# Dreamweaver Tutorials
Transferring Existing Files

This tutorial will explain how to transfer files between the Web server and your working directory (usually your local C: drive) using Dreamweaver. First, you will obtain the most recent copy of your file by transferring it from the Web server to your local folder. Then you will edit the page. Finally, you will transfer the new version back to the server.

Step 1 – Enter Dreamweaver's site view
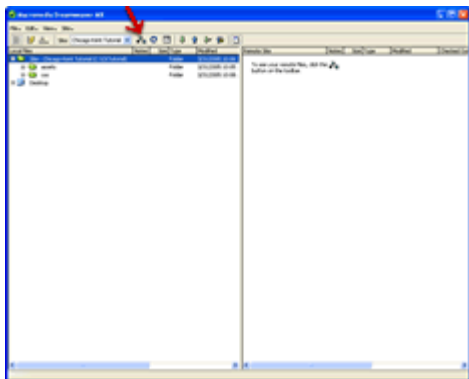Expand the Site panel by clicking the expand button in the Site panel (shown below).
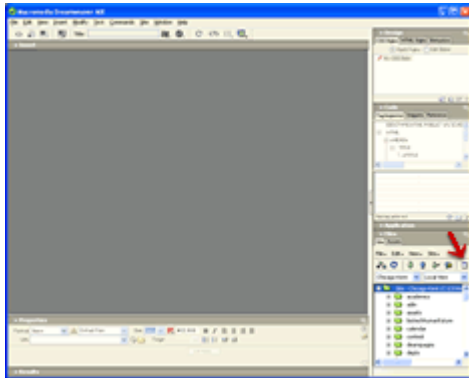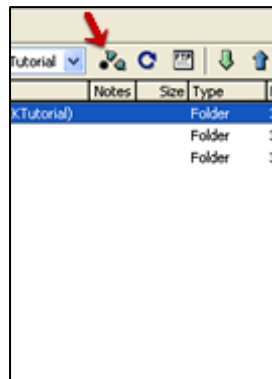

Full screen
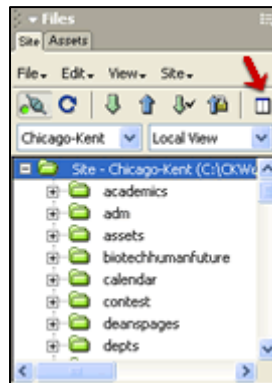
Zoom view

Step 2 – Connect to server
If you are not connected to the server (if there are no files showing in the right pane), click on the connection button (shown below).
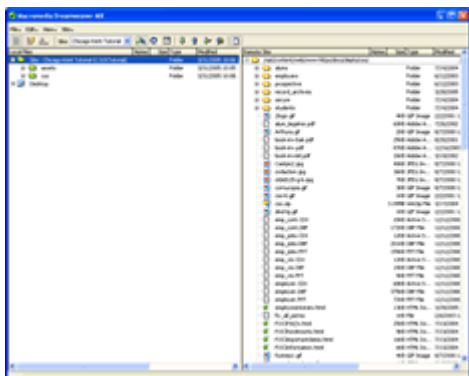

