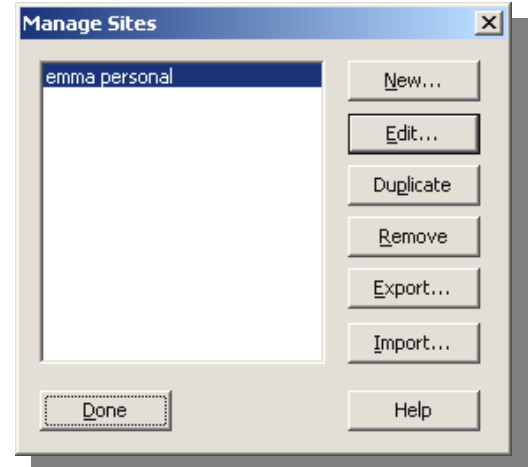


## Instructions for Dreamweaver MX 8 Windows Computers for Webdav Manage Site Instructions

### Setting up the Web Site (Local Information)

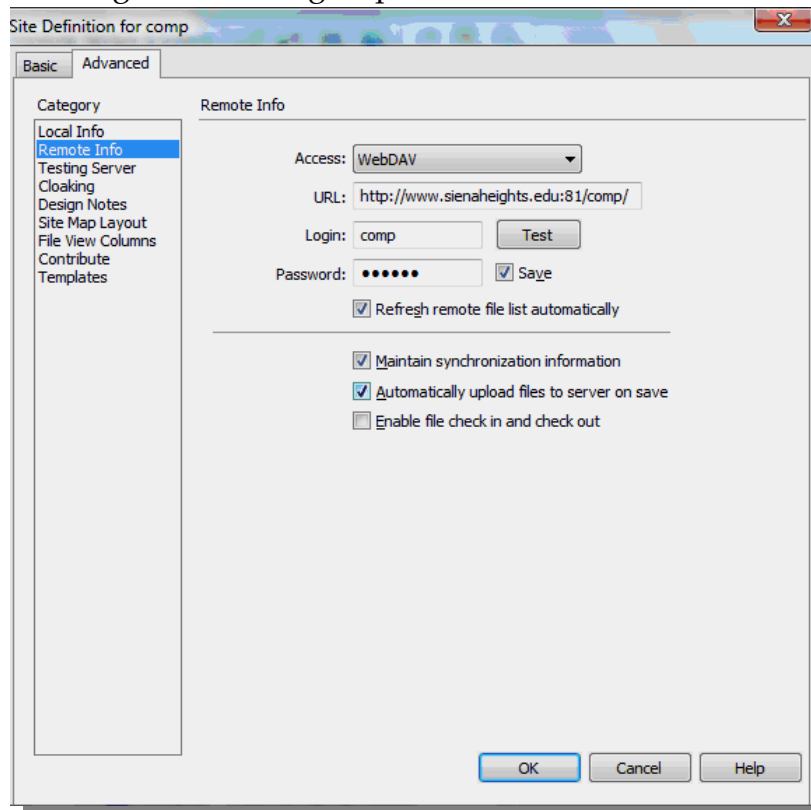
- † Open the **Dreamweaver 8** application.
- † Click **Site** on the **Menu Bar**.
- † Select **Manage Sites** from the drop down menu.
- † Click the **New** button in the **Manage Sites** dialog box.
- † The **Site Definition** dialog box will appear (see illustration below).
- † Under the **Category** list in the **Site Definition** dialog box, click on **Local Info**.
- † Input the information below into the respective boxes.
  - ✦ **Site name:** Input the name for the Web site. This is the name that was given to the site when it was created.
  - ✦ **Local root folder:** The suggested area for this location is [username] on 'genesis' (z) (your network location) or the name of the folder where you want to store your files.
  - ✦ **Links relative to:** For this option, select the **Document** option.
  - ✦ **Case-sensitive link:** Click the check mark for this option.
  - ✦ **HTTP address:** Input [http://www.sienaheights.edu:81/personal/\[your username\]](http://www.sienaheights.edu:81/personal/[your username]).



