

# How to check files in and out

When you are working on a collaborative team, you can use Adobe Dreamweaver CS5 to check files in and out from local and remote servers. Checking out a file is like declaring “I’m working on this file now—don’t touch it!” When a file is checked out, Dreamweaver displays a check mark next to the file’s icon in the Files panel and also displays the name of the person who checked out the file. Checking in a file makes the file available on the remote server to other team members to check out and edit at their workstations. Checking in also lets other team members see the changes you have made. Dreamweaver also integrates with a *version control* program called Subversion. Version control programs save a copy a file each time you make a revision to it.

## Checking out files

To check out files on a remote server:

1. Start Dreamweaver.
2. In the Files panel (**Figure 1**), select your local site from the Site menu.
3. Click the Expand/Collapse button in the Files panel (**Figure 1**).

The Files panel expands to show both local and remote sites in separate panes (**Figure 2**).

4. Click the Connects To Remote Host button.

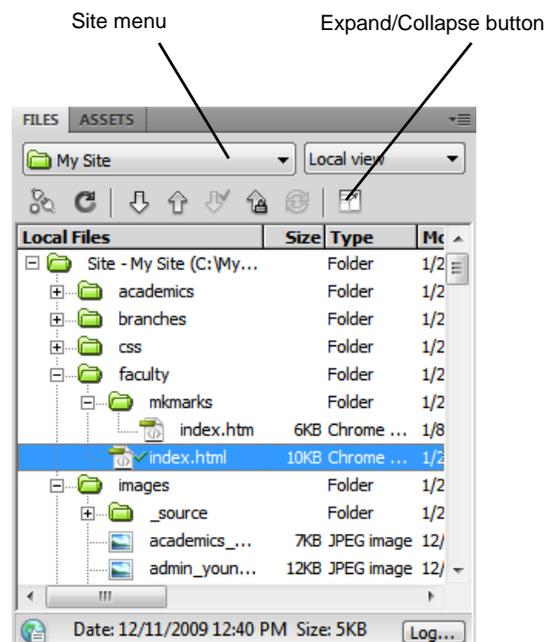


Figure 1 Files panel

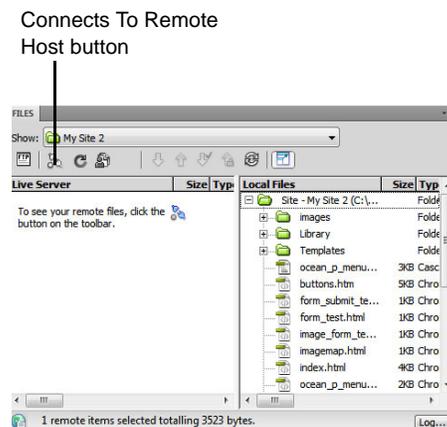


Figure 2 Expanded Files panel

You are now connected to your remote site. The remote and local site panes are side-by-side (**Figure 3**). You can also toggle between these two windows when the Files panel is collapsed.

5. 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 (**Figure 3**).

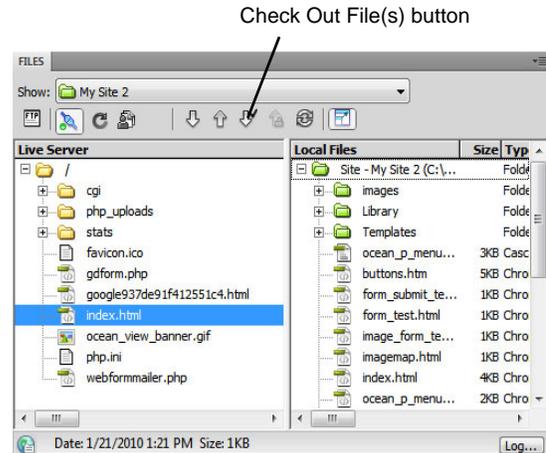
**Note:** If the Check Out File(s) button is not available, open the Site Definition dialog box for your site, change to the Remote category, and select Enable File Check In And Check Out, and then enter your name e-mail address.

The Dependent Files dialog box appears (**Figure 4**).

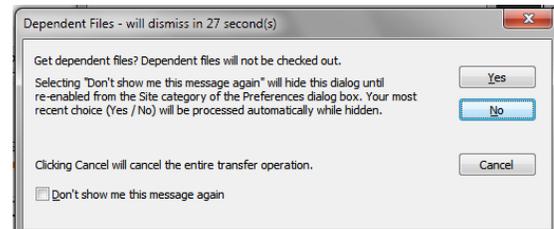
*Dependent files* are files that are used or displayed in one of your selected files. They include any images or movies displayed on the page, as well as external style sheets linked to the page.