Full screen

Zoom view

You will now see your local files on the left, and the Web server files on the right.
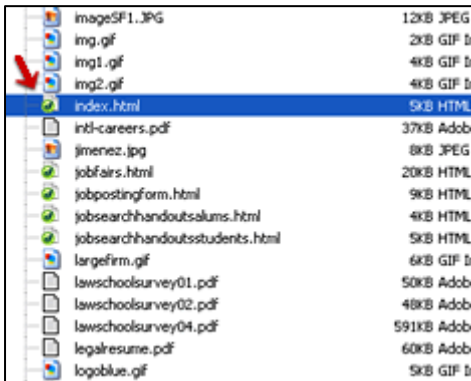
Step 3 – Locate existing file on server
At the top of the remote pane (right side), the file path on the Web server is
displayed. Notice that you are already in the folder for your department.
In this example, we are viewing the Career Services Office (cso folder).
Your directory will be different.
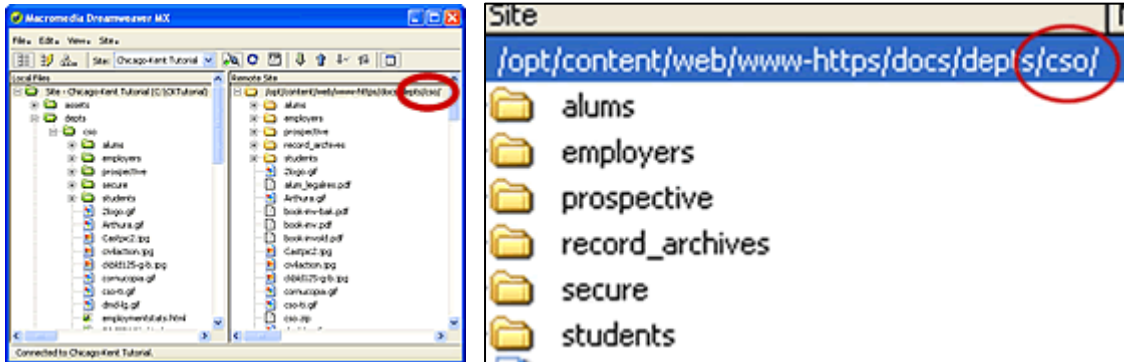
Remote file path

Zoom view of remote file path

Navigate to the appropriate file in the remote pane (right side). You may need to
expand a folder and/or scroll down to locate the file you wish to update. In this
example, we are going to the index.html page in the CSO folder.
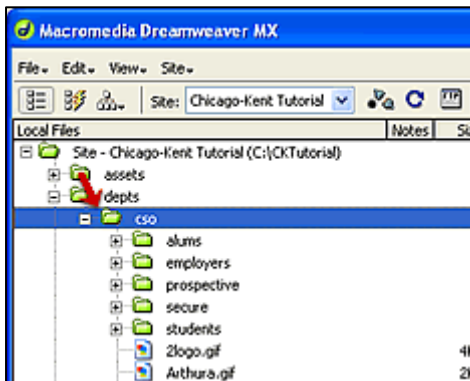

Scroll down and select remote file

ⓘ **RELATED INFO: See the [Dreamweaver FAQ](#) for more information on locating files
    in Dreamweaver.**

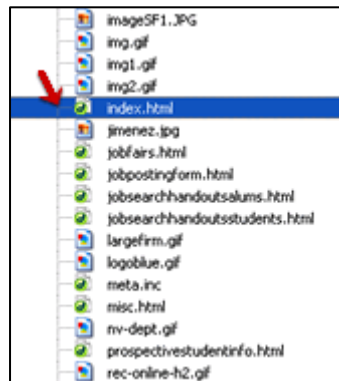**Step 4 – Locate existing file (or proper directory) on local side**
Navigate to the corresponding file or folder in your local pane (left side).
To do this, expand your folder and scroll down to the appropriate file.
The resulting local file path for this example is **\depts\cso\index.html**.
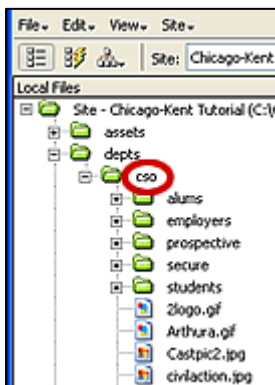
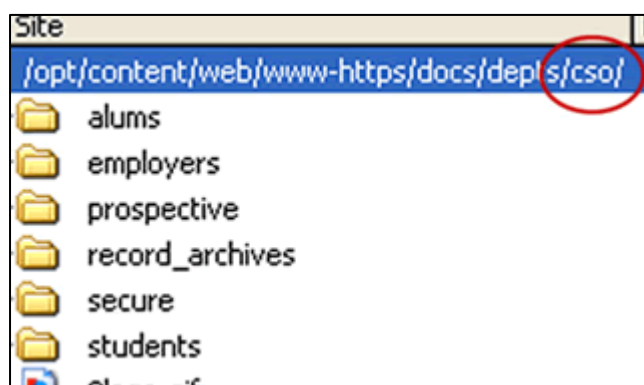Expand local folder   Scroll down and select local file

Notice the local root folder starts in a different place than your remote root folder.
You will have to open your department's folder on the local side, whereas you are
already in your department's folder on the remote side from the beginning.