- ✦ **Cache:** Make sure you check the **Enable Cache** box.
- ✦ Click the **OK** button to save the changes and exit the dialog box.

## Setting up Remote Info Access (WebDav)

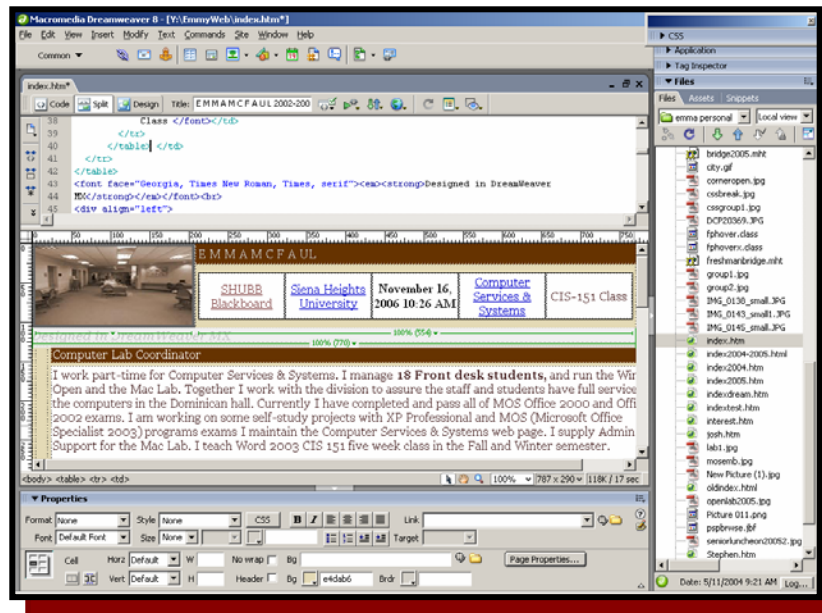
- ✦ Under the **Category** section, go to **Remote info**.
- ✦ Under **Access**, select **WEBDAV**.
- ✦ Under the **URL**, input the complete address of your Web site.
  - ✦ Example: [http://www.sienahts.edu:81/\[your username\]](http://www.sienahts.edu:81/[your username])
- ✦ **Login**: Type in your **username** (rp123456 or rsmith). This is your Windows, Blackboard, and Email login account username.
- ✦ If you are creating the Web site for an organization or group, you will need to use the username of the website for that organization or group.



- ✦ **Password**: Type in your password from your **Windows Network** account.
- ✦ The **Refresh remote file list automatically** selection should be checked.
- ✦ Make sure you have the **Maintain synchronization information** and **Automatically upload files to the server on save** options selected.
- ✦ **DO NOT** place a check mark in the **Enable file check in and check out** box.
- ✦ After all the options have been selected, click the **Test** button. This button is located to the **right** of the **login** box.
- ✦ If the username and password are correct, the **Dream weaver connected to your web server successfully** message will appear.
- ✦ Click **OK twice** to close both of the menus.
- ✦ After you click **OK** the second time, a message will appear saying that the **Cache** is being updated.
- ✦ The Manage sites menu will display.
- ✦ In this menu, click **Done** to close the **Manage Sites** menu.

## Publishing your web site from the local view

**Tip:** The **Home Page** of your Web site needs to be saved as **index.htm**. This is the page that the server looks for when loading your Web site. The rest of the pages should link to this page.



- ✦ The view on the **right side panel** will display the files that are in your Web site.
- ✦ Under the **Files** tab, click the list arrow on the right side and select **Local view**.
- ✦ These are the files for the web that were saved on your personal network folder.
- ✦ Select **File** on the **Menu Bar**.
- ✦ Click **Save**.
- ✦ The first time that you save a file you will view a few messages on your screen.
  - ✦ A menu will appear that says, **Connecting to the server**.
  - ✦ The next menu will say, **Put dependent files**. When this menu appears, select **Yes**. If you do not want this message to display again, click the check box regarding not displaying the message.
- ✦ Finally, to view your web page, go to the browser and then input [www.sienaheights.edu/personal/\[your username\]](http://www.sienaheights.edu/personal/[your username]).