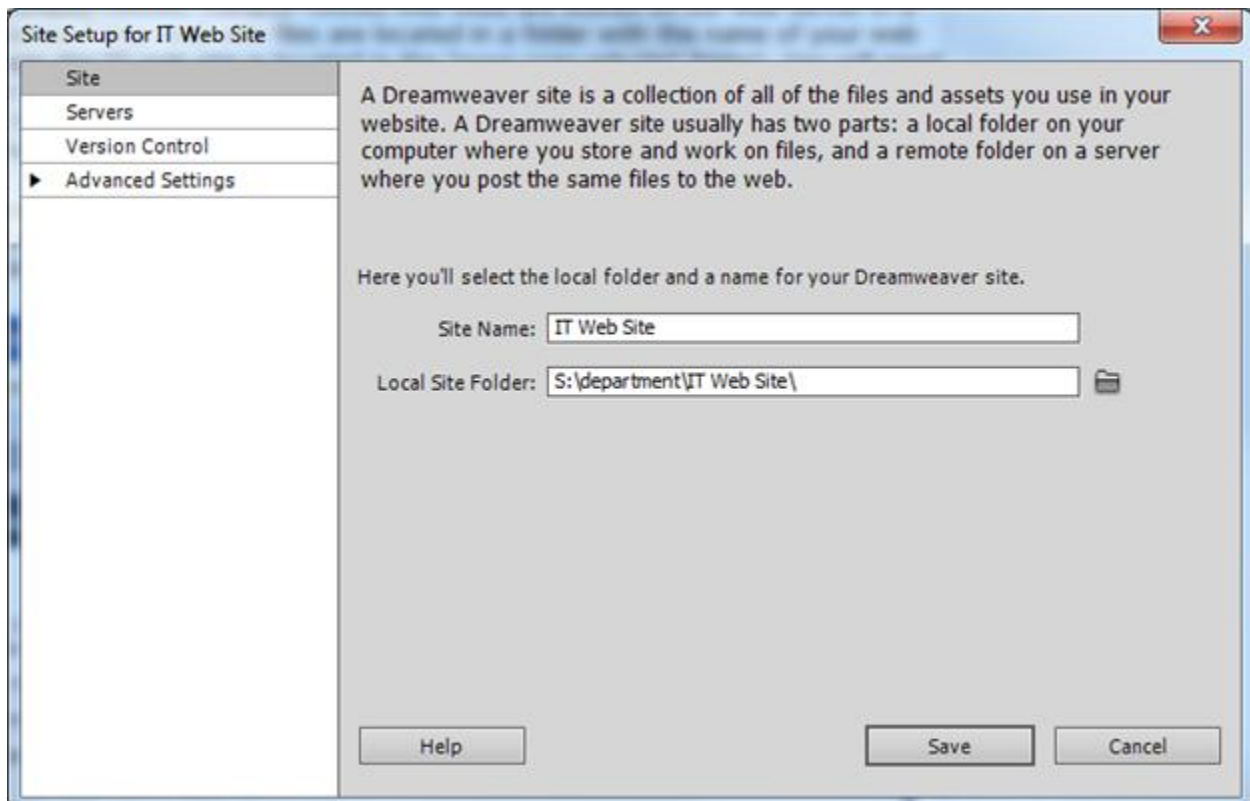
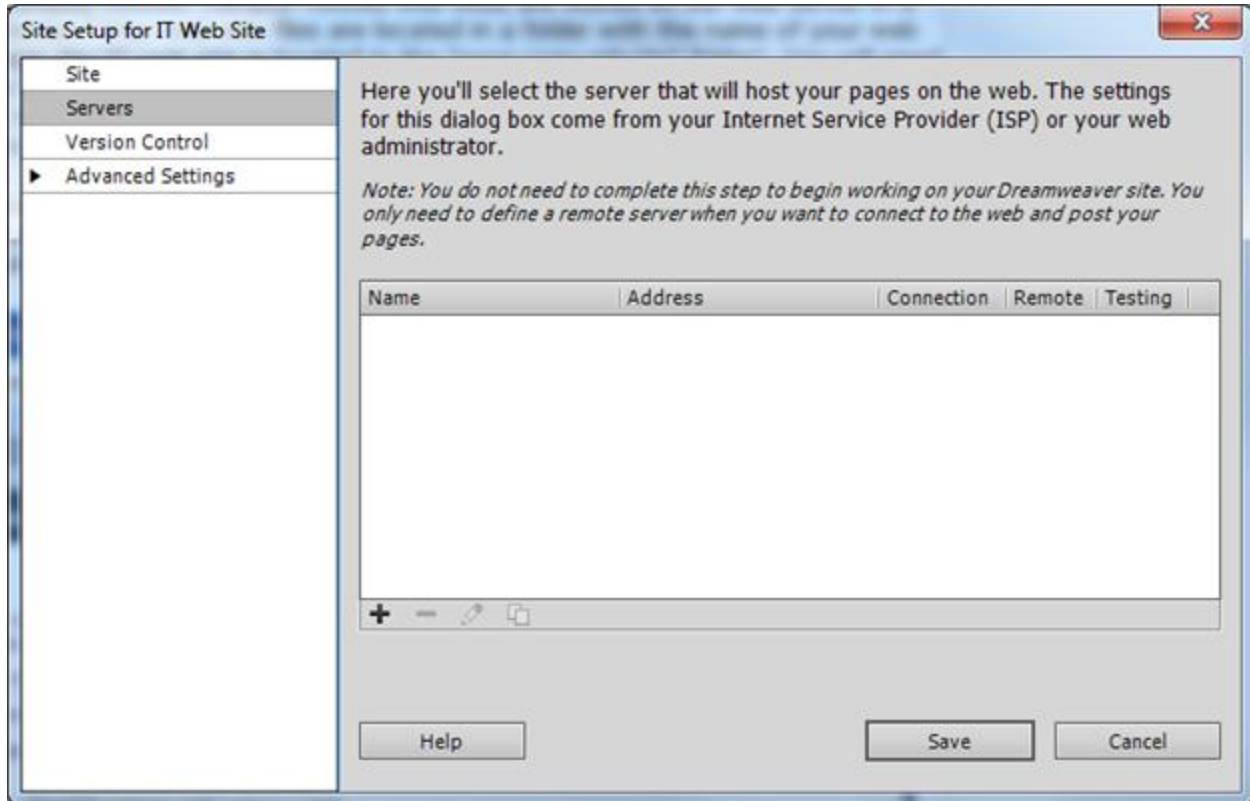


