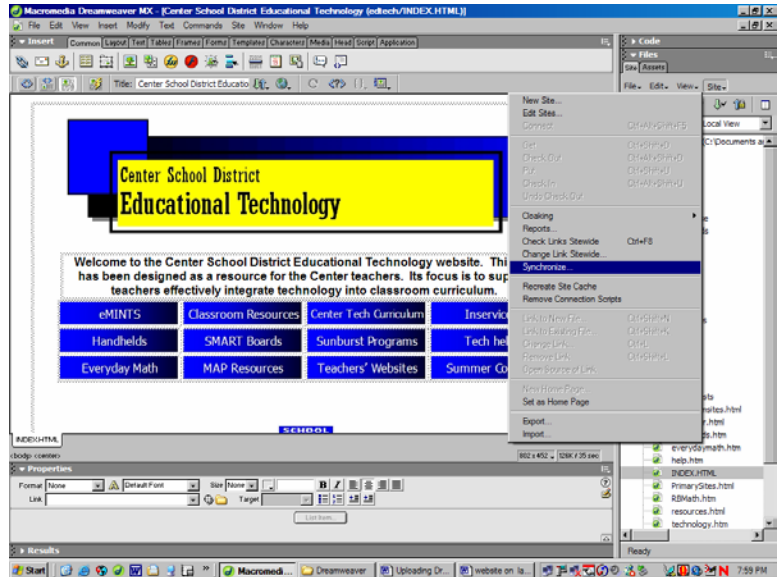


Working on your website with your laptop

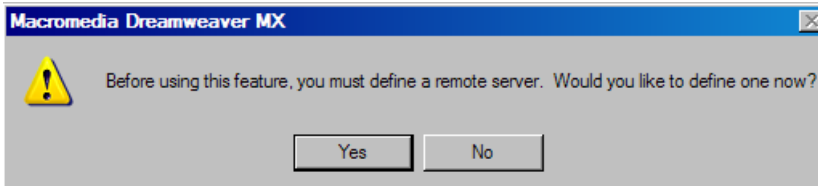
It will be very important to "synchronize" all your files when doing website work on your laptop. You ALWAYS want to be working with your most recent files. If you don't do this, you risk losing work by saving an older file over a newer file.

Here's what you need to do:

Use the Ethernet cord from your workstation and plug it into your laptop and log in like normal. Open Dreamweaver on your laptop. In the site files menu, click on Site, then Synchronize.

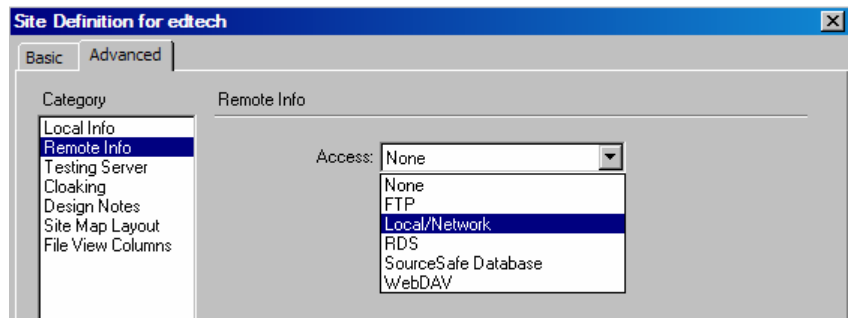


If you need to define your remote site (your W: Drive), you'll get a message like this:

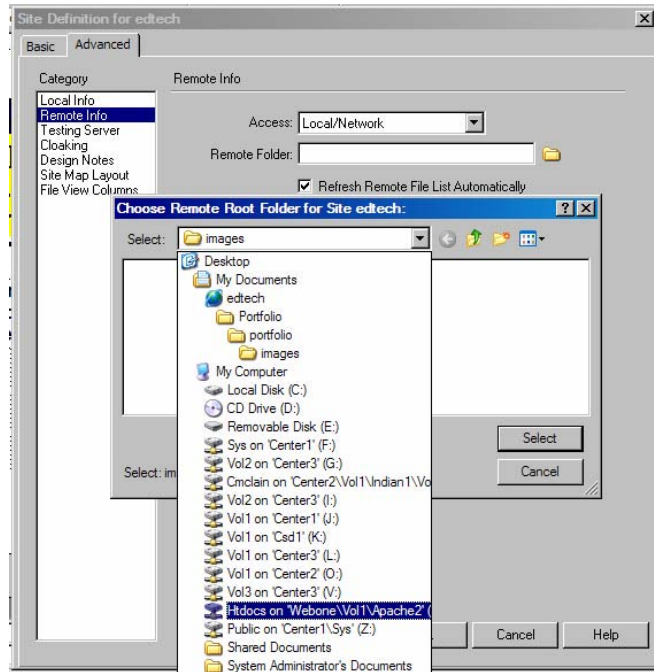


(If your laptop recognizes your W: Drive, you won't get this message.)

