

# Safe Practices for Direct Web Editing

## Risk Management Strategies for Direct Editing with FrontPage



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=Shortcut =Advice =Caution

### Introduction

When using FrontPage, you have the option to open the **actual** files and folders that reside in your account on the Web server as opposed to opening a local (disk-based) copy of your Web site. We describe these options in detail in the documents [Publishing Your FrontPage Web to Tiger](#) and [Publishing Your FrontPage Web to Pages](#). While there are many advantages to working directly with the files on the server, the practice is inarguably more risky. The purpose of this document is to describe the chief risks associated with direct editing and offer strategies for avoiding heartbreaking file loss or the embarrassment of premature publication.

### Summary

1. Risks of Direct Editing
2. Copying Files
3. Deleting Files
  - Create New Folder
  - Relocate and Delete
4. Avoid Premature Publishing

### The Risks of Direct Editing

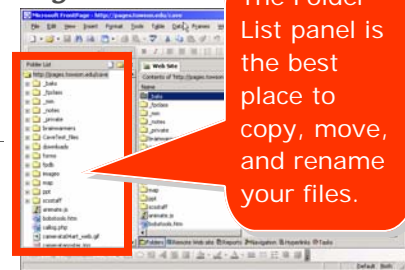
If you delete a file or folder from your site within FrontPage, you **cannot** undo the deletion. Also, when you open and edit an existing file within FrontPage, saving the file overwrites (replaces) the previous version. Users often save without thinking, thereby publishing a page not quite ready for prime time.

Despite these risks, you can edit your Web site directly without ever breaking a sweat (or anything else) by adopting a few common sense habits.

### Copying Files in FrontPage

The following processes rely on your ability to copy files within FrontPage. So, here's a quick review. After opening your site in FrontPage, find your files and folders in the **Folder List** panel (**Figure 1**).

Figure 1

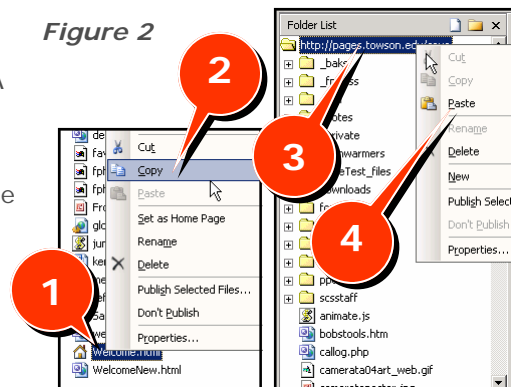


The Folder List panel is the best place to copy, move, and rename your files.

#### To Copy a File

1. Right-click on the file (**Figure 2, 1**) you wish to copy. A pop-up menu will display.
2. Click **Copy** on the pop-up menu. (**Figure 2, 2**).
3. Right-click on the folder into which you want to place the file (**Figure 2, 3**). The root folder begins **http://** and is positioned at the top of the list.
4. Click **Paste** on the pop-up menu (**Figure 2, 4**).
5. FrontPage will display the file copy with the same file name as the original plus “\_copy(1)”.

Figure 2



### Deleting Files in an Uncertain World

Before you delete files, create a new folder within your site (as shown below) to serve as a holding area for deleted files—this is analogous to your email folder for deleted items. Name the folder **Doomed** or **Deleted Items**.



**To Create a New Folder:**

1. Click the New Folder button in the Folder List header bar (**Figure 3**).
2. Find the new folder at the bottom of the Folder List panel.
3. Enter a name for the folder and press the Enter key.

Figure 3



**To Relocate and Then Delete a File:**

1. Right-click on the file and select **Copy** from the pop-up menu.
2. Right-click on the **Doomed Folder** you created to hold deleted files and select **Paste** from the pop-up menu.
3. Right-click again on the doomed file and select **Delete** from the pop-up menu.

You can not **undo** the deletion. But, should you need to recover the deleted file, you can copy it from your Doomed folder and paste it back into its original folder. To restore hyperlink functionality, rename the file to remove the text “\_copy(1)”. Once you are certain that a deleted file is dispensable, simply delete it from your Doomed folder.



**Avoiding Premature Publishing**

The following steps will allow you to safely edit an existing page or create a new page based on an existing page. If the changes you intend to make to a page are minor text edits, this approach may be overkill. However, if you plan to rearrange, reformat, or add large quantities of content, this is the way to go.

**To Safely Edit a File:**

1. Copy the file and paste it into the same folder as the original. (**Figure 4, 1-5**)
2. Double-click **the copy** to open it in the editing area (**Figure 4, 5-6**).
3. **Revise** the copy as desired.
4. **Save** the copy (**Figure 4, 7**).
5. Click the **Preview in Browser** button on the standard toolbar to open the page in an independent browser window.
6. Verify that the page is functional and displays as you intended. If further edits are necessary, close the browser window to return to FrontPage and continue editing.
7. When the page is complete, **Save** it and **Close** it (**Figure 4, 7-8**). If you have any reservations before proceeding, paste a copy of the original file to your Doomed folder now.
8. In the Folder List, right-click the file representing the page you just edited and select **Rename** from the pop-up menu (**Figure 4, 9-10**).
9. From the filename, remove the text “\_copy(1)” so that its name is identical to that of the original file, and press the Enter key (**Figure 4, 11**). FrontPage will prompt you to confirm that you want to **replace** the original file with this copy (**Figure 4, 12**).
10. Click the **Yes** button to replace the original file with the *new and improved* version (**Figure 4, 12**).

Figure 4

