

## FrontPage 2003

### Lesson 15 – Working with UW Sites



#### Importing a Site

The Practice web site developed on the zip disk during this training can be uploaded to a UW development site.

1. Open FrontPage 2003.
2. Click **File > Open Site**. The *Open Site* dialog box displays.
3. In the *Site name* field, type **https://webdevfp.uwyo.edu/[site name]**.
4. Click **Open**.
5. Enter the **user name** as **uwyo\[username]** and password for the UWYO domain.

See Figure 1.



Figure 1. UW Logon

6. Click **OK**.
7. Click **File > Import**. The *Import* dialog box displays.
8. Click the **From Site** button.
9. Click the **File System** radio button.
10. Click the **Browse** button.
11. **Navigate** to the zip drive.
12. Click the **Open** button.
13. Click **Next**.

14. Be sure the **Add to current web site box** is checked.
15. Click **Next**.
16. Click **Finish**.
17. The *Remote Web Site* view displays with both sites.
18. The local site is the development site, and the remote site is the Practice web site on the zip disk.
19. Under *Publish all changed pages*, be sure the **Remote to local** radio button is selected.
20. Click the **Publish web site** button.
21. If the home page is named *index.htm*, rename it to *default.htm*.

**Note:** The **home page** must be named **default.htm** on a UW web site.

## UW Development Sites

Use the development site to make changes to a site. This can be done while a site is being in the “rough draft” mode. Also, use the development site to make any changes or modifications to a site. The changes are then published to the production site.

### Open the Site

1. Open FrontPage 2003.
2. Click **File > Open Site**. The *Open Site* dialog box displays.
3. In the *Site name* field, type **https://webdevfp.uwyo.edu/[site name]**.
4. Click **Open**.
5. Enter the **user name** as uwyo\[username] and password for the UWYO domain.  
See Figure 1.
6. Click **OK**.

**Note:** Once a site has been opened, it displays in the Open section of the Getting Started Task pane the next time FrontPage is started. See Figure 2. Click this link to reopen the site.

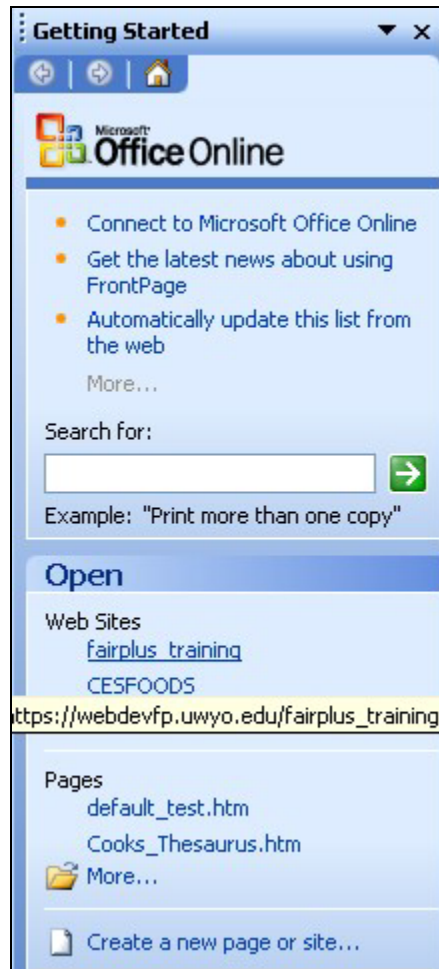


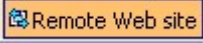
Figure 2. Getting Started Task Pane

## Publishing a Site

After changes are made in the development site, they are published to the production site. This allows anyone to view your site.

1. Be sure the development site is open.
2. Make any needed changes, and save them.
3. Click **File > Publish Site**. The **Remote Web Site Properties** dialog box opens.
4. In the *Remote Web Site* location, type **https://uwadmnweb.uwyo.edu/[site name]** or **https://uwacadweb.uwyo.edu/[site name]**.
5. Click **OK**.
6. **Log on** to the production web site, using your UWYO user name and password. Remember to type **uwyo\** before your user name.

7. The *Remote Web Site* view displays. The local site is the development site. The remote site is the production site.
8. In the *Publish all changed pages*, be sure the **Local to remote** radio button is selected.
9. Click the **Publish web site** button.

**Note:** Once the connection between the development site and the production site is established, click the **Remote Web Site** icon  to publish changes.