



# Publishing Your Microsoft FrontPage Web to Pages

## A Guide to Publishing Faculty/Staff Websites with FrontPage 2003

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=Shortcut =Advice =Caution

### Introduction

To publish a website, you must copy (or save) the files that comprise the site from the computer on which you develop them to a special networked computer called a Web server. At Towson University, the faculty/staff Web server is named "Pages." Generally speaking, there are two approaches to publishing and editing websites on *Pages*; **direct** and **offline**.

Following the **direct** approach, you open and edit the actual Web files that reside on the server. In this case, as soon as you save an edited page, it is immediately available on the Web.

Following the **offline** approach, you edit a **copy** of your website stored on a hard drive or other local disk. Your revisions become available on the Web only after you publish (or copy) your site to the server.

### Process Summary

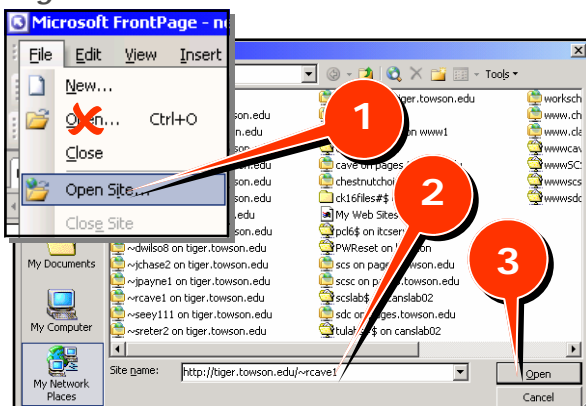
#### Direct Editing

1. Connect to Internet
2. Open site on Pages
3. Edit files
4. Save files

#### Offline Editing

1. Open local copy of site
2. Edit files
3. Save files
4. Connect to Internet
5. Copy files to Pages

Figure 1



Direct editing is more convenient and intuitive but less forgiving than offline editing. If you choose to edit your site online:

- always review your content for errors before saving
- never delete a file without thinking twice
- backup your site to a local disk on a regular basis

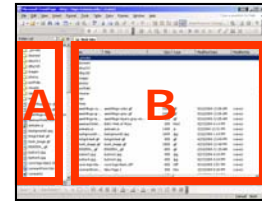
For more information on safely editing and backing-up your site, see [Safe Practices for Direct Web Editing](#).

### Direct Editing

1. Ensure that you have established an Internet connection.
2. Launch **FrontPage**.
3. Select **File > Open Site** from the menu bar (Figure 1, 1). FrontPage will display an Open Site dialog.
4. Enter your URL in the Site name box at the bottom of the dialog (Figure 1, 2). Your URL is **http://pages.towson.edu/username**.
5. Click the adjacent **Open** button (Figure 1, 3). After connecting with the server, FrontPage will display a Log on prompt.
6. Enter your username and password and click **OK**. FrontPage will then display your Web files and folders in the Folder List panel on the left side of the desktop (Figure 2, A).

7. Double-click on a file to open it in the adjacent editing area (Figure 2, B).
8. Edit the file as desired.
9. Select **File > Save** from the menu bar. FrontPage will overwrite the old version of the file with the edited version, and the changes will be immediately available on the Web.
10. Repeat Steps 7-9 as necessary.
11. Select **File > Exit** from the menu bar to complete your editing session and close FrontPage.

Figure 2

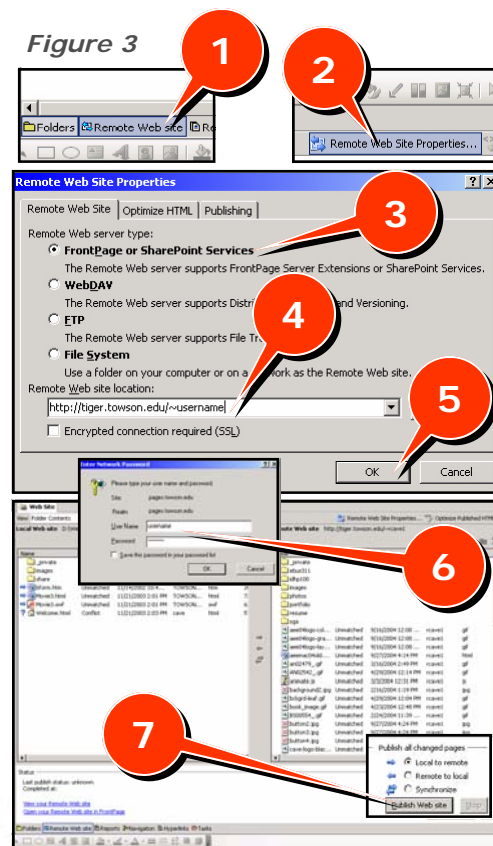


## Offline Editing

1. Launch FrontPage.
2. Select **File > Open Site** from the menu bar. FrontPage will display an Open Site dialog.
3. **Navigate** to the disk and folder in which your local website is stored. When the folder containing your Web files is visible, click on it to select it.
4. Click the **Open Site** button. After a brief loading period, FrontPage will display your Web files and folders in the Folder List pane on the left side of the desktop.
5. Double-click on a file to open it in the adjacent editing pane.
6. Edit the file as desired.

7. Select **File > Save** from the menu bar. FrontPage will overwrite (replace) the old version of the file with the edited version.
8. Repeat steps 7-9 as necessary.
9. If working off campus and if necessary, dial-in and establish an Internet connection.
10. Click the **Remote website** button (Figure 3, 1) at the bottom the FrontPage desktop. If this is the first time you are attempting to publish, FrontPage will prompt you to set-up your Remote website properties. Otherwise, FrontPage will display your local files and your remote files in two windows, side by side.

Figure 3



11. Click the **Remote Website Properties** button (Figure 3, 2) in the upper right area of the FrontPage desktop.
12. In the resulting Site Properties dialog, select **FrontPage or SharePoint Services** (Figure 3, 3).
13. Enter your URL in the location box (Figure 3, 4). Your URL is **http://pages.towson.edu/username**.
14. Click **OK** (Figure 3, 5). FrontPage will display a Log On prompt.
15. Enter your username and password and click **OK** (Figure 3, 6). FrontPage will display your local files and you remote files in two adjacent windows.
16. Under **Publish all changed pages** in the lower right corner of the FrontPage desktop, select **Local to remote**.
17. Click the **Publish Website** button (Figure 3, 7) to begin copying to your Web folder on Pages.