

Introduction to Site Administration

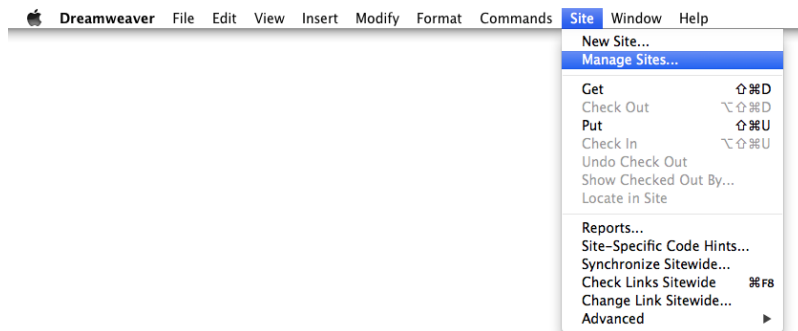
Sprout Means Grow



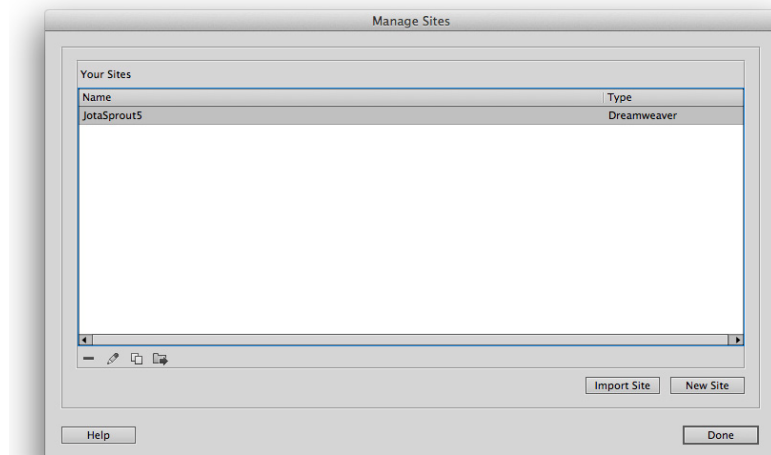
Configuring Server Settings in Dreamweaver

Using information from your host's dashboard you'll configure the FTP settings for a Site you've previously created in Dreamweaver. Always keep all your host information together and somewhere you can find it. Note that the User Name for your account may not be the same as your FTP User Name for uploading and downloading files. Further, you may even have a separate name and password for administering databases. I'd write all this information down in more than one place.

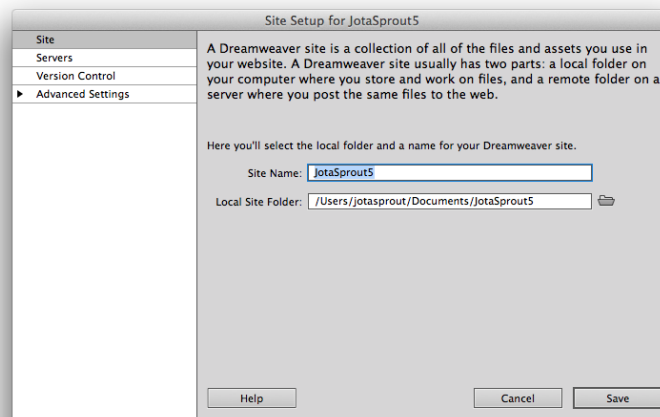
1. Choose **Site > Manage Sites**.



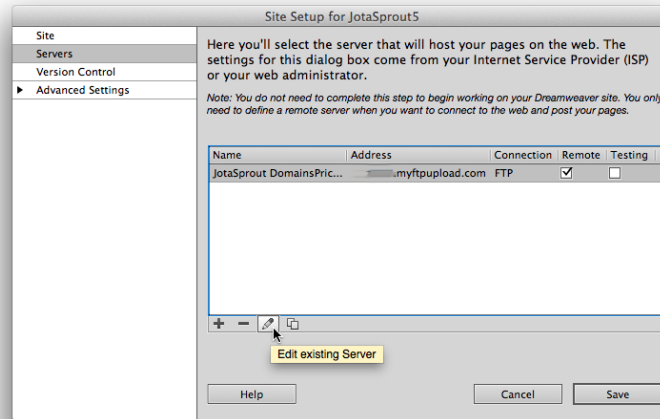
2. Select the appropriate Site from the list of **Your Sites**.



