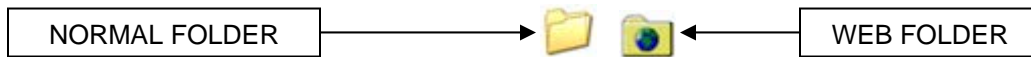


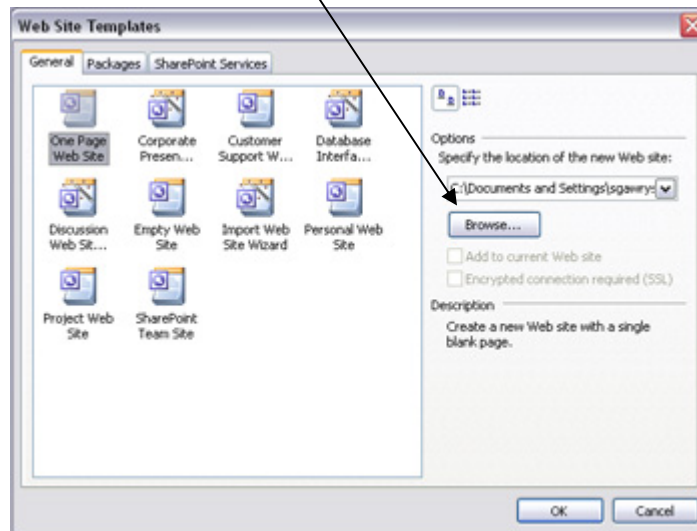
## PUBLISHING WITH FRONTPAGE TO THE WEBPAGES SERVER

In order to publish with FrontPage, all files must exist within a web folder on your computer. These look different and have a world on the front of them than normal folders. Notice the difference:



### To set up a new web folder:

1. In FrontPage, select File > New...
2. A side panel will open on the right. Select "One Page Website".
3. This opens a dialog box. Click on the Browse.. button.

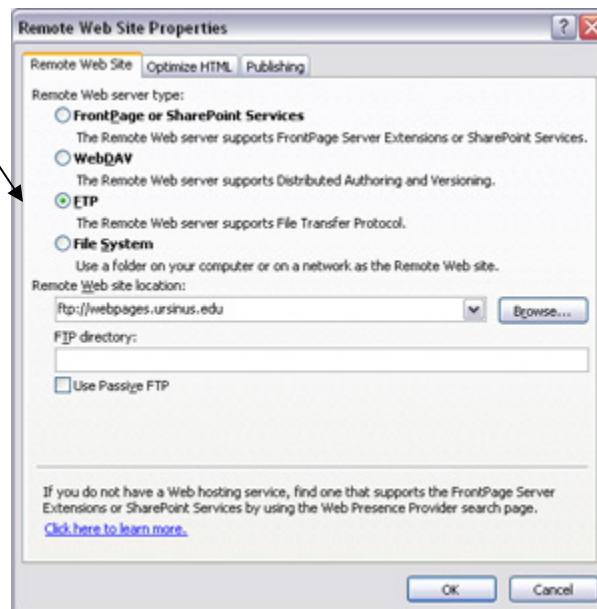


4. Select the place to create this Web folder (I suggest in My Documents)
5. Either select an already existing file to convert to a web folder, or create a new folder, select it and click Open.
6. In the "Web Site Templates" dialog box, click OK
7. If you already have files created for your website, minimize FrontPage, open your My Documents folder and copy/paste them into this new Web Folder. If you have not created files yes, you can start building within this folder.

*NOTE: Always save all files, both html files and any external files (movie files, word documents, audio files, etc...) in this Web Folder. This way when you publish you are able to publish all of your files at once without any problems.*

### To Publish to the Webpages Server using FrontPage:

1. Open your website by selecting File > Open Site...
2. Make sure everything is saved and as you want it to appear.
3. Go to File > Publish Site...
4. Select the FTP radio button



