

HOLY CROSS

Using Dreamweaver 8 for SFTP

1. Creating a **Site**

A **site** will help you manage the pages that you are working on. If you ever decide to re-name pages (or images) or move them into folders, Dreamweaver will check all of the other pages in your **site** and update links automatically.

Step 1: Create a folder on your P: or M: drive where all files associated with your website will be saved.

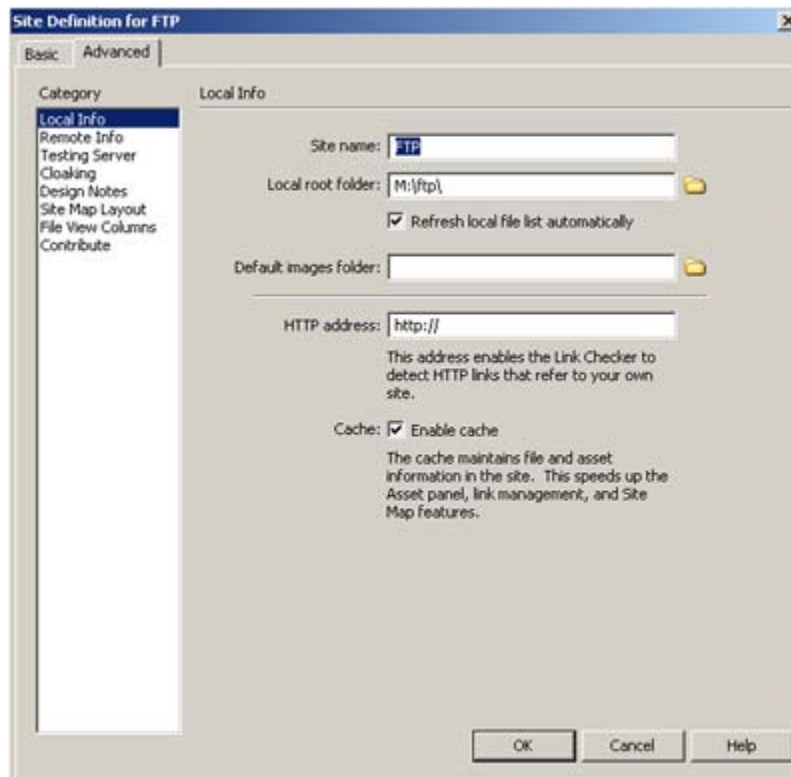
Step 2: Open *Dreamweaver*. Select **Site > Manage Sites**

Step 3: Click **New** button. Select **Site**. Click on the **Advanced** tab at the top of the window.

Step 4: Name the "Site" (e.g., *History Dept. WebPage, Prof. Smith's Website*)

Step 5: Select the "Local Root Folder" (the directory that was created on the P: drive) by clicking on the yellow folder and navigating to the drive where you created your folder in Step 1.

Step 6: Proceed to [Section 2: Configure SFTP](#).



2. Configure **SFTP**

Step 1: Click on **Remote Info**.

Step 2: Select **FTP** from **Access** dropdown menu.

Step 3: Enter FTP host: **publish.holycross.edu**.

