

Dreamweaver Off-Campus Setup

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This instruction sheet provides the necessary information for using File Transfer Protocol (FTP), in Dreamweaver, to up-load your Web pages from your personal computer to the EKU Student Web server.

Setting up the Web Site

You need a folder (Sites) on your personal computer as a storage location for your web files.

On a Macintosh computer you should already have a Sites folder, if not do the following:

- a. Open a Finder window and click on the column view button.
- b. In the first column select your name.
- c. Click on the gear button and select New Folder.
- d. Name the folder **Sites** and press the return key.
- e. Click on the gear button to create a folder in the Sites folder named **255**.
- f. Click on the gear button to create a folder in the 255 folder named **images**.

If you are using a PC computer, do the following:

- a. Double click on My Computer.
- b. Double click on the C Drive
- c. **File > New > Folder**
- d. Name the folder **Sites** and press the return key.
- e. In the **Sites** folder create a new folder named **255**.
- f. In the **255** folder create a new folder named **images**.

Dreamweaver Setup

1. Start Dreamweaver
2. Under the **Window** pull-down menu, have the following panels checked:
 - √ **Insert**
 - √ **Properties**
 - √ **Files**
3. Select **Site > New Site**
4. Make sure the **Basic** tab is selected.
5. What would you like to name your site?
TecSite
6. What is the HTTP Address (URL) of your site?
Use your EKU eMail username in the following.
http://studentweb.eku.edu/marlow_marchant1/web/
7. Click **Next > Next**
8. Where on your computer do you want to store your files?
Click on the browse folder to the right of the small window and select the **Sites** folder.
Click **Choose > Next**.

9. How do you connect to your remote server?

FTP

10. What is the hostname or FTP address of your Web server?

ftp.studentweb.eku.edu

11. What folder on the server do you want to store your files in?

Enter you ECU email username between slashes.

Example: **/marlow_marchant1/**

12. What is your FTP Login:

Enter you ECU email username without slashes.

Example: **marlow_marchant1**

13. What is your FTP Password:

Enter your eMail password.

14. Click on **Test Connection > OK**

15. If the connection works, click **Next > Next > Done**

16. You need a folder named **255** on the root directory of the student web server (W drive).

a. You will use the Files panel which is on the right side of the screen.

b. Click the small menu button on the right end of the Files menu bar, **File > New Folder**

c. Name the folder **255** and press the Return key.

d. With the 255 folder selected, use the menu button to create a folder inside the 255 folder named **images**.

Up-load Files to the Web Server

1. In the top left button in the **Files** pallet, right side of screen, select your site.

2. Make sure the right button is set to **Local view**.

3. Create a **Web** page.

4. Select **File > Save As**, select the **255** folder, give the file a proper filename while retaining the **.html** file extension, click **Save**.

5. In the **Files** panel, select the file to up-load.

6. Click on the **Put File** button (up arrow) > **Yes**