

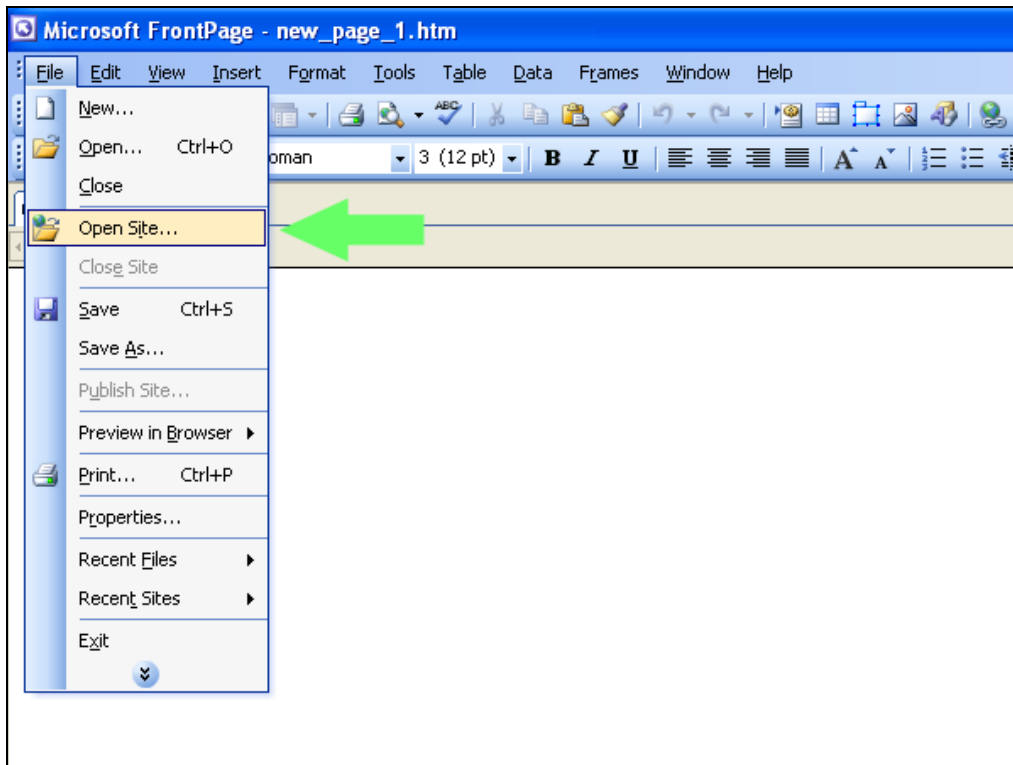
## Opening an Existing Website Using FrontPage

