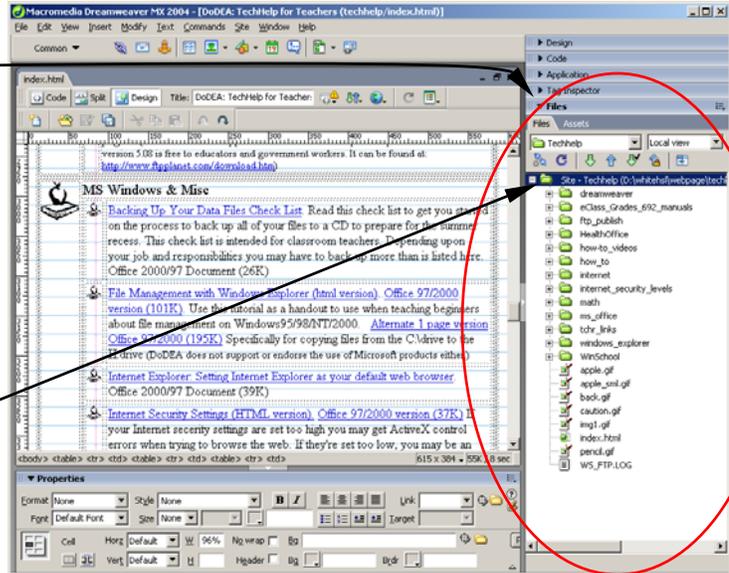


## Dreamweaver MX 2004: Synchronizing Your Site

This how-to is intended for web masters whose site is hosted on a server outside the school on an FTP server (official school web masters for example). If you are using Dreamweaver to edit your school *Intranet* site, which is saved to the I:\drive, these instructions are not necessary.

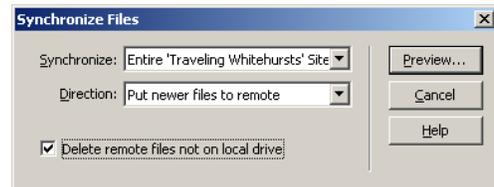
1. With Dreamweaver open, make sure you are viewing the *Files* group on the right.



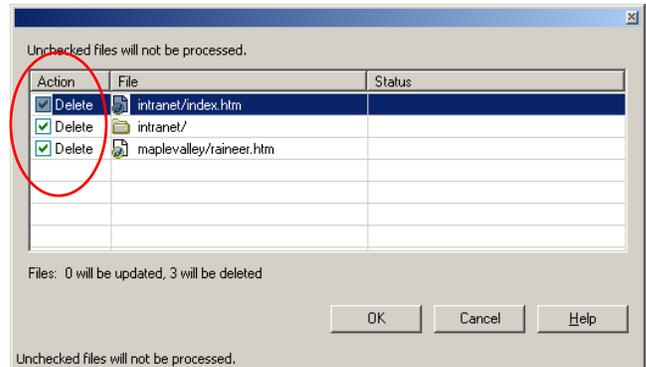
2. **Right-click** on the *Site* folder which is at the top-most level.

3. In order to make sure that the **entire** site on the server mirrors exactly the entire site you have locally set the following<sup>1</sup>:

- a. *Synchronize* drop-down menu: *Entire Site*
- b. *Direction* drop-down menu: *Put newer files to remote*.
- c. *Delete remote files not on local drive* check box: *Checked*



4. Click the *Preview* button. At this point nothing has been done. If you decide that you really don't want to *put* or *delete* files on the remote server, uncheck the boxes in the *Action* column.



5. Click the *OK* button.

<sup>1</sup> If you know that you have lost your site locally, but like all of the files that are up on the remote server, you may want to set the *direction* to *Get newer files from the remote* and **Uncheck the box to delete remote files not on local drive**. This will bring down the entire site to a local drive.