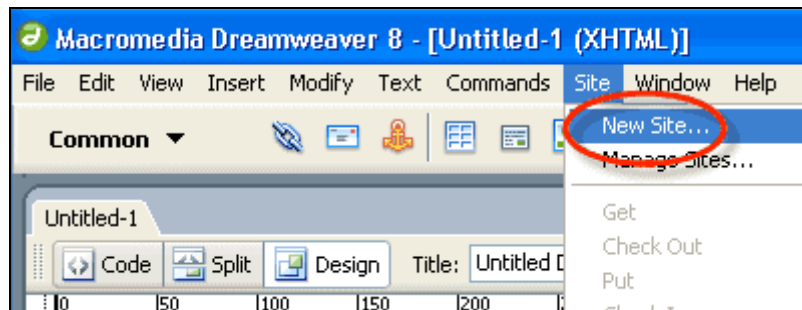


## Configuring Your "Site"

In order to set up basic parameters of your Web site as well as **establish a connection to the faculty Web server**, you should configure your "site." In this context, the term "site" refers to a compilation of all the settings relevant to your collection of Web-related documents.

Following is the basic steps involved in creating your new **site**:

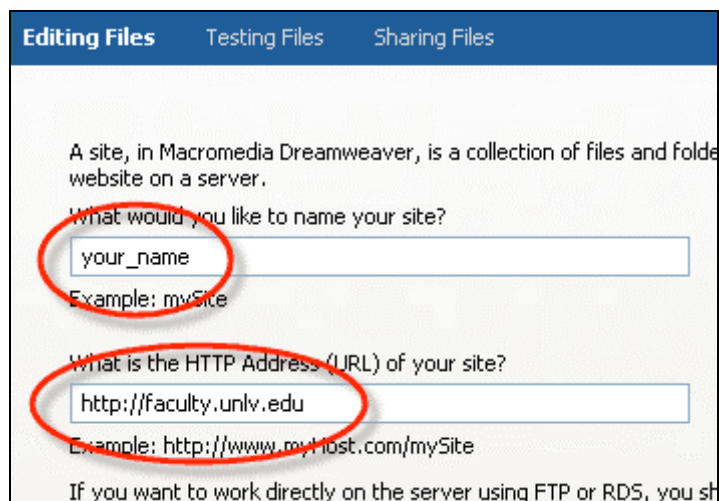
1. Begin by going to the drop-down menu "Site" and selecting "New Site."



2. A series of screens (in Basic mode) will walk you through the process of configuring the site.

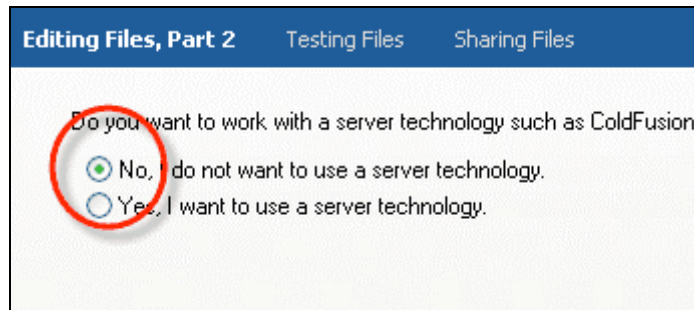
- a. The first bit of information on the first screen asks for the name of your site. This is arbitrary and should be simply something short and descriptive--such as "j333" or your name.
- b. The second text box wants the URL of your site. For Journalism 333 this is usually: `http://vegas-times.com/firstname`