If you have not converted your CCSU web site to the OU Campus Content Management System, then your site is campus-hosted. Campus-hosted web sites are stored on our web server in a folder named "websites." Your web site files are located in a folder with the name of your web address (for example the IT web site is located in the "www.ccsu.edu/its" folder). You will need to have the folder location of your web site in order to edit with Adobe Dreamweaver. For help with verifying your web site folder location, contact the IT Help Desk at x21720 or [techsupport@ccsu.edu](mailto:techsupport@ccsu.edu).

1. Open Dreamweaver.
2. From the Site menu, click on New Site.
3. From the Site Setup screen, enter a site name and select a local folder location for working on your web site (this can be a local folder on your hard drive, or a folder on a netshare such as your M or S drive. The example here shows a folder on the S drive).



- Click on Servers from the left menu, then click on the + button.



- Complete the Server information as follows:

Server Name: CCSU Web Server

Connect using: select SFTP

SFTP Address: publish.ccsu.edu

Username: your BlueNet account username

Password: leave blank so that you will be prompted for your password each time you edit your site.

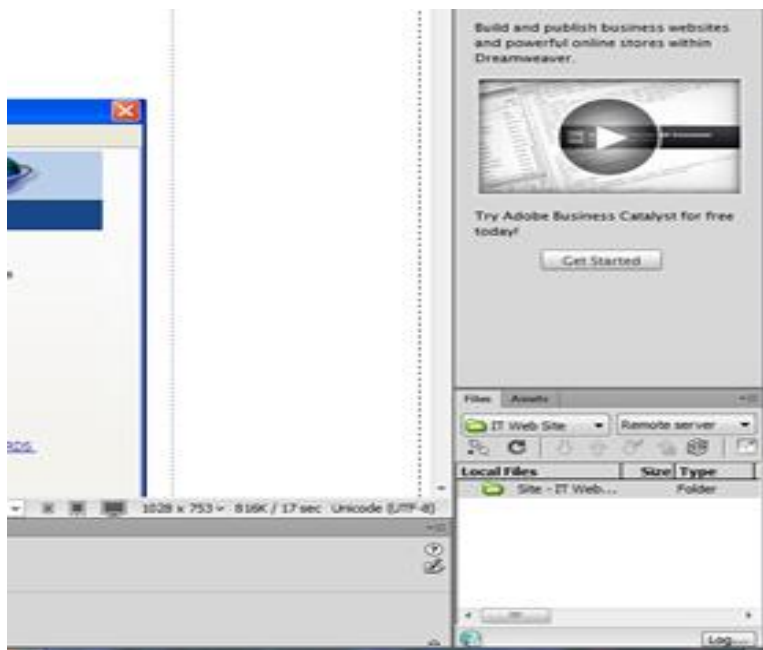
Root Directory: the folder location of your web site (the IT department example is shown in the picture).

