How to check files in and out

If you're working in a collaborative environment, you can check files in and out from local and remote servers. If you're the only person working on the remote server, you can use the Put and Get commands without checking files in or out.

Checking out a file is the equivalent of declaring "I'm working on this file now—don't touch it!" When a file is checked out, the name of the person who checked out the file is displayed in the Files panel, along with a red check mark (if a team member checked out the file) or green check mark (if you checked out the file) next to the file's icon.

Checking in a file makes the file available for other team members to check out and edit. When you check in a file after editing it, your local version becomes read-only and a lock symbol appears beside the file in the Files panel to prevent you from making changes to the file.

Dreamweaver does not make checked-out files read-only on the remote server. If you transfer files with an application other than Dreamweaver, you can overwrite checked-out files. However, in applications other than Dreamweaver, the LCK file is visible next to the checked-out file in the file hierarchy to help prevent such accidents.

Setting up a Check In/Check Out system on a remote server

Check with your instructor or your site administrator to to see if a site has already been set up. If so, you may be able to skip this section and proceed directly to the next section, "Checking out files."

To set up a Check In/Check Out system on a remote server:

1. Start Dreamweaver.

2. Select Site > Manage Sites.

3. Select a site and click Edit.

4. In the Site Setup dialog box, select the Servers category and select an existing server and click the Edit Existing Server button (**Figure 1**).

   The Basic view of the Server Setup dialog box opens.

5. Click the Advanced button.

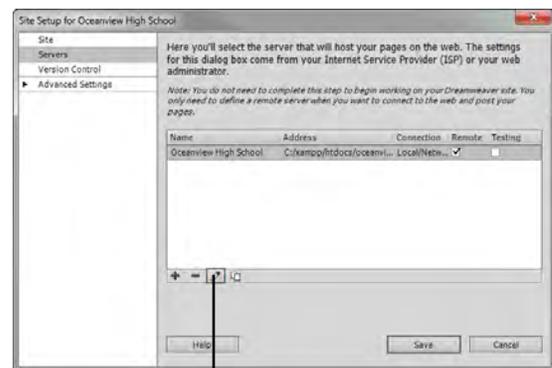   The Advanced view of the Server Setup dialog box opens (**Figure 2**).

6. Select Enable File Check-out if you are working in a team environment (or working alone but from several different machines).

   This option is useful to let others know that you checked out a file for editing, or to alert yourself that you may have left a more recent version of a file on another machine.

   If you do not see Check In/Out options, it means that you have not set up a remote server.

7. Select the Check Out Files When Opening option if you want to automatically check out files when you double-click to open them from the Files panel.

   Using File > Open to open a file doesn't check the file out, even when this option is selected.

Edit Existing Server

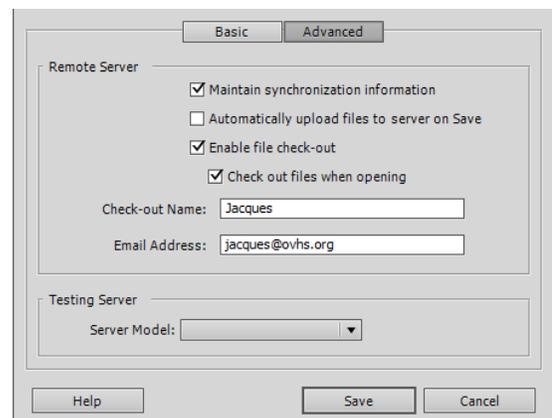**Figure 1** Site Setup dialog box

Figure 2 Server Setup dialog box, Advanced view

8. Set the remaining options:

    Check-out Name The check-out name appears in the Files panel alongside any files that are checked out; this enables team members to communicate with the right person if a file they need is checked out.

    Note: If you work alone from several different machines, use a different check-out name on each machine (for example, AmyR-HomeMac and AmyR-SchoolPC), so you'll know where the latest version of the file is if you forget to check it in.

    Email Address If you enter an e-mail address, then when you check out a file, your name appears in the Files panel as a link (blue and underlined) next to that file. If a team member clicks the link, their default e-mail program opens a new message with the user's e-mail address and a subject that corresponds to the file and site name.