For example, mine would be `http://vegas-times.com/michael`



## Configuring Your "Site" (continued)

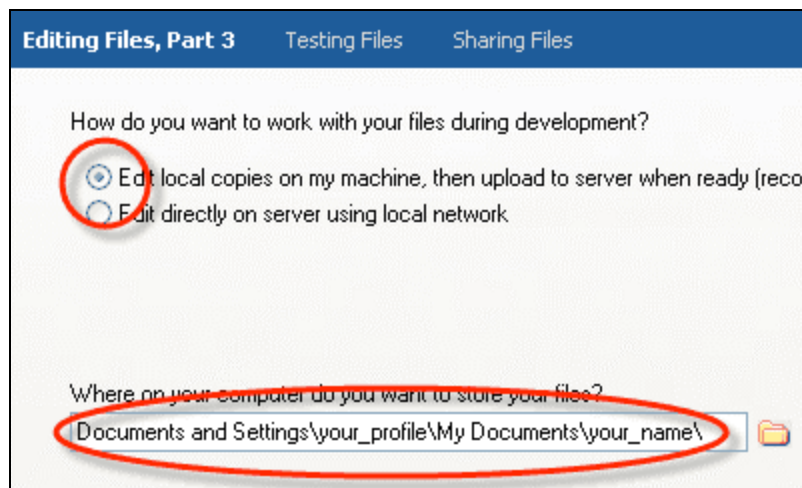
3. Until you're ready to begin programming with Coldfusion, ASP, PHP, or other advanced programming languages, select "No" from the second screen.



4. The best practice for Web development is to keep an entire copy of your site on your local workstation, then upload final pages to the server when you're done. There are any reasons why this is a good idea, the most important of which is that you have a copy of your Web content even if something happens to the server hard drive.

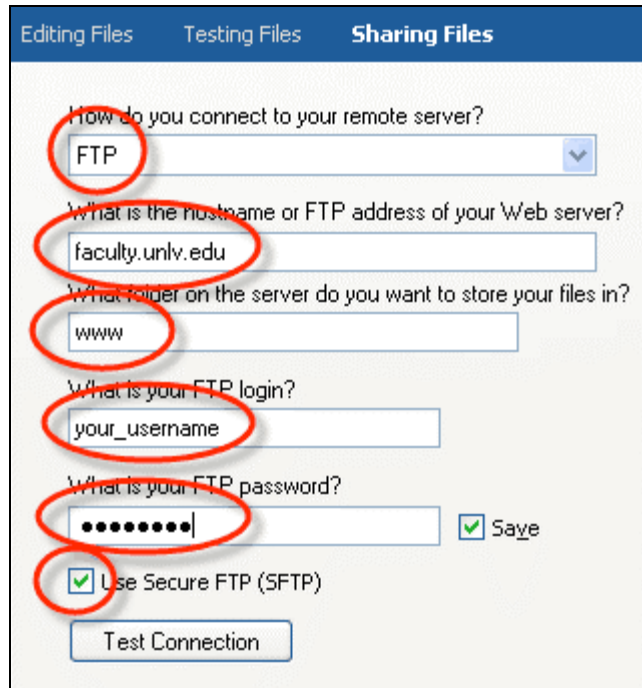
As a result, it is recommended that you select "Edit local copies on my machine" on the third screen.

You'll also need to identify a folder to save your Web content on your own workstation. Dreamweaver suggests a folder in your "My Documents" directory. This is appropriate.



## Configuring Your "Site" (continued)

5. The information on the next screen is probably the **most important of all**. These settings determine your ability to connect to the faculty Web server. This information must be obtained directly from a server administrator.



Editing Files   Testing Files   **Sharing Files**

How do you connect to your remote server?

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

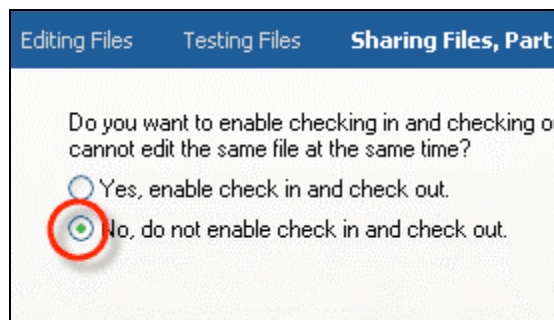
What folder on the server do you want to store your files in?

What is your FTP login?

What is your FTP password?  
  Save

Use Secure FTP (SFTP)

6. Unless you build your site in a collaborative environment where development is performed by a team of individuals (this is usually not the case), **disable** "check in and check out."



Editing Files   Testing Files   **Sharing Files, Part 2**

Do you want to enable checking in and checking out?  
cannot edit the same file at the same time?

Yes, enable check in and check out.

No, do not enable check in and check out.

7. The final page is a summary of your settings. Click "**Finish**" and your site is configured!