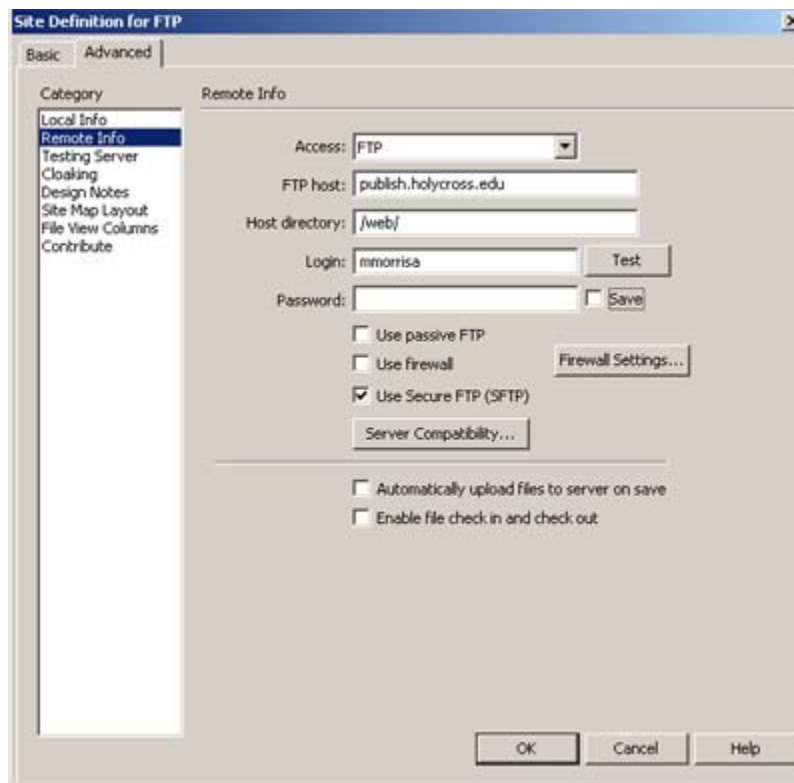
Step 4: Enter Host directory: **/web**.

Step 5: Enter your **Login** (username). Do not enter your **Password** since it will allow others who use your computer to upload files to the web.

Step 6: Put a check in the **Use Secure FTP** box.


Step 7: Click **OK**.

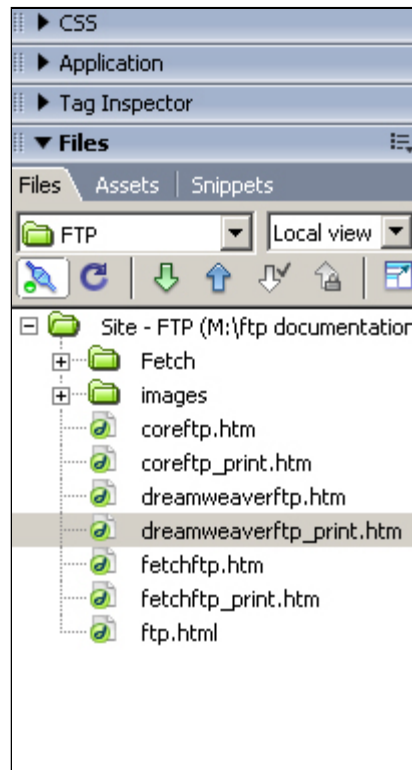
Step 8: Click **Done**.




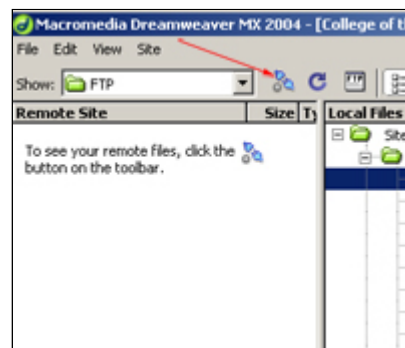
3. Uploading Web Files.

SFTP is used to move files FROM your local hard drive TO the web server.

Step 1: Click on the  icon in the **Files** window. If you have closed your Files window press **F8** to re-open it.

