Dreamweaver 4

Uploading Files

Introduction

In order for your site to be accessible to other people, you must copy your site and all its contents to a server that has the necessary software. The way to do this is by using a system called ftp (File Transfer Protocol). This is simply a way of transferring files from one computer to another. Dreamweaver is capable of transferring files in this way.

Where to copy your site

A server has been set up with a unique address. This is:

http://mediaweb.bournemouth.ac.uk /BAIMP1/

The address refers to a unique location where your web sites will be saved and where people will come to view your pages. However, as there are sixty of you, this address has been subdivided so that each of you can have your own, named location. The file path to this location is simply the address above plus the name of your root folder. The name of the root folder is your name, using capital letters, with an underscore between your first name and surname. The address of your root folder is therefore:

http://mediaweb.bournemouth.ac.uk /BAIMP1/YOUR_NAME/
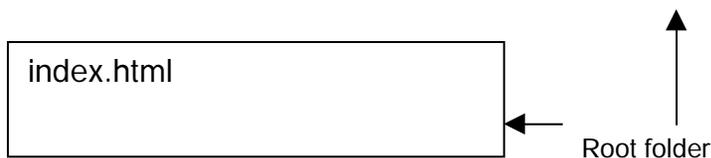
File Paths

It might be helpful to recap file paths to enable you to solve any problems that may occur.

Files, any files, have to have an address. Finding a file can be thought of in terms of a journey. To complete the journey from one file to another you would need to know your starting point, the directions you need to take to get to the finishing point. The directions you take are, in effect, the file path.

Example 1

Absolute file paths

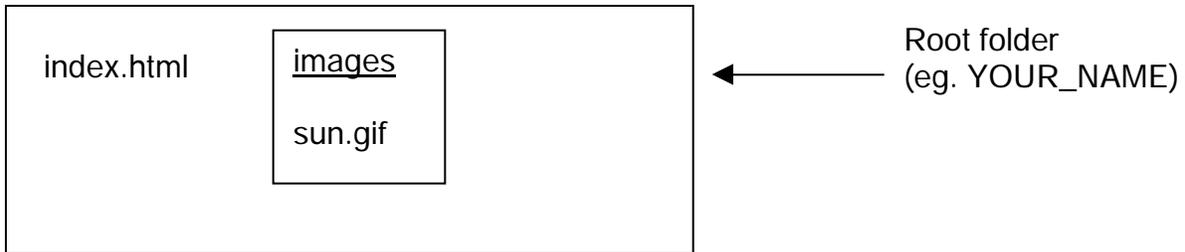http://mediaweb.bournemouth.ac.uk /BAIMP1/YOUR_NAME/index.html

The file path shows how to find index.html on the server. It directs you to the root folder YOUR_NAME. YOUR_NAME contains the file index.html. The forward slash (/)tells you that within YOUR_NAME, the root folder, is the file index.html. It is the full path to the file.

Example 2

Relative file paths

The root folder can be used as the starting point from which file paths are written. Any file within the root folder can be given an address relative to any other file in the root folder. This means that wherever the root folder is located, on whatever computer, the files inside will always contain the correct file paths. This is why the root folder is so important. You can create a root folder in Dreamweaver, containing files and folders, and the links will work on any computer to which the folder is copied.

index.html   images

sun.gif

← ——— Root folder
(eg. YOUR_NAME)

Here the root folder contains index.html and a folder called "images". The folder "images" contains sun.gif.

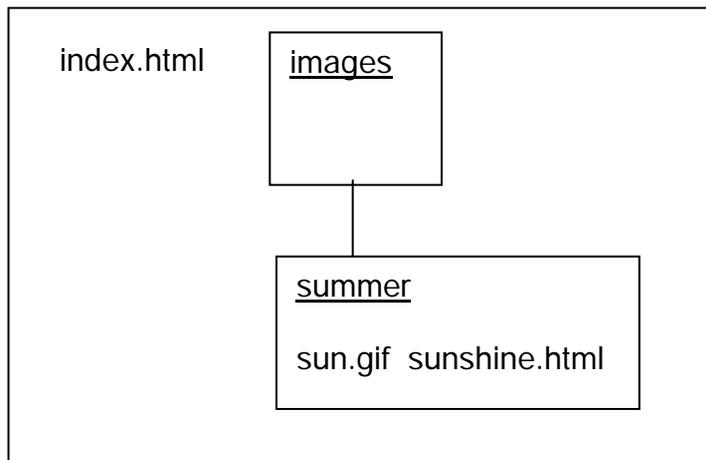What would be the address of sun.gif from a link on index.html?