Department folder on local side   Department folder on remote side

Step 5 – Download file for editing
Carefully drag the file from the right side (remote) to the left side (local).
You are copying the Web server file to your local folder before you edit it to ensure
that you are working with the most recent version. The best way to do this is to
drag the file exactly on top of the existing file on the left so that you know you are in
the correct location.
*Do not use the "synchronize" feature or the Put or Get buttons. They will not work
correctly with our configuration.
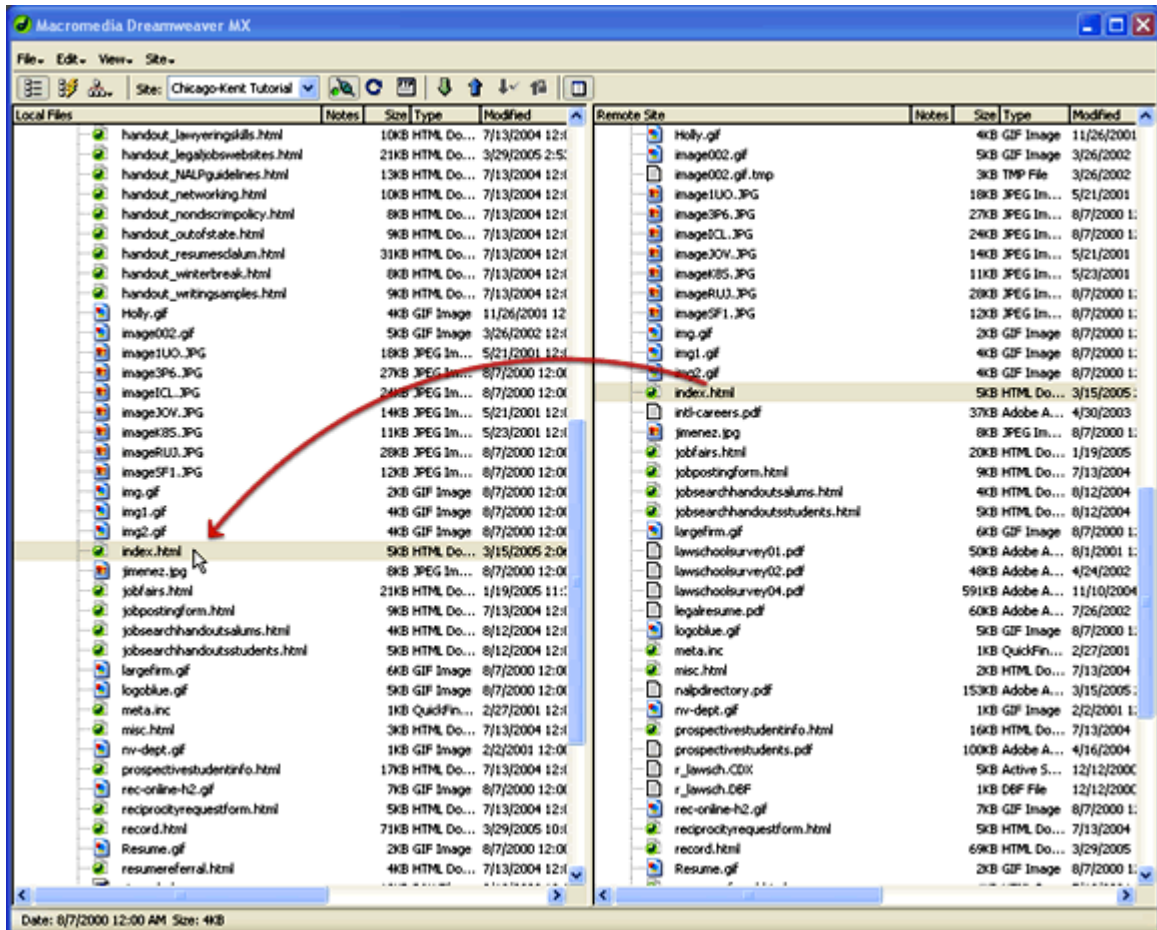
Drag the file (index.html) from the remote side (right) directly on top of the same file (index.html) on the local side (left).
If the file does not already exist on the local side, drag it into the folder where it will reside.