9. Click Save to close the Advanced view of the Server Setup dialog box.

10. Click Save to close the Site Setup dialog box.

11. Click Done to close the Manage Sites dialog box.

Checking out files

After the Check In/Check Out system is set up, you can check in and check out files on a remote server by using the Files panel (**Figure 3**).
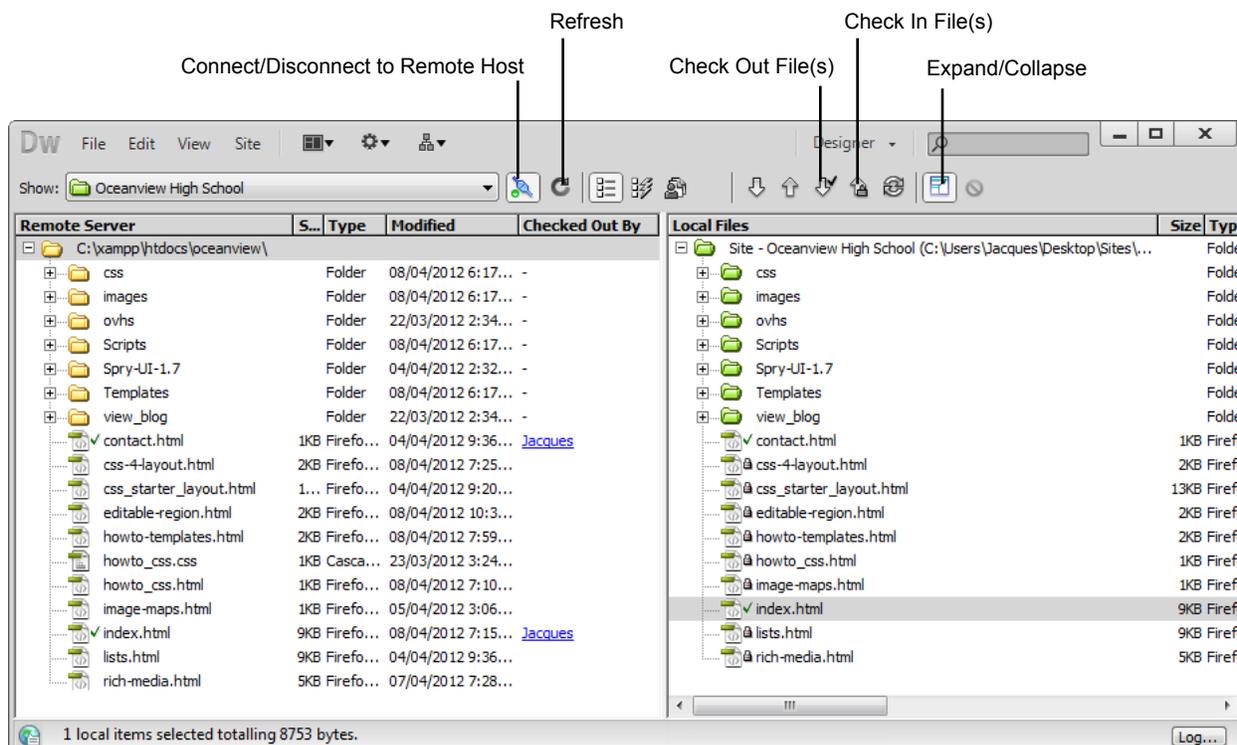

Figure 3 Dreamweaver Files panel, expanded view with Remote and Local panes

To check out files on a remote server:

1. Start Dreamweaver. Select your local site in the Files panel.

2. Click the Expand/Collapse button in the Files panel (**Figure 4**).

    The Files panel expands to show both local and remote sites in separate panes (**Figure 3**).

3. Click the Connects To Remote Host button.

    You are now connected to your remote site. The remote and local site panes are side-by-side. You can also toggle between these two windows when the Files panel is collapsed.

4. Select one or more files in the Remote Site pane and click the Check Out File(s) button at the top of the Files panel.

    The Dependent Files dialog box appears (**Figure 5**).