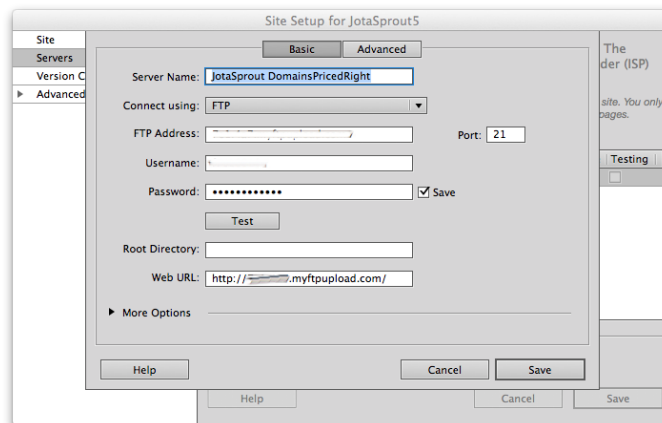
Site Setup for the selected Site opens.



- Under the **Server** tab, select the appropriate Server and click the **Edit Existing Server** button.



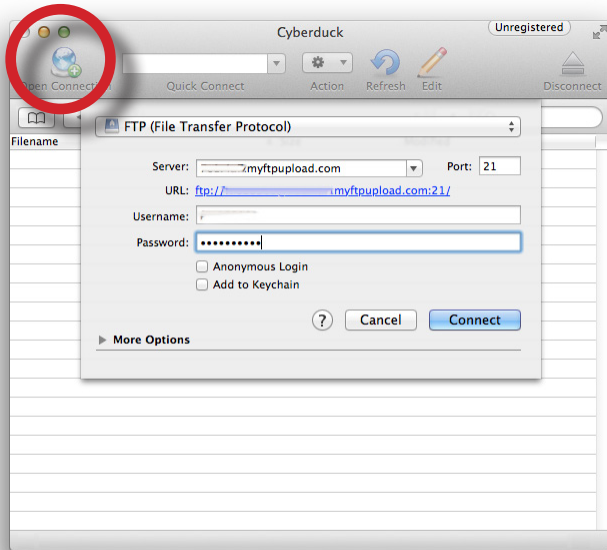
The Server Information panel opens.



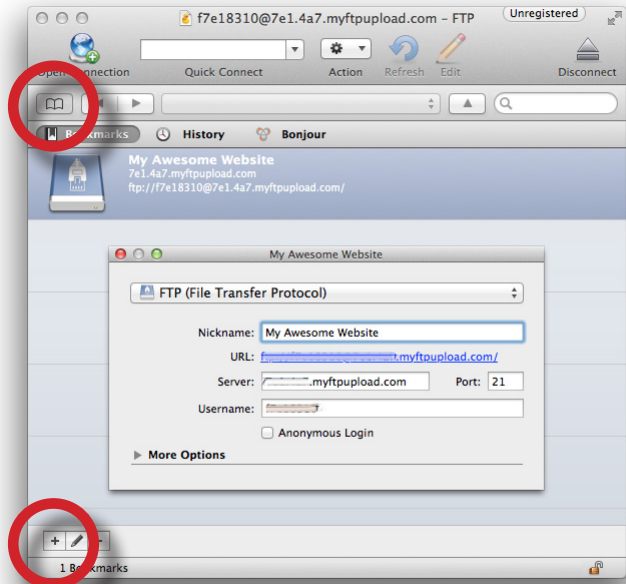
- Enter information from your host's dashboard.
(see examples on next page)

Using Cyberduck

Cyberduck is free and not bad at all. It is easy to install and use.