Step 6 – Edit file
Double-click the file name on your local side to open it for editing. Make your
changes and save the file.

You may wish to preview the page in an external browser, such as Internet Explorer,
to make sure the updated page displays as you intended it to. To do this, choose
File > Preview in browser > iexplorer, or press F12.

Step 7 – Expand the Site panel
Return to the Site panel by clicking the expand button ⬜ (see step 1).

Step 8 – Upload the updated file
To transfer the newly saved file from your local side (left) to the Web server (right),
drag it directly on top of the existing file.
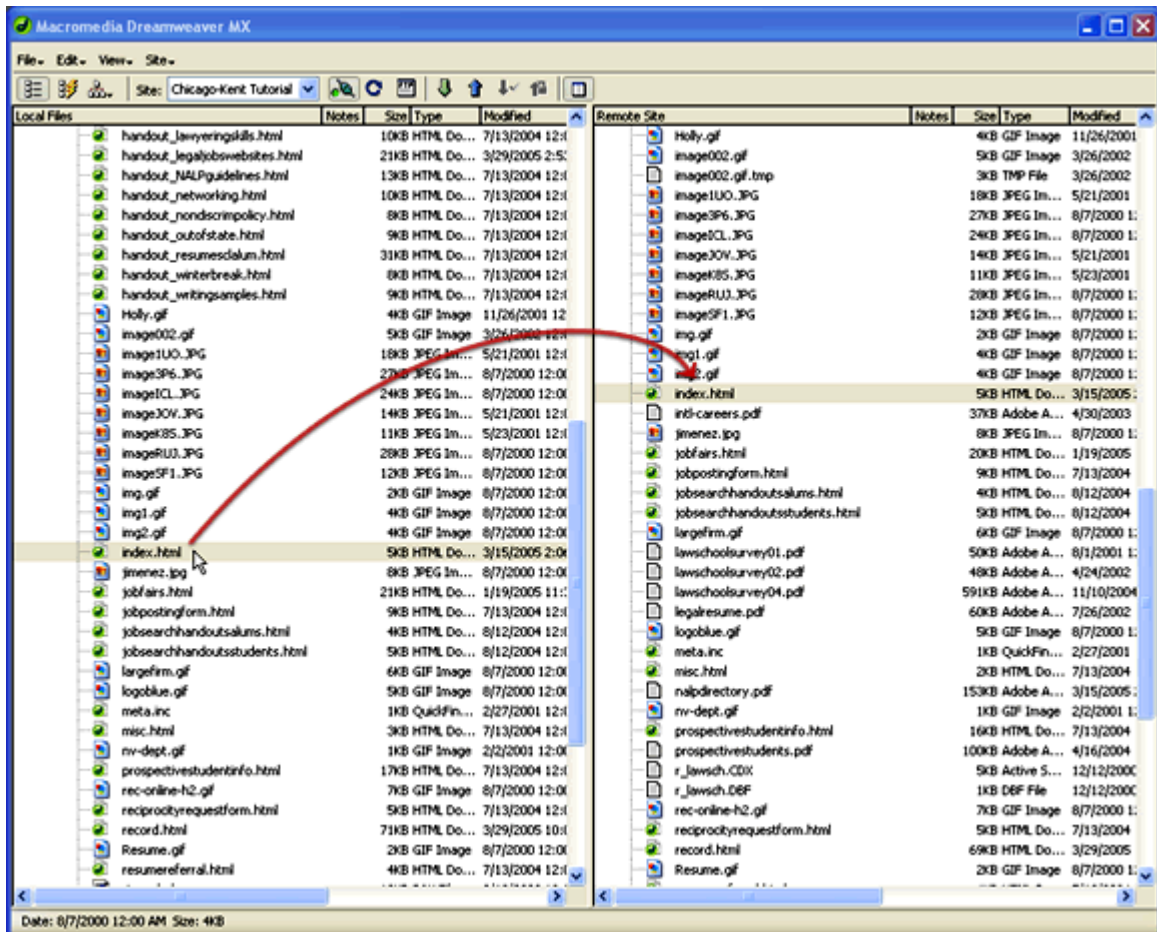
Drag the file (index.html) from the local side (left) directly on top of the same file (index.html) on the remote side (right).