    Dependent files are files that are used or displayed in one of your selected files. They include any images or movies displayed on the page, as well as external style sheets linked to the page.

5. To download dependent files along with the selected files, click Yes. Otherwise, click No.

    Dreamweaver displays a check mark beside each file you check out, along with your name.
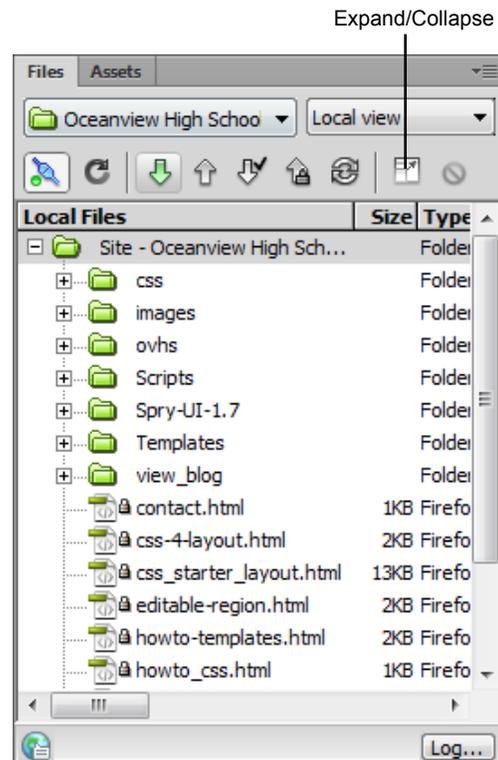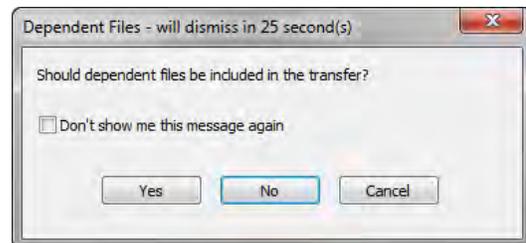

Figure 4 Files panel

Figure 5 Dependent Files dialog box

Checking in files

You can edit checked-out files on your workstation. When you finish working on checked-out files, remember to check them back in so other team members can access them.

To check in files to a remote server:

1. In the Files panel, select your local site from the Site menu.

2. Select one or more checked-out or new files in the Local Files pane of the Files panel.

A green check mark next to a file name indicates that the file is currently checked out by you. A red check mark indicates that the file is checked out by another team member. You can click the Refresh button to find out the current status of files on the remote site (**Figure 6**).

3. Click the Check In button at the top of the Files panel (**Figure 5**).

The Dependent Files dialog box appears (**Figure 7**).

4. To check in dependent files along with the selected files, click Yes. Otherwise, click No.

In the expanded view of the Files panel, Dreamweaver displays a lock icon in the Local Files pane next to each file you check in, and it clears the check mark that was displayed in the Remote Site pane when you checked out the file (**Figure 8**).

Provided your site administrator has enabled it, you can view or print any locked file in the Local Files pane. The lock icon reminds you that you cannot edit the file and save it, however, unless you first check it out.

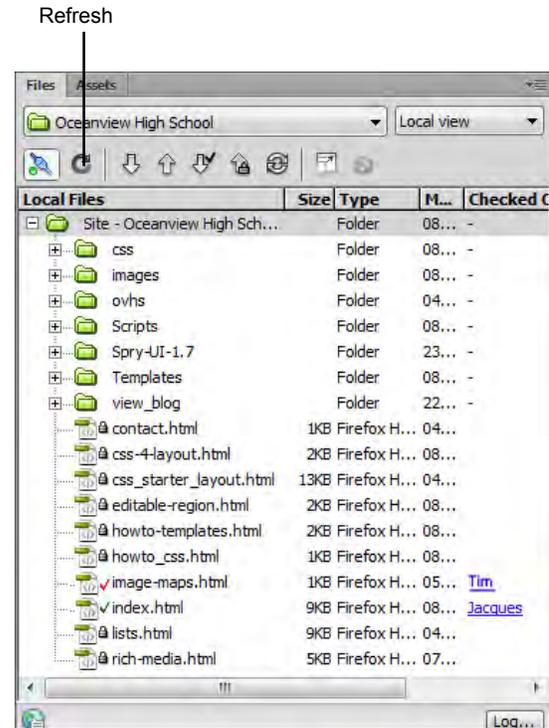**5.** Click the Expand/Collapse button to collapse the Files panel.