6. 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 3** Connected to remote site



**Figure 4** 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 5**).

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

The Dependent Files dialog box appears (**Figure 6**).

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 7**).

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.

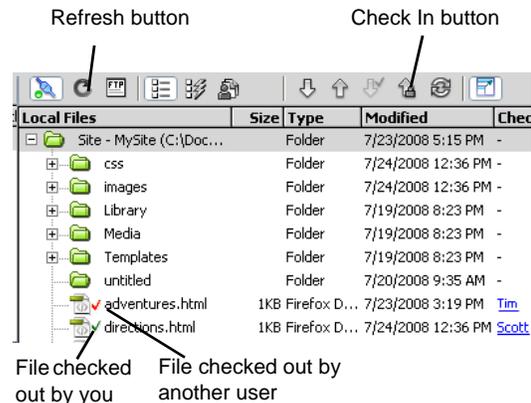


Figure 5 Checking in files

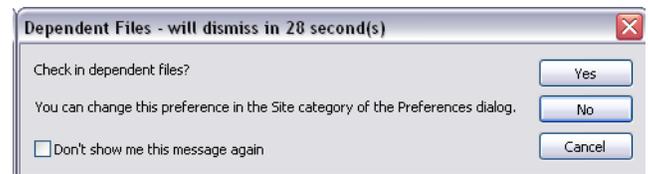


Figure 6 Dependent Files dialog box

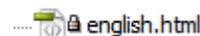


Figure 7 Checked in file

### 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, please 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

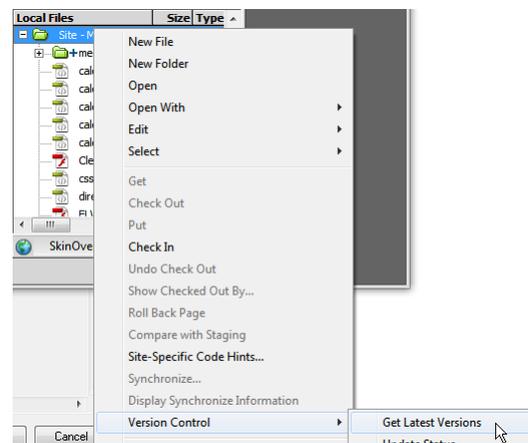
The first time you set up a site with Subversion connected, you need to make a copy the repository files to your local computer.

*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 8**).

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 8** Files panel context menu

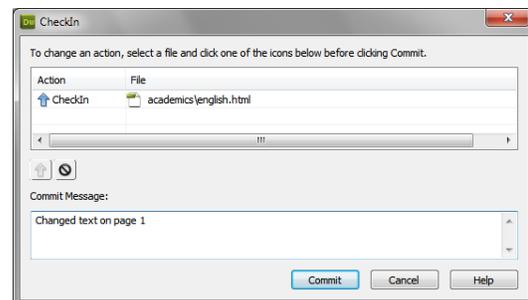
### Checking in files with Subversion

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 9**).
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.



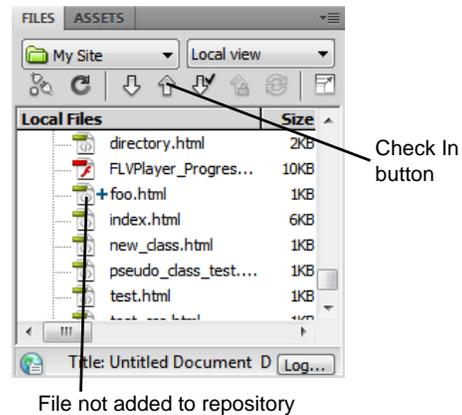
**Figure 9** CheckIn dialog box

### 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 button (**Figure 10**).
4. Make sure that the file is selected for Commit in the Commit dialog box and click OK.



**Figure 10** File not added to repository

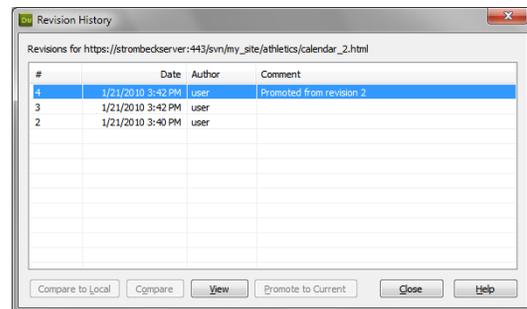
### Viewing versions of files

Each time you or another user checks in a file, Subversion 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 11**).



**Figure 11** 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.