Revised January 19, 2007

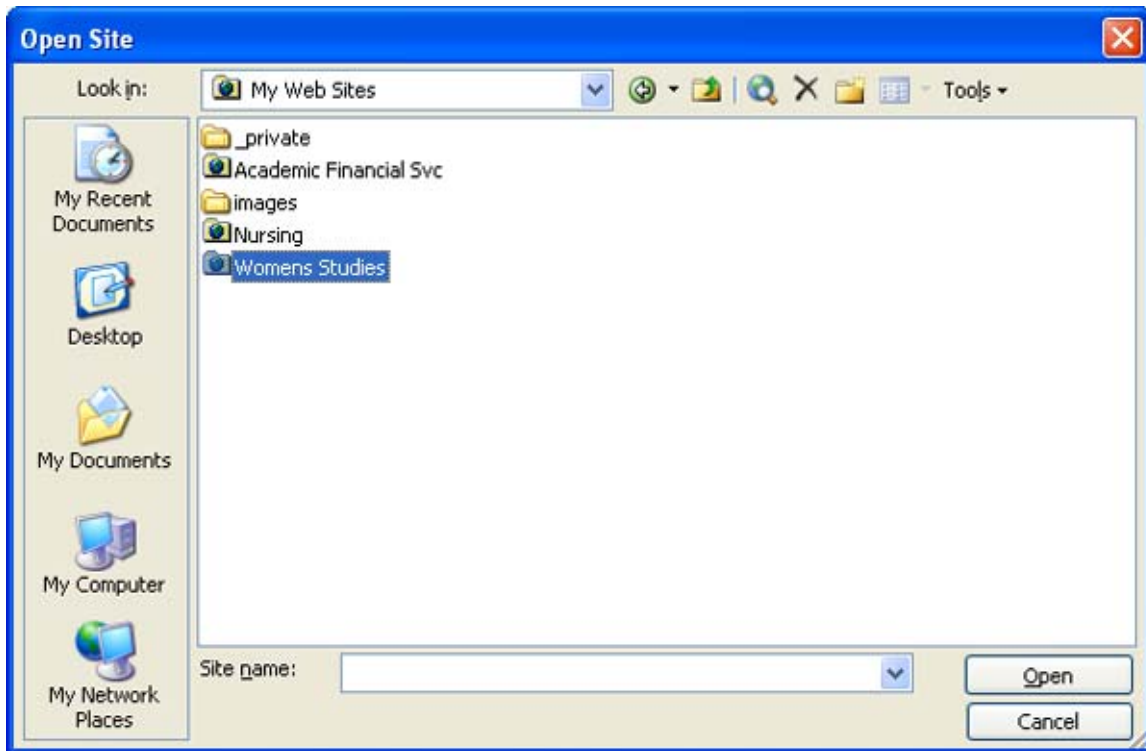
The following instructions are for Webspinners that have an existing site set up in FrontPage. Please contact Gavin DeCuir at [gdecuir@twu.edu](mailto:gdecuir@twu.edu) or Nancy Gotcher at [ngotcher@twu.edu](mailto:ngotcher@twu.edu) for additional assistance.

To open an existing Website:

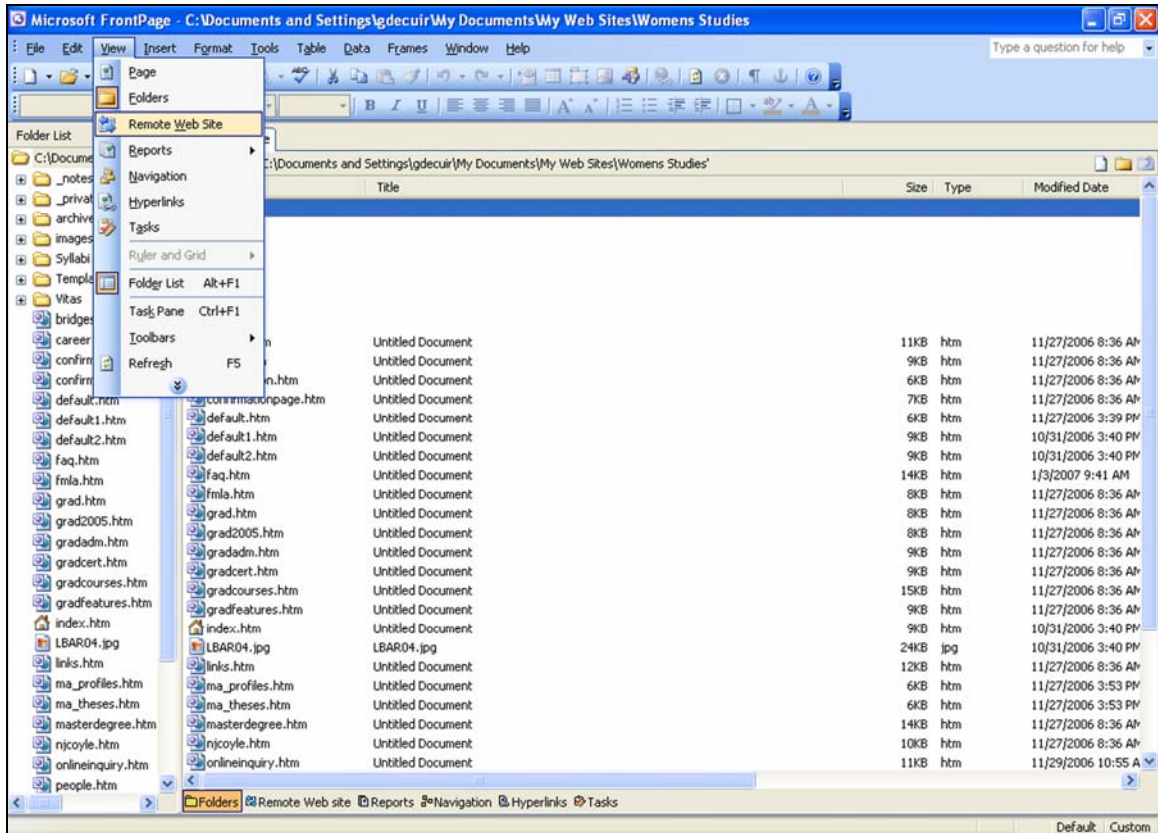
1. Open FrontPage and click “Open Site” from the File menu.  
(In older versions of FrontPage you may need to click “Open Web” instead.)