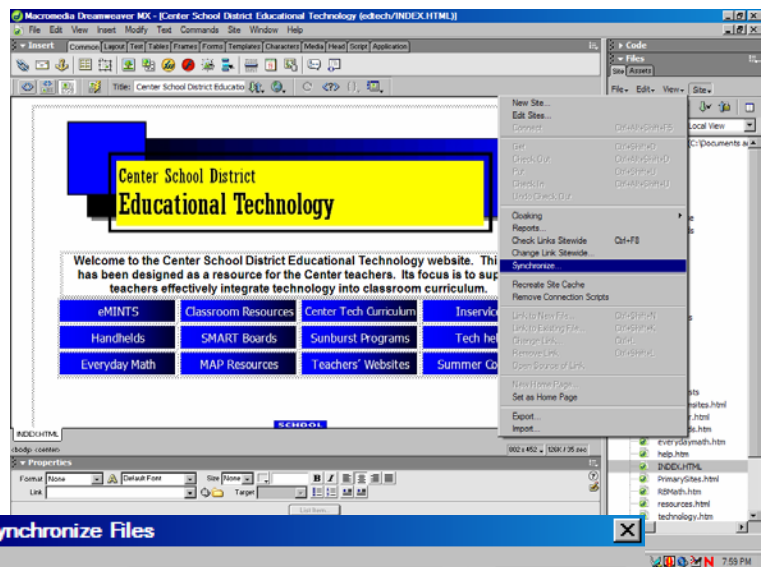
If you do get this message, click Yes. In the Site Definition box, under the Advanced tab select Remote Info. Click the drop down menu of the Access box and select Local/Network. Click OK.



Now your box to identify your Remote Folder is active. Click the folder at the end of the box and navigate to your W: Drive. Select your W: Drive and click OK.



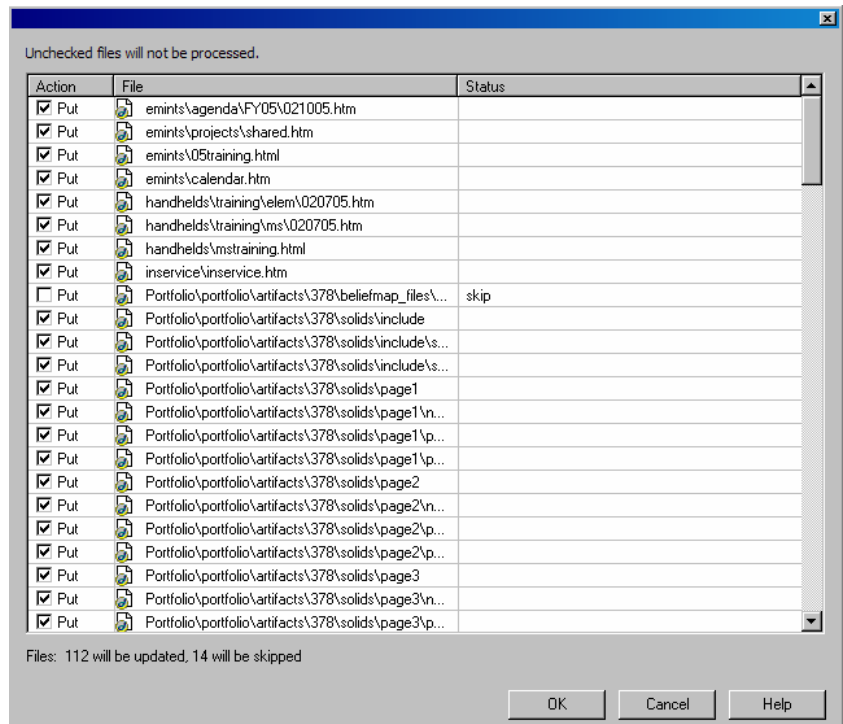
Now you are ready to synchronize your folders again. Go back to the site files menu, click on Site, then Synchronize.



This time it will ask what you want to synchronize. In the Synchronize box, use the drop down menu and select your entire site. In the Direction box, use the drop down menu and select Get and Put newer files. Then click Preview. This will take your Dreamweaver through the process of figuring out which of your website files are the newest.

The results will show in a screen where you have the option to accept all the needed synchronizations. You can uncheck the files you don't want updated. (For the most part, you will want to accept all the updated files.) Click OK. You don't need to save a log when you are done.

It is very important you do this every time you make changes on your laptop. You always want your most recent files to be on your W: Drive.



You will follow these steps in getting files onto your laptop as well as off your laptop and back onto your W: Drive.