Step 10 - Review
Open your browser window and review the page on the Web site to make sure the
changes appear as you expected. Don't forget to test all hyperlinks, especially new
or updated links!

IMPORTANT NOTES:

- Do not use Dreamweaver's "synchronize" option. This will move your files to the wrong location because of the way our directories are set up.

- Do not use the Put/Get buttons for the same reason as above.

- Do not edit or copy anything in the main assets folder.

- For the purposes of these tutorials, a "folder" is the same as a "directory." Also, transferring a file from your local drive **to the Web server** is the same as "uploading" or "posting"; transferring a file **from the Web server** to your local drive is the same as "downloading."

- Example of how to correlate the URL for a page on the Chicago-Kent Web site to the Web server path in the remote pane of Dreamweaver's Site panel:

Career Services Office URL as viewed in address field of a Web browser

Corresponding server path for the Career Services Office folder in Dreamweaver

- Drop the file directly on top of the file you are replacing. This will ensure that you are copying it to the correct location. Also be aware that different folders may have files with the same names. Make sure you are in the correct folder. In the Site panel, your local side and remote side should have parallel folder structures from the level of your main departmental folder ("/depts/cso" in this tutorial).
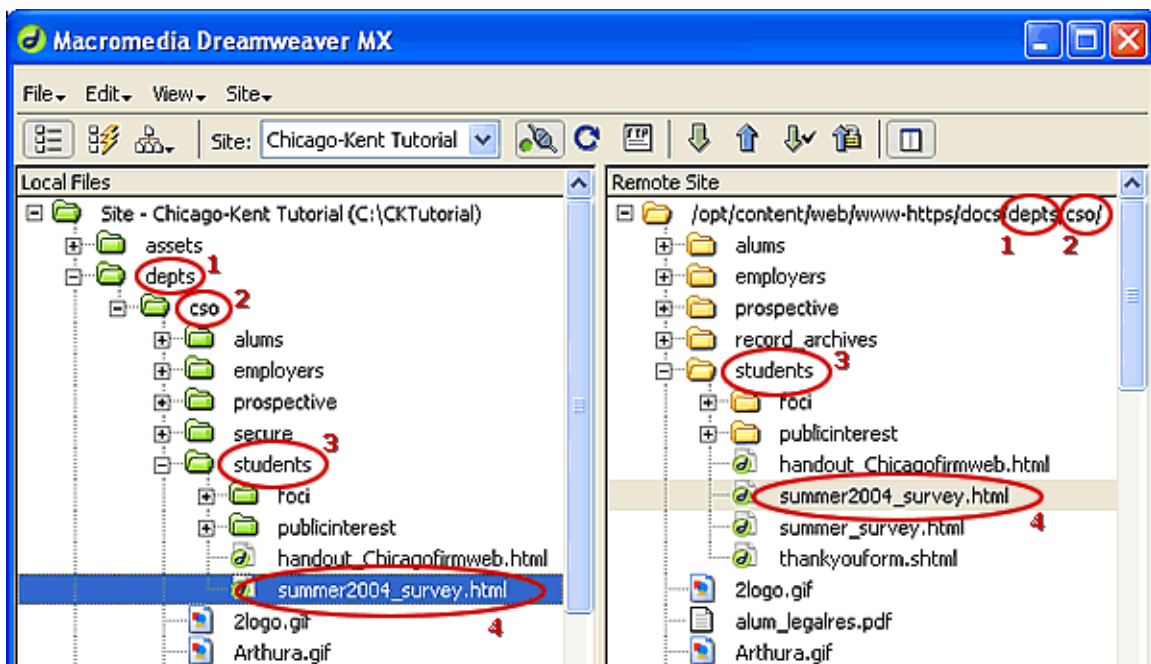
Comparison of directory structure for local (left) and remote (right)
1 & 2 = departmental folders   3 = sub folder   4 = working file

- After creating and saving a **brand new file**, simply drag it from the local pane of the Site panel to the correct location (folder) in remote pane. (See step 8.) In this case you won't be dragging it on top of an existing file on the Web server because it is new.