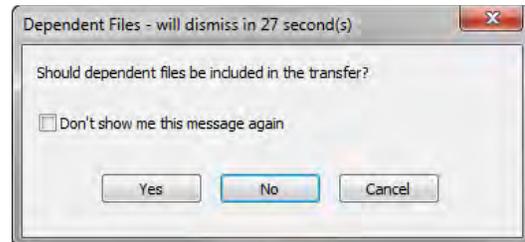Refresh

Figure 6 Checking in files

Figure 7 Dependent Files dialog box

Figure 8 Checked in file

Undoing check out

Sometimes, after you check a file out and make changes to it, you may want to discard these changes. The Undo Check Out command enables you to check a file in without saving changes.

To undo check out:

1. In the Files panel, select your local site from the Site menu.

2. Select one or more checked-out files in the Local Files pane of the Files panel.

3. Right-click (Windows) or Control-click (Mac OS) and select Undo Check Out in the context menu.

Using Subversion

Many web designers and developers use software called *version control software* to collaborate. Version control software saves a copy of each file every time a user makes a change to the file. Dreamweaver integrates with a popular program called Subversion. Once your site administrator has set up a Subversion repository in your environment, you can connect your site to Subversion. For more information on configuring a site to work with Subversion, see Dreamweaver Help.

Note: Many users find it helpful to use a third party *diff tool* that allows you to compare different versions of a file. To find such a program, use a web search engine such as Google to search for "diff tool."

Getting the latest versions of files

The first time you set up a site with Subversion connected, you need to make a copy the repository files to your local computer.

To copy repository files to your computer:

1. Make sure that your administrator has set up an SVN connection.

2. Make sure the Files panel is open and Local View is selected.

3. Right-click (Windows) or Control-click (Mac OS) the root folder in the Files panel and choose Version Control > Get Latest Versions from the context menu (**Figure 9**).

    All files are copied to your local computer.

    At any point, you can repeat these steps on any folder or file to get the latest file version of a file or file(s).
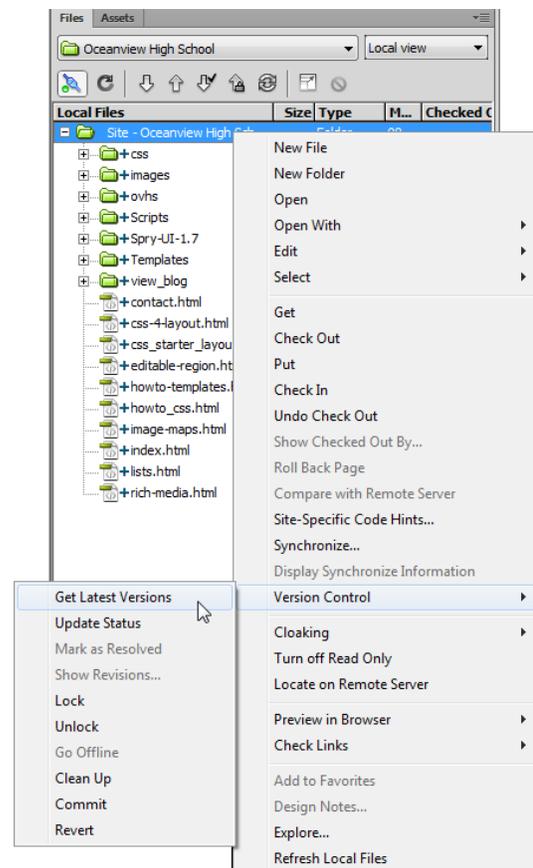

Figure 9 Files panel context menu

Checking in files with Subversion

With Subversion enabled, you check in files just as you would normally. However, once you check in files, a dialog box opens asking you to commit the file to Subversion.

To check in files with Subversion:

1. Select a checked out file in the Files panel.

   The CheckIn dialog box opens (**Figure 10**).