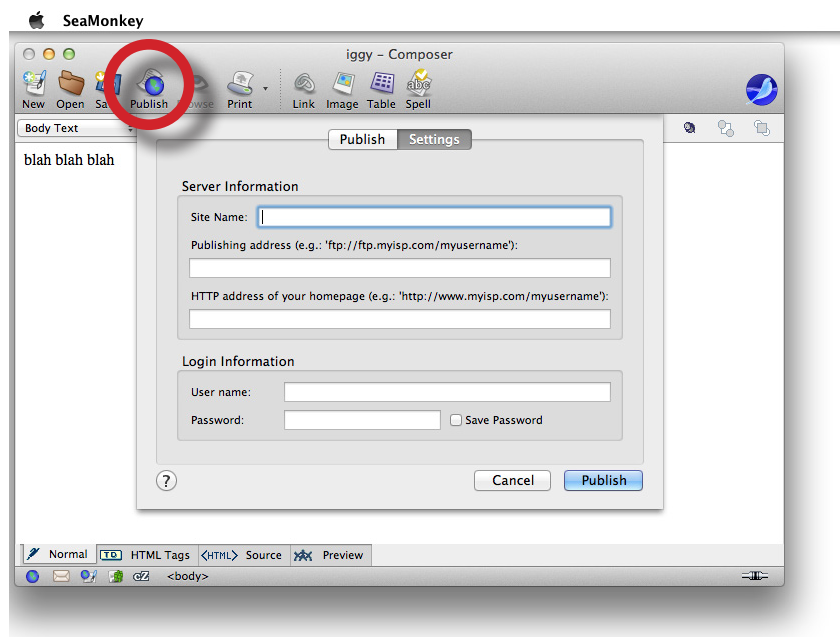
Click **Open Connection** to configure your FTP settings.



Click **Bookmarks** then **New Bookmark** to create a menu of frequently used servers.

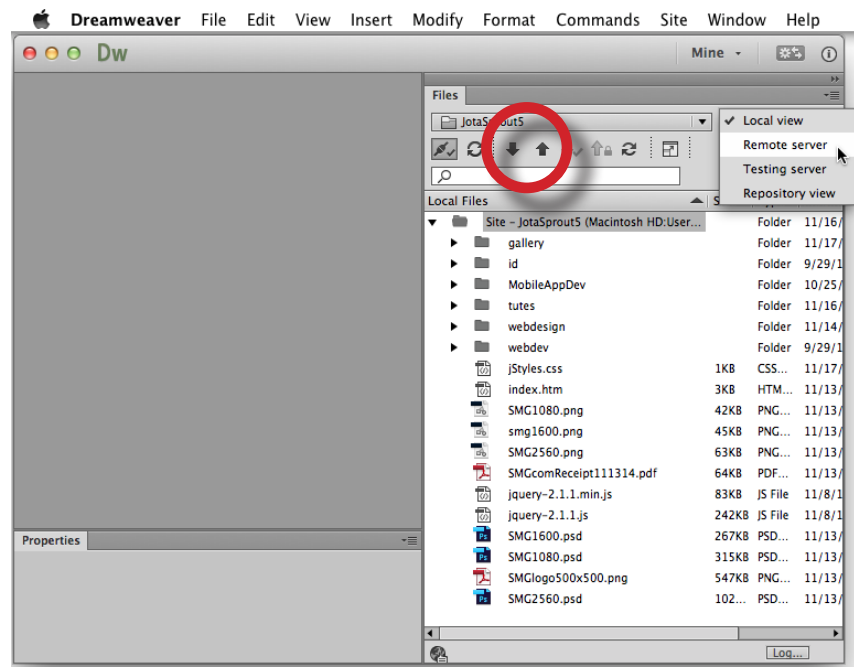
Using SeaMonkey Composer

The entire SeaMonkey suite is free and awesome. Choose **File > Publish** or click the **Publish** button.



Easy FTP in Dreamweaver with the Files Panel

Use the **Put** button to upload to the server and the **Get** button to download files. These buttons can be found in both the document window and in the **Files** panel. Using these buttons in the Files panel, you can upload or download multiple files at once.



*Clicking the triangle next to Local View in the **Files** panel, you can also view files on your remote server.*

Excluding files from Mass Uploads

You may have files related to the site that you don't want uploaded even when syncing the entire site. For example, native Photoshop or Indesign files used to create JPG or PDF files don't need to waste space on your server. Identify the files you want to be exempt from the Put command by using the Cloak command under the Files panel menu.