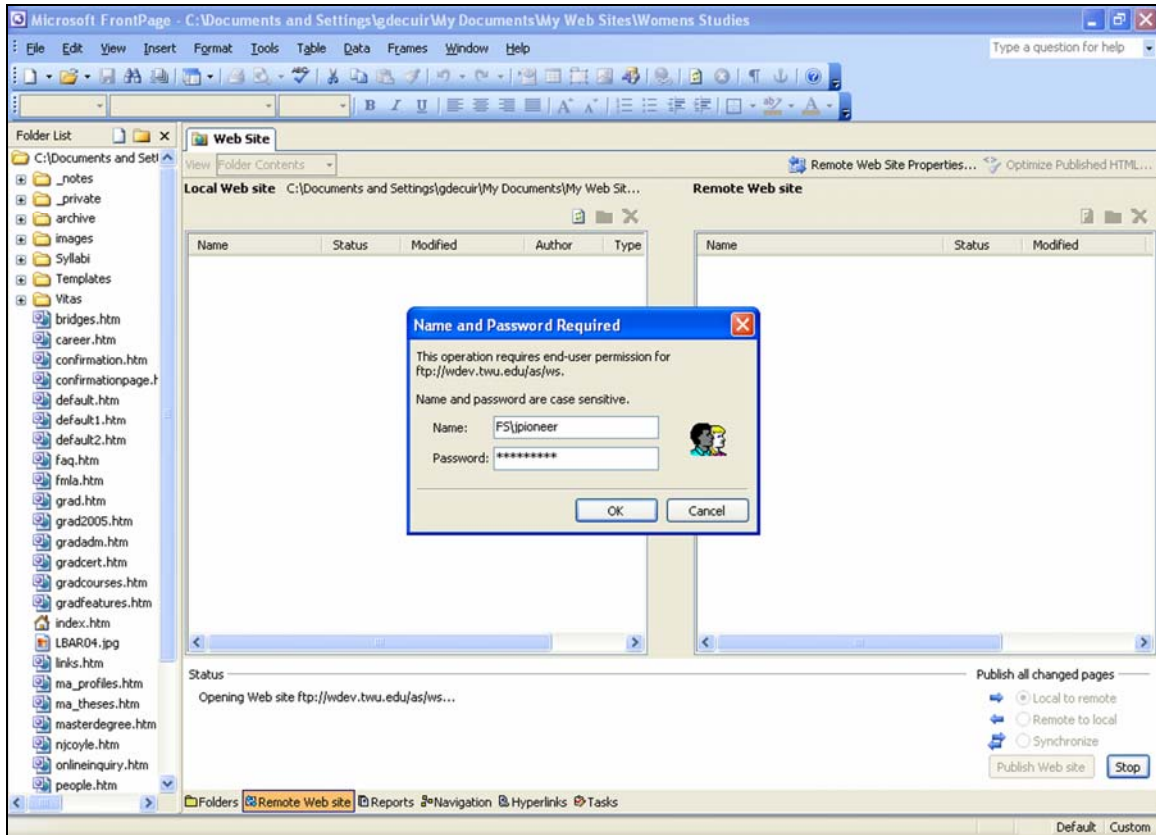
2. Select your folder, then click the Open button.



