1. First, select the top folder in your site:

![Image of file explorer]

2. Right click on the top folder you selected to bring up the context menu:

![Image of context menu]
3. Select the Synchronize function from the context menu:

![Synchronize function menu]

4. You should now see the Synchronize window:

![Synchronize window]

5. In the Synchronize window, click on the field called Synchronize and select Entire ‘Site Name’ Site, where Site Name is the actual name of your site.

![Synchronize window with site name selection]
6. In the Synchronize window, click on the field called Direction and select Put New Files To Remote. This option transfers files from your computer to your web account:

7. Leave the 'Delete remote files not on local drive' check box unchecked! If you check this box, you might delete files you still want. This is an advanced feature and should be used sparingly:

8. Now you can press the Preview button, which will show you what Dreamweaver is going to do, without actually doing it yet.

9. You may see a window showing that Dreamweaver is trying to connect to your web account:
10. After Dreamweaver has connected to your web account, you should see a window that shows you which files need to be uploaded:

![Synchronize window showing files to be uploaded]

11. On this Synchronize window, you press the OK button to upload your files to your web account:

![Synchronize window with OK button pressed]

12. After you press the OK button, you may see a window showing the progress of the upload process. (If the upload process is very fast, you might not see the window.)

![Background File Activity window showing upload progress]
13. After the progress window closes, you should see in the lower right corner of the Dreamweaver window the status of the upload:

14. Now your local computer files and your web account files are synchronized, which means your web account has been fully updated and you should now be able to see the changes on your web site.