Defining a Local Site in Dreamweaver

1. Choose **Site > Manage Sites**. The Manage Sites window will open.

2. Choose **New > Site**. The Site Definition window will open.

3. Choose the **Advanced** tab.

4. Make sure **Local Info** is selected under Category.

5. For **Site name** type web site a name. This is for your reference. You may want to use something like Department Web or Personal.

6. For **Local root folder** select the **Folder** button and browse to select the folder where you have saved your web files. Once you locate the folder, choose the **Select** button.
Defining a Remote Site in Dreamweaver

After you define a local site in Dreamweaver, you can define the remote. The remote site is where you copy the pages once complete. In this example, we will define a remote site for use with the Andrew Web Publishing System (AWPS).

1. In the Category list on the left, select Remote Info.
2. From the Access pop-up menu, select FTP.
3. Enter the following information:
   
   FTP Host: publishing.andrew.cmu.edu  
   Host Directory: your Collection Name  
   Login: your Andrew userid  
   Password: your Andrew password  

   **Note:** Make sure to select the Use Secure FTP (SFTP) check box.

4. Select the OK button, then Done. Your web files will appear in the Files panel.
Note: Once your site is defined, switch to Local view. Local view is where you edit your web pages. To view your local files select the Files panel and choose Local view from the drop-down menu.