2. Enter a note on the version, so that other users will know what edits you made.

3. Click Commit.

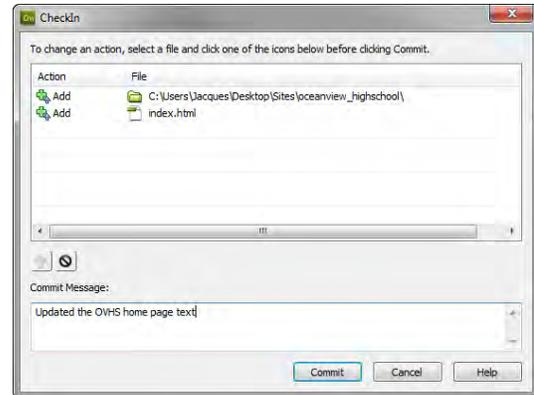   The file is checked in and added to the repository.

Figure 10 CheckIn dialog box

Adding files to the repository

A blue plus sign on a file in the Files panel denotes a file that does not yet exist in the SVN repository.

To add a new file to the repository:

1. Make sure that your administrator has set up an SVN connection.

2. Make sure the Files panel is open.

3. Select the file you want to add to the repository and click the Check In File(s) button (**Figure 11**).

4. Make sure that the file is selected for Commit in the Commit dialog box and click OK.
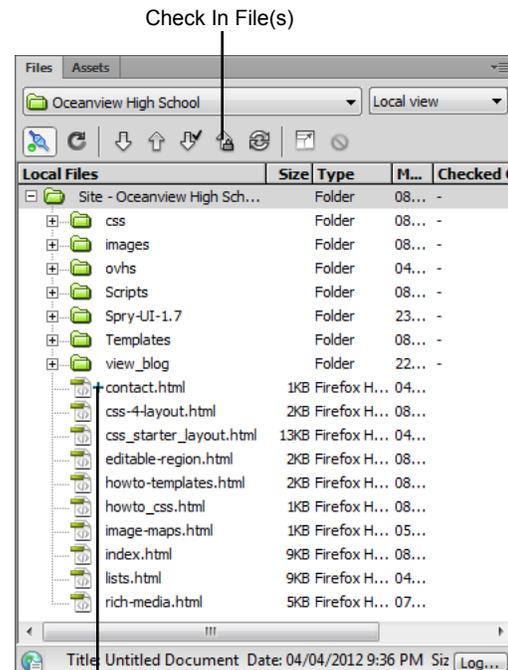
Figure 11 File not added to repository

Viewing versions of files

Each time you or another user checks in a file, Suversion saves a copy of the file, retaining all previously saved versions. At any point, you or another user can revert a file to a previous version.

To view the version history for a file:

1. Make sure that your administrator has set up an SVN connection.

2. Make sure the Files panel is open and Local View is selected.

3. Right-click (Windows) or Control-click (Mac OS) the root folder in the Files panel and choose Version Control > Show Revisions from the context menu.
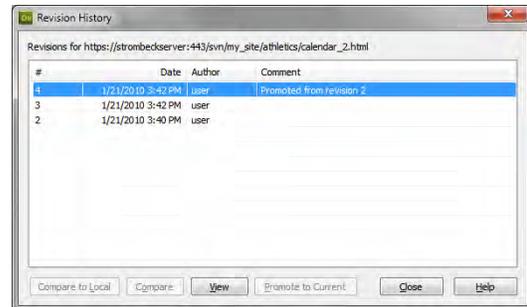
   The Revision History dialog box opens (**Figure 12**).

Figure 12 Revision History dialog box

To revert to an earlier version:

1. View a file's version history.

2. Click a version to select it.

3. Click the Promote To Current button.

   A dialog box opens asking if you want the selected revision to become the new head revision.

4. Click Yes.

   The selected revision becomes the new current revision and a dialog box opens asking if you want to load a file from outside Dreamweaver.

   Note: Because Subversion is not part of Dreamweaver, Dreamweaver checks to make sure the file change was intended.

   Note: If you want to switch back to the original version, simply select it in the Revision History dialog box.