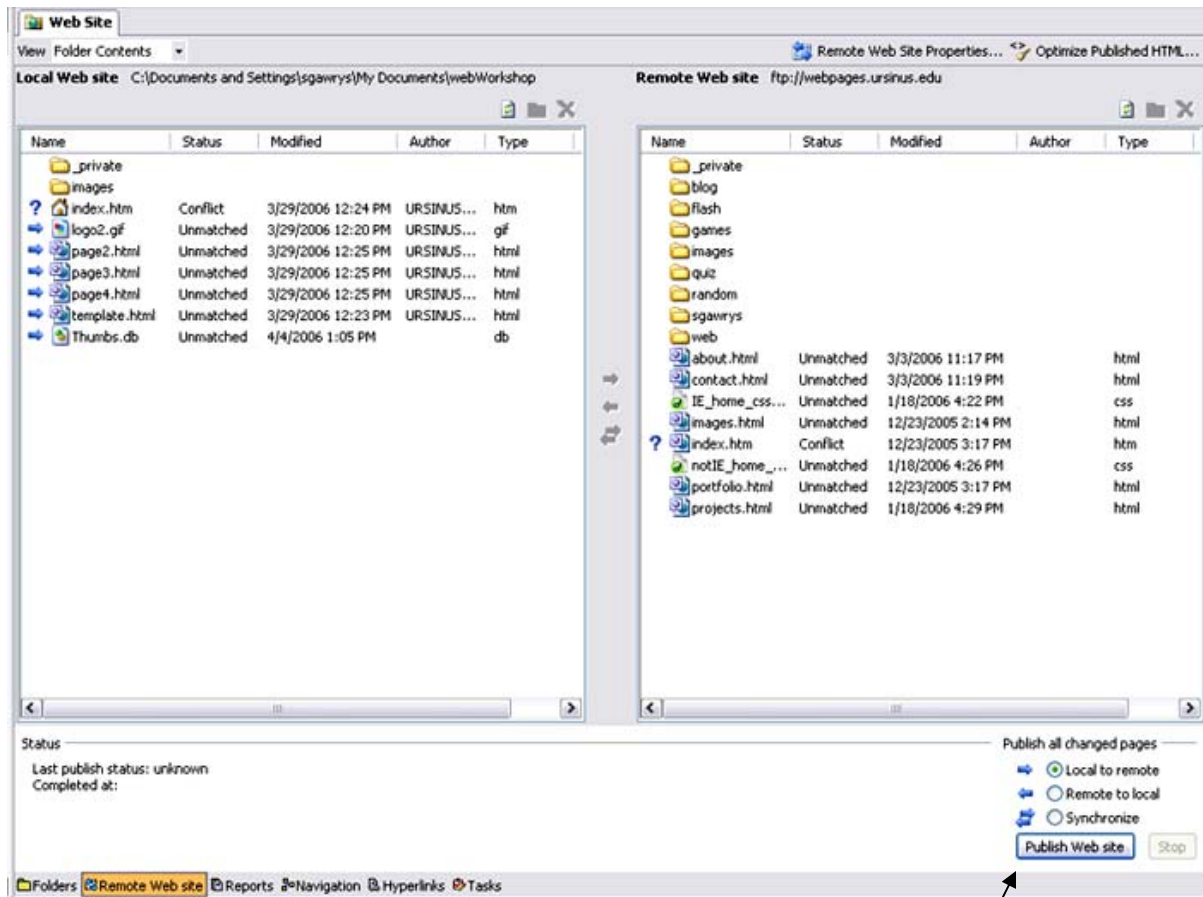
5. In the Remote Web site location text box, type "ftp://webpages.ursinus.edu"

*NOTE: **Do Not** enter your username after this address. Only type what is above. You will notice that it will still let you into your space if you do, but the system will create a folder called your username within your space on webpages. For example, you will have: <http://webpages.ursinus.edu/josmith/josmith> instead of just <http://webpages.ursinus.edu/josmith>.*

6. Click OK
7. A login box appears. Enter your username and password. Be sure to type "ursinus\" before your username. Be sure that you type a backslash (\) and not a forward-slash (/).



8. Once you are in, you will see the local files (what is on your computer) on the left, and the remote files (what is on the server) on the right. *If you have not published yet to your webspace, you will not see anything in the remote side.*



9. To publish your entire site to the server (all of your files), click the “Publish Web site” button in the lower right corner

**If you want to only publish one of the files and not the rest:**

1. Select the file you want to publish to the server on the Local (left) side and click the blue arrow that points to the Remote (right) side. This arrow is in-between the two sides.