The folder "images" is inside the root folder. The first part of the address is simply its name, "images". sun.gif is inside "images" so a forward slash is needed to show this and then the name of the file, sun.gif. The final path is:

images/sun.gif

If this was used in an image tag it would look like this:

<img src= "images/sun.gif">

Example 3

index.html   images

summer

sun.gif sunshine.html

Here sun.gif is in a folder called "summer" which is inside the "images" folder. The file path is:
images/summer/sun.gif.

Example 4

What would we need to write if we wanted to create a link from sunshine.html to index.html? Here the journey involves travelling in the opposite direction. We need to go upwards from the folder called "summer" to the folder above, called "images". We are at the same level as index.html. To go up one level in this fashion you need to write the following:

../

This takes us up from "summer" to the level containing "images" and index.html. All we need to specify is which of the two we are interested in. In this case it is index.html. The file path is:

../index.html

FTP and Dreamweaver – How to upload your files

1   You need to **define your site** in the normal manner.

        Site > Define sites > New (or Edit)

        In the "Category" window choose Remote Info
        Enter the following information:

        Server Access: FTP
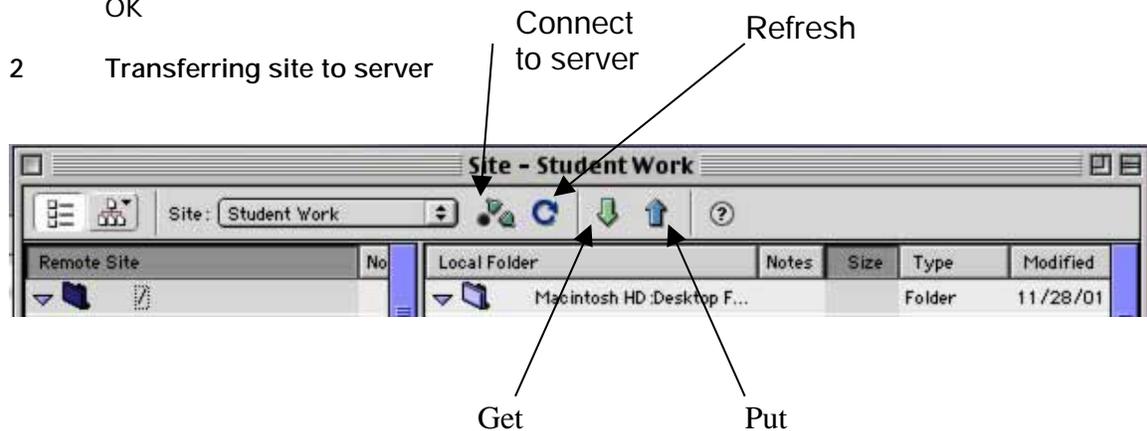   FTP Host: mediaweb.bournemouth.ac.uk
        Host Directory: leave blank
        Login: YOUR_NAME (use capitals and join first name and surname with an underscore)
        Password: BAIMP1 (capitals)

        OK

2   **Transferring site to server**

Connect to server   Refresh

Get   Put

        In the Site window you should be able to see the files and folders that comprise your site. **DOUBLE CHECK** everything is working as it should. ENSURE **index.html** IS PRESENT AND IS LOCATED DIRECTLY IN THE ROOT FOLDER.

        WARNING

        At present it is not possible to modify the site structure once your files have been uploaded to the server. You can overwrite files but you cannot **rename**, **delete** or **move** files. Make sure your site is functioning correctly **before** you upload.

To transfer whole site, click on **Connect to server** icon. Your root folder on the server should appear in the left hand frame of the site window.

Click on your **local root folder**. This is the one at the top of the right hand frame in the site window. Make sure that it has been **selected** (turned black).

Click on the **Put** arrow (shown above). This will copy the entire site to your root folder on the server.

To transfer single files or folders containing files, drag the file or folder from your site, in the right hand frame of the site window to the exact location where you want it to appear in the remote root folder. Make sure you are putting the file or folder in the right location, there is no way of undoing this action at present.

3   **Check your site has uploaded correctly**

To see your site online type in the URL in the address field in a browser. The URL is:

http://mediaweb.bournemouth.ac.uk /BAIMP1/YOUR_NAME/

index.html will appear by default.