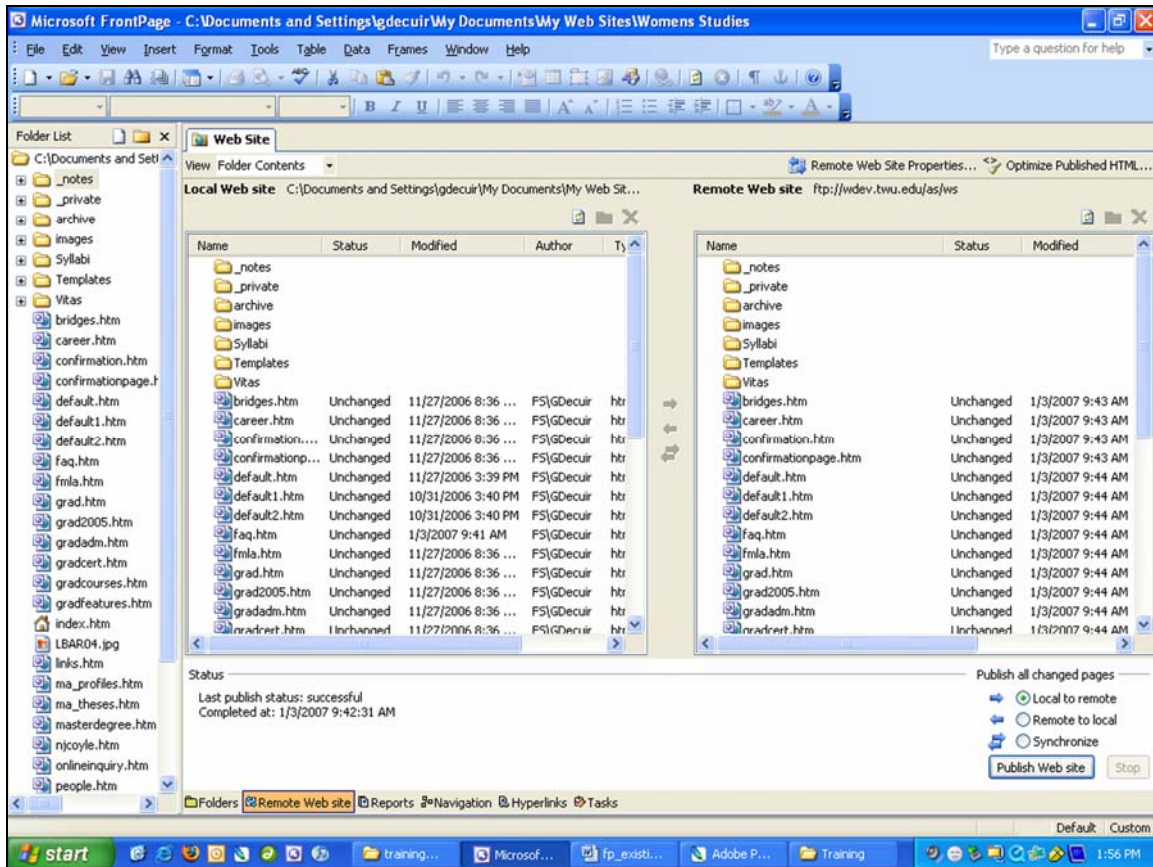
3. FrontPage will display the files on your machine. From the View drop-down menu, click “Remote Web Site” to see a side-by-side view of the files on the Development Server next to the files on your machine.



4. Enter your Username and Password, then click OK.



5. The files on your machine (Local Web site) are displayed on the left side. The files on the Development Server (Remote Web site) are displayed on the right.



6. To get files from the Development Server and move them to your local machine, highlight the file(s) you want, then click the arrow in the middle of the screen that points toward you local files (Local Web site).

Note: The arrows at the bottom right-hand corner of the screen are similar to the arrows in the middle of the screen. The above step is the preferred method.