Web URL: the complete URL of your site, starting with http://web (note: your web address begins with web instead of www due to the Finals site transition. Even though you may type www.ccsu.edu/its (for example) to get to the web site, this redirects to the correct address of http://web.ccsu.edu/its (in this example).



6. Click on the Save button, then click on the Done button.

7. On the right side of your screen, under the Files pane, you will see that your site is now open.



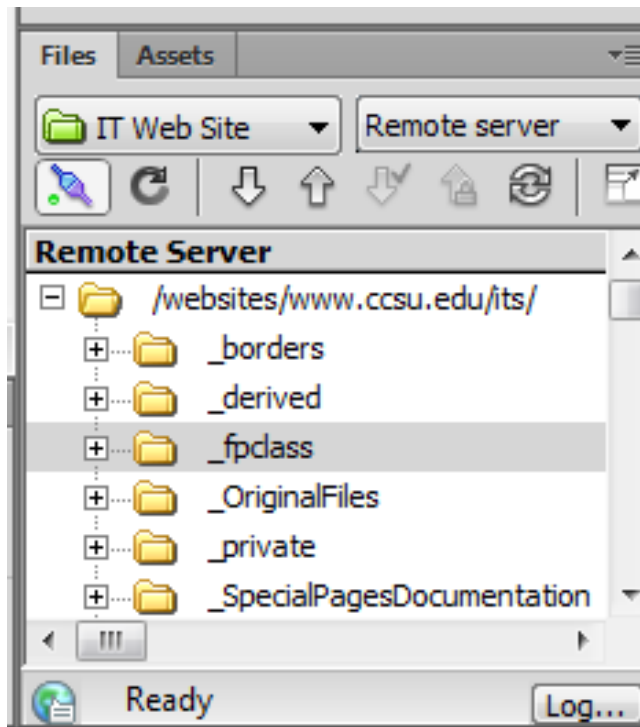
8. To connect to your site, click on the Connect button:



At the "Enter password" prompt, enter your BlueNet account password (do not select the option to save your password), then click on OK.



Once connected, the Files pane will display your web folder (which contains all subfolders and web site files).

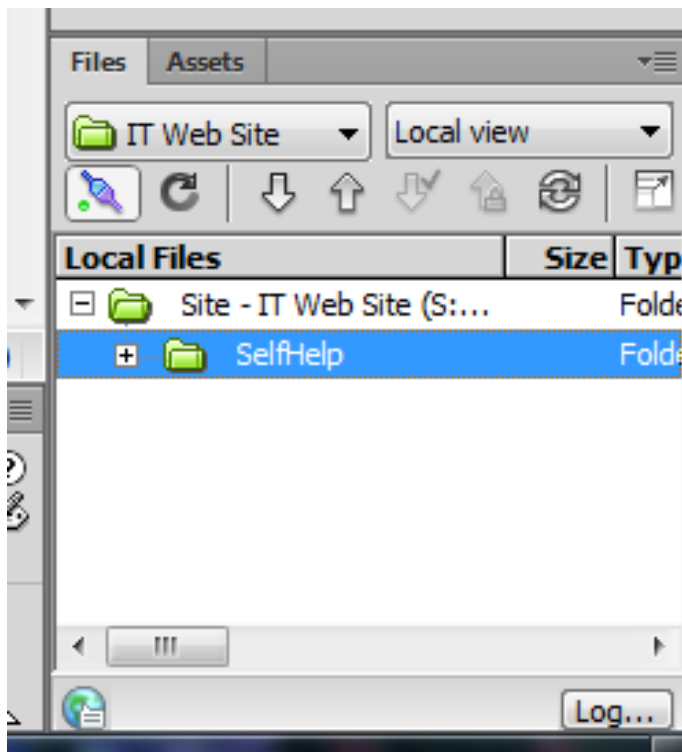


9. Dreamweaver will download a copy of the files from your web site and place them in the local drive you specified. You will see this dialog box while the files are downloading (this process may take a while, depending on the size of your web site):



#### Working with Web Pages in Dreamweaver

1. Open Dreamweaver.
2. From the Files pane, verify that you are in Local view.
3. To work with an existing page, double-click the page from the Files pane to open it. If you are prompted to "Include dependent files," click on Yes (you always want to include dependent files). Make all of your edits to the page and save it. To create a new page, click on File/New to open a blank page, add your content to the page, then save it. To upload edited and/or new page(s) to the server and make your updates "live," click on the Put Files button (the up arrow).



If you are prompted for your password, enter your BlueNet account password. If you are prompted to "Put dependent files?" click on Yes (you always want to put dependent files). You can go into Remote view and check that your files were uploaded correctly to the server (scroll over to the right to see the date/time stamps for all files - you may need to click on the Refresh button to view the updated date/time).