

Opening and Saving a Published Web

Opening a published web on the web server from a networked computer or from a dial-in connection: (This makes changes directly to the server.)

1. If you are doing this from school, make sure you are logged onto your computer. From home, make sure you log onto your Internet connection.
2. Open FrontPage 2003.
3. Click once on *File* and select *Open Site*.
4. In the Folder name box at the bottom of the window, type <http://www.csd509j.net/yourschoolname/yourloginname>, E.g. <http://www.csd509j.net/cheldelin/gunnj>. If you are opening a folder other than the one named with your login, just type that folder name after the school name E.g. CHS athletics information - <http://www.csd509j.net/chs/athletics>.
5. Click on *Open*.
6. When asked for your user name, type *509J\districtlogin* E.g. "509J\jagerd". Use your *email password*. (Notice the direction of the slash. It's a backslash.)
7. Click on *Open* at the next window.

Saving an opened web (opened from the web server as in the steps above:

1. To save a page with changes on it, use *File>Save*.
2. To close the website, use *File>Close Site*. Click on "Yes" when asked about saving changes to individual pages before closing up.

Once you save to the web server, all your changes are immediately made available on the Internet.

Questions? Ask Duane Jager, 757-3892, or Laurie Corliss, 757-3855

Revised by Davienne Jacobson, December, 2004