How to Set Up Your Website with Dreamweaver CS4's Site Manager

1. Start up Dreamweaver.
2. A window with a top half that looks something like the picture below. The actual appearance of the window will be slightly different depending on whether you are using Mac OS X or Windows.

Near the top of the window is a menu bar with the words "File Edit View Insert Modify Format Commands Site Window Help". This menu bar allows you to access many of Dreamweaver's features. We will be using this menu bar extensively in the course of the tutorial.

3. To create a website that you can manage using Dreamweaver, the first thing you should do is to invoke the Site Manager. To do this, click "Site" in the menu bar. When the drop-down menu appears, click the "New Site..." item on that menu.

Important note: in the interest of brevity, I shall refer to such a sequence of clicking the "Site" menu, followed by clicking the "New Site..." item simply as "Site | New Site..."
4. A dialog box will appear with a title bar that reads "Site Definition for Unnamed Site 2". The actual number that follows the word "Site" may be different if you have ever used Dreamweaver to set up a site before. Don't worry about that. You are about to change it to "My Ego Site". This will begin the process of setting up a site in Dreamweaver on the computer you are on right now. All structure will be saved when you save the site, but if you change computers, you will have to go through this process again for Dreamweaver to find and be able to edit your site.

If you were to look at the top of the dialog box, you will see two tabs: the "Basic" and the "Advanced" tab. You should currently be using the "Basic" tab. If this is not true, click the "Basic" tab to select it. If you don't know which is currently selected, click the "Basic" tab to be sure.

In the main part of the dialog box, you should be able to see a field just under "What would you like to name your site?" This is where you enter your website's name. Don't
worry too much about this field: it's merely for your own personal reference in case you create many websites and need to distinguish between them. The words typed here won't appear on your site.

For the purpose of this tutorial, I will assume that you have typed "My Ego Site" into the box.

Underneath your site's name is a field for you to enter the web address of your website, following the question "What is the HTTP Address (URL) of your site?". If you have bought a domain name, then enter your website address. Otherwise leave this blank for now.

Once you've finished entering the above two fields, click the "Next" button at the bottom of the window.

5. In the next screen that appears, accept the default "No, I do not want to use a server technology" and click the "Next" button again.

6. The next window that appears lets you to control where Dreamweaver saves the files you create. The default is to place the files in a folder with the same name as your website. You can change the location if you wish. Note that this folder merely determines where on your computer the website files are saved. You should always keep a copy of your website on your own computer (or for our class, on your USB Flash drive).

7. When the window with the question "How do you connect to your remote server?" appears, click the down arrow in the drop-down box and select "None". You will change this later when you publish your site, but for now, selecting "None" allows you to quickly get started with your site with minimum fuss. In class, I will explain a little about FTP, or file transfer protocol which is generally used to upload your site to a server. For now, click the "Next" button to proceed.

8. You will then be presented with a "Site Definition" summary.

9. To make life easier on you later, let's add a default folder for images. To do this hit the "Advanced Tab" and bring up the following dialog box.
If you have not made a folder for your images in your site, make it now. This will make organizing and finding your images much easier later. Hit "OK" and then "Done".

You are ready to start building your site.