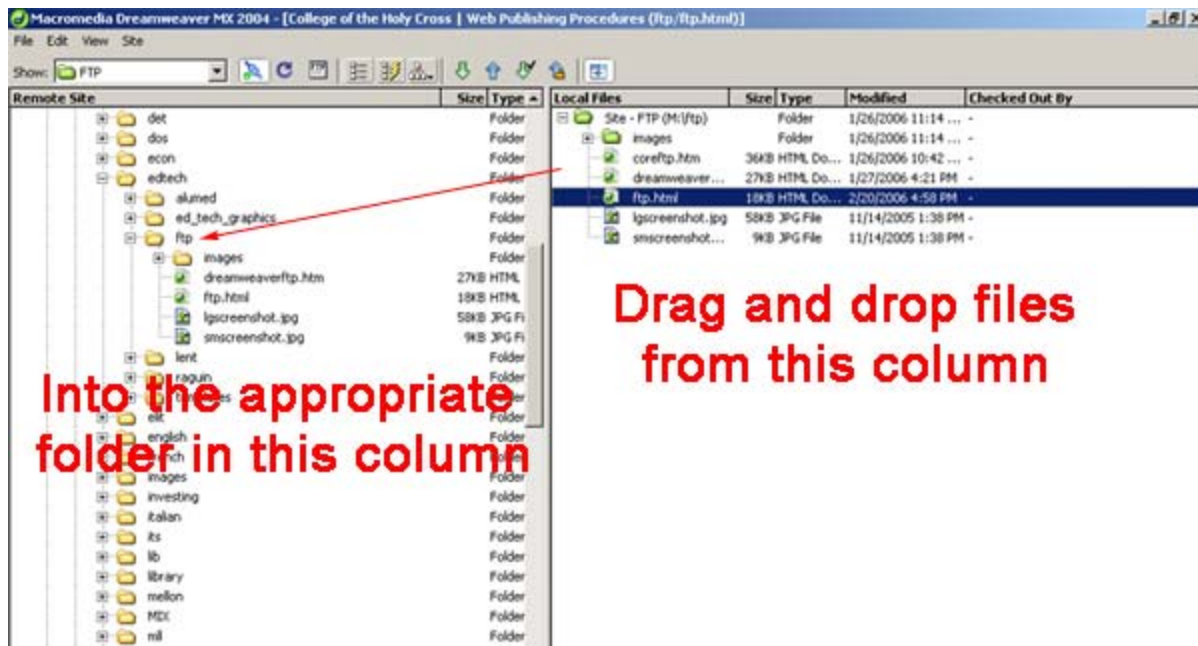


Step 2: Click on the  icon to connect to the web server. Enter your **password** when prompted. Click **OK**



Step 3: In the **Remote Site** (left-hand side) column, double-click on the folders until you open the folder that you want to upload your files to. (See [Section 4: Where to publish?](#) for additional information.)

Step 4: Drag and drop files and/or folders from the **Local File** (right-hand) column that you want to upload to the server to the appropriate folder in the **Remote Site**. When the webpages that you are uploading include images, you will be asked, "Do you want to include dependent files?" **Click NO!** You should upload the images separately.



4. Where to publish?

When you receive your web account, you are assigned server space on one of four main web servers. These servers correspond to the following directories:

www.holycross.edu	docs-ww
intranet.holycross.edu	docs-intranet
college.holycross.edu	docs-college
stage.holycross.edu	docs-stage

Typically, when publishing college-related documents the path that you will publish to will follow one of a few basic conventions -

1. If you are publishing to your departmental web site:
/web/docs-ww/departments/*department_name*/website/
Ex. /web/docs-ww/departments/physics/website/
2. If you are publishing to your faculty website:
/web/docs-college/faculty/*username*/
Ex. /web/docs-college/faculty/tsmith/
3. If you are publishing to your website which has campus-only access:
/web/docs-intranet/departments/*department_name*/*username*/
Ex. /web/docs-intranet/departments/music/tsmith/

5. Viewing Your Pages on the Web

The actual directory you publish to will be different from the corresponding URL that you and others will use to access the pages you've published. Each of the web servers is configured to serve its documents from its respective /web/server name/ directory on down - in other words the web servers automatically change the URLs. So, for instance, if you've published to `/web/docs-college/faculty/tsmith` then the URL for your pages would be `college.holycross.edu/faculty/tsmith`.

6. Where to go from here:

If you have additional questions regarding the use of Dreamweaver 8 SFTP please contact the Help Desk at x3548 or via email: HELPDESK@holycross.edu.

For more information about web publishing you may also contact the [Educational Technology](#) or [Public Affairs](#) departments.

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