

Directions for Publishing your Website in FP and EW

To publish your website, using either FrontPage 2003 (FP) or Expression Web (EW), do the following...

1. Launch FP or EW and open the website you've been working on.
2. From the top menu, click on **<File>** and then **<Publish Site...>**.
3. When the Publish Site window opens you'll see a **Local Web site** (on the left) and **Remote Web site** (on the right). The local Web site is a folder/file view of your website files and the Remote Web site is a folder/file view of the Web Server.
4. Depending upon if you've published before, you may see various pop-up windows. Assuming this is your first time to publish, a **Remote Web Site Properties** pop-up window should appear. Make sure you click on the radio button for **FrontPage or SharePoint Services** and in the Remote Web site location box **you must type your website address**. It will be something like **http://axxxxxx.uscgaux.info**, of course you'll replace the xx with your unit number web address.
5. Next you should see a pop-up window that asks for your **Username and Password**. Fill in this information (keep this information in a safe secure place), then **Click OK**.
6. At this time your computer should try to connect with the remote web site. If your computer connects to the web server, great, if it doesn't, redo steps 3 thru 5. If it still doesn't connect send an e-mail to rhonda@aux04.auxservices.org.
7. Assuming you've connected to the remote web site, you should now see your computer files (under the Local Web site) on the left and the remote web site files on the right (if any). At this point look to the lower right corner and you'll find three ways to publish and a "**Publish Web site**" button. Select the **Local to remote** radio button then click the **Publish Web site** button.
8. Your computer will connect to the remote server, determine which files need to be published and automatically start transmitting your files to the remote server. You'll notice when files are being transmitted a green bar increments from left to right.
9. When finished you'll see hyperlinked (blue) text in the lower left area, click on the blue text that says "**View your Remote Web site**." Your browser will automatic launch and you should now be seeing your website, live, on the Internet. Be aware that anyone else, that has an Internet connection, can also see your website. If you want to pass your web address, more properly call your Universal Resource Locator (URL), just tell them it is **http://axxxxxx.uscgaux.info** (again, replace the xx with your unit's URL address).
10. Congratulations, you've just published your website. Now check through your website, on the remote server, to verify all the changes you've made have been published. Publish often so you can preview the whole site.