

Managing files and links by using the Files panel

You can organize and manage your site files and folders by using the Files panel in Adobe Dreamweaver CS4. Use the Files panel to open, add, rename, or delete files and folders. Use the Files panel to modify links. In the Files panel, you can view a site map that provides a graphic representation of your site files and links.

Opening files

1. Make sure the Files panel is visible (**Figure 1**).

The Files panel is typically located on the right side of the screen. If the Files panel is not open, select Window > Files.

2. Select a file in the Files panel.
3. Press Enter (Windows) or Return (Mac OS) to open the file in Dreamweaver.

Note: If you have Check In/Check Out enabled, Dreamweaver will check the file out before it opens the file. If another visitor has checked out the file, Dreamweaver will warn you about the file's status and let you know who has it checked out. You can then decide whether to continue opening the file or not.

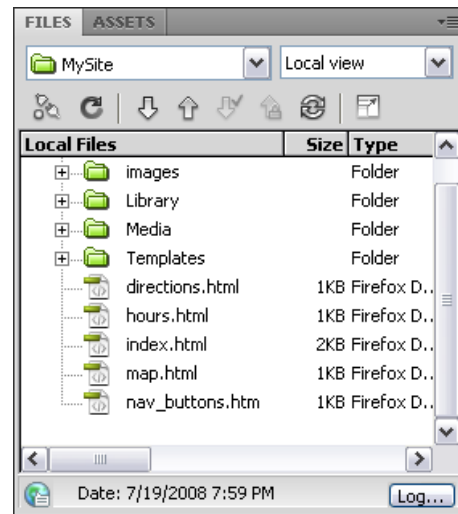


Figure 1 Files panel

Renaming files

When you rename a file in the Files panel, Dreamweaver can automatically change links that point to this file. For this reason, it is always preferable to rename site files by using the Files panel instead of renaming them on your hard disk.

1. Do one of the following to select the name of a file or folder in the Files panel:
 - Click the name, pause, and then click again.
 - Right-click (Windows) or Control-click (Mac OS) the file or folder icon, and then select Edit > Rename.
2. Type the new name.
3. Press Enter (Windows) or Return (Mac OS).

If any site links point to the file or folder, the Update Files dialog box opens (**Figure 2**).

4. Click Update to change links that point to the renamed file or to a file in the renamed folder.

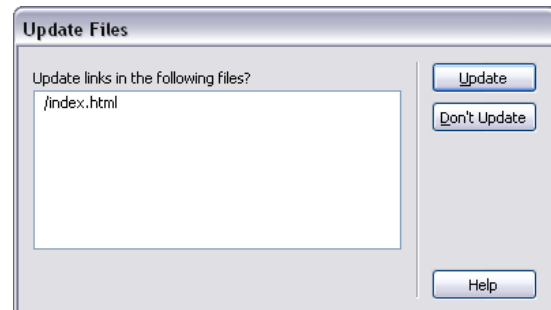


Figure 2 Update Files dialog box

Deleting files

When you delete a file or folder, Dreamweaver will warn you if links point to the file or folder.

1. Click the file or folder in the Files panel you want to delete.
2. Press Delete.

If any site links point to the file or folder, the Delete Files warning opens (**Figure 3**), giving you the opportunity to change the links before you delete the file.

To delete the file anyway, click Yes. To cancel your request to delete the file, click No.

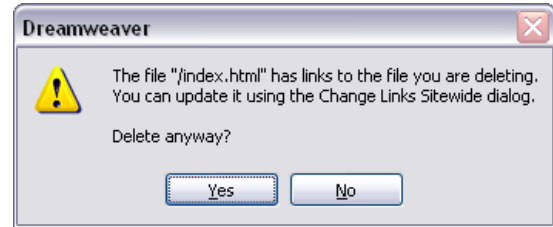


Figure 3 Delete files warning

Changing links to a file

You can also change links to a file through the Files panel. It is a good idea to change links before you delete a file to which other files are linked.

1. Select a file in the Files panel.
2. Select Site > Change Link Sitewide.
The Change Link Sitewide dialog box opens (**Figure 4**).
3. In the Into Links To field, enter the name of the file to which new links should point.
4. Click OK.
The Update Files dialog box opens (**Figure 5**).
5. Click Update.



Figure 4 Change Links Sitewide dialog box

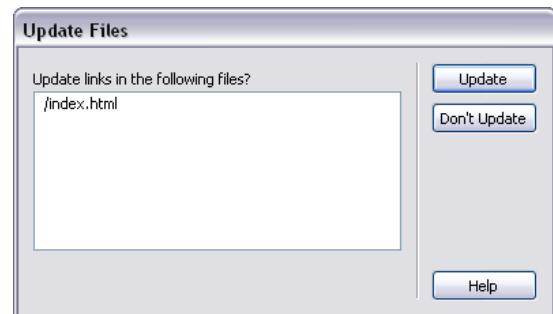


Figure 5 Update Files dialog box

Creating a new folder

Use folders to keep your site well organized. For example, most websites use a folder named images to store all the images for the site.

1. Right-click (Windows) or Control-click (Mac OS) the site root folder.

A context menu appears.

2. Select New Folder.

The new folder appears as a subfolder of the root folder. The name of the folder should be highlighted (**Figure 6**).

3. Type a name for the folder.
4. Press Enter (Windows) or Return (Mac OS).

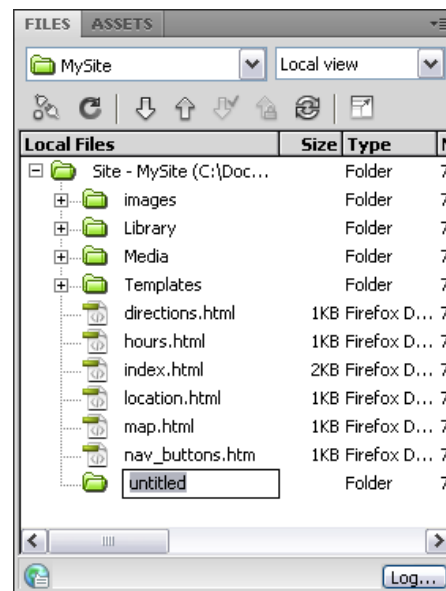


Figure 6 Naming a new folder