

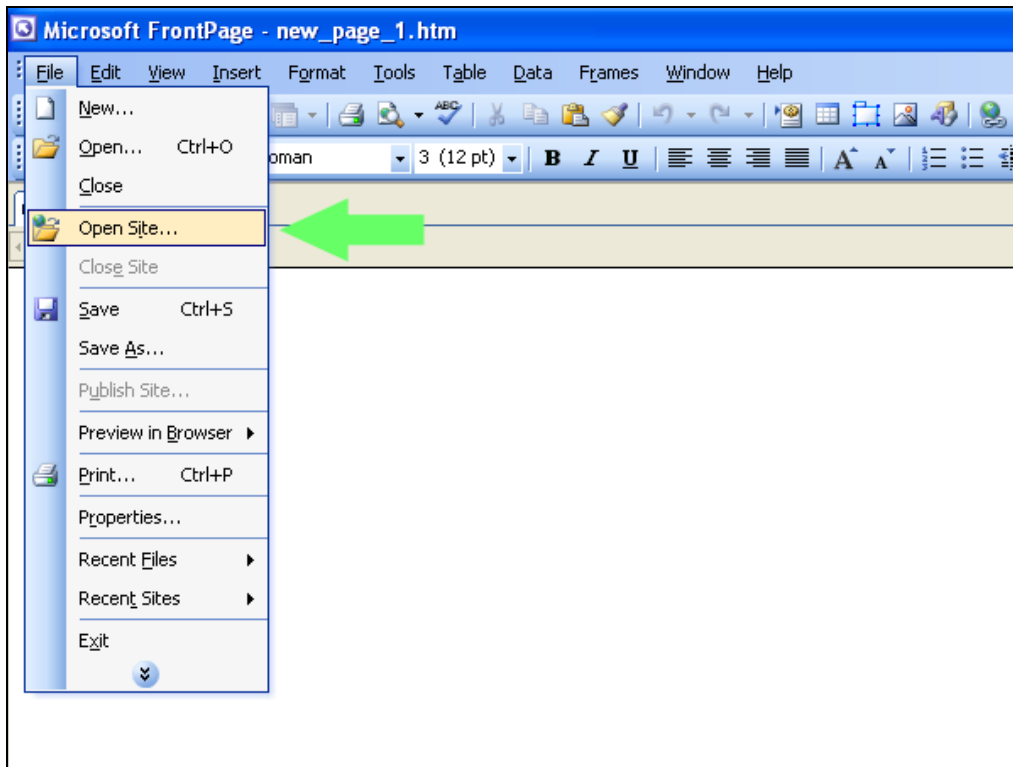
Creating a New Website Connection Using FrontPage

Revised January 19, 2007

The following instructions are for Webspinners that need to set up a new site in FrontPage. Please contact Gavin DeCuir at gdecuir@twu.edu or Nancy Gotcher at ngotcher@twu.edu for additional assistance.

To connect to a 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.)



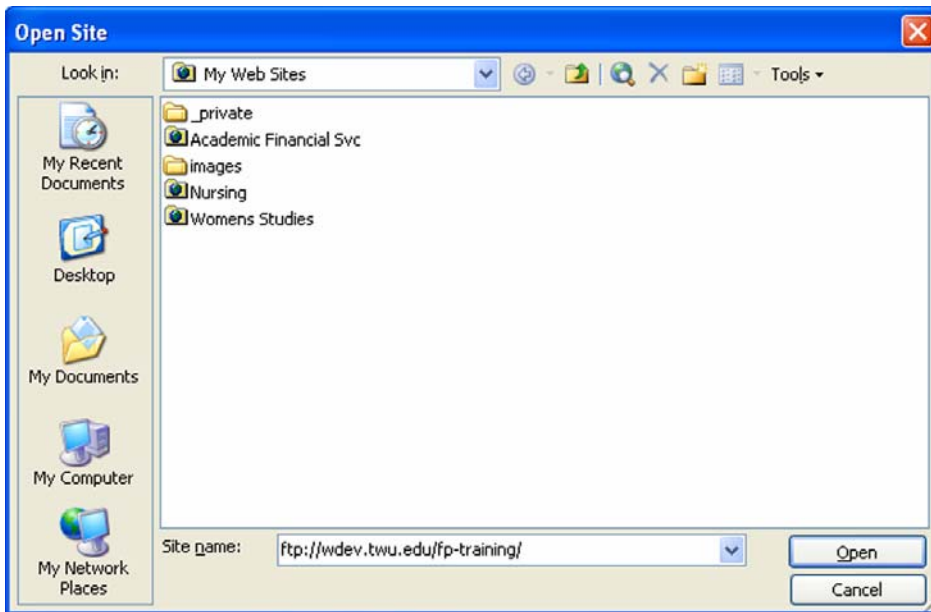
2. In the Site Name field, enter the location of the Web site: [ftp://wdev.twu.edu/\(yoursite\)](ftp://wdev.twu.edu/(yoursite)) and click the Open button.

Examples:

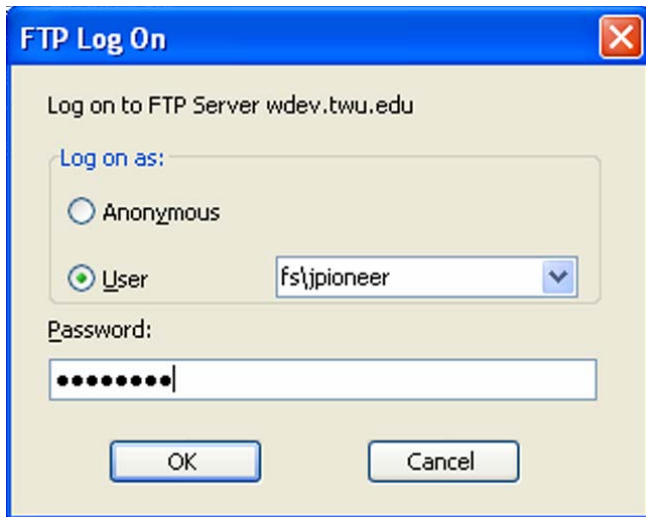
<ftp://wdev.twu.edu/admissions>

<ftp://wdev.twu.edu/humanresources>

<ftp://wdev.twu.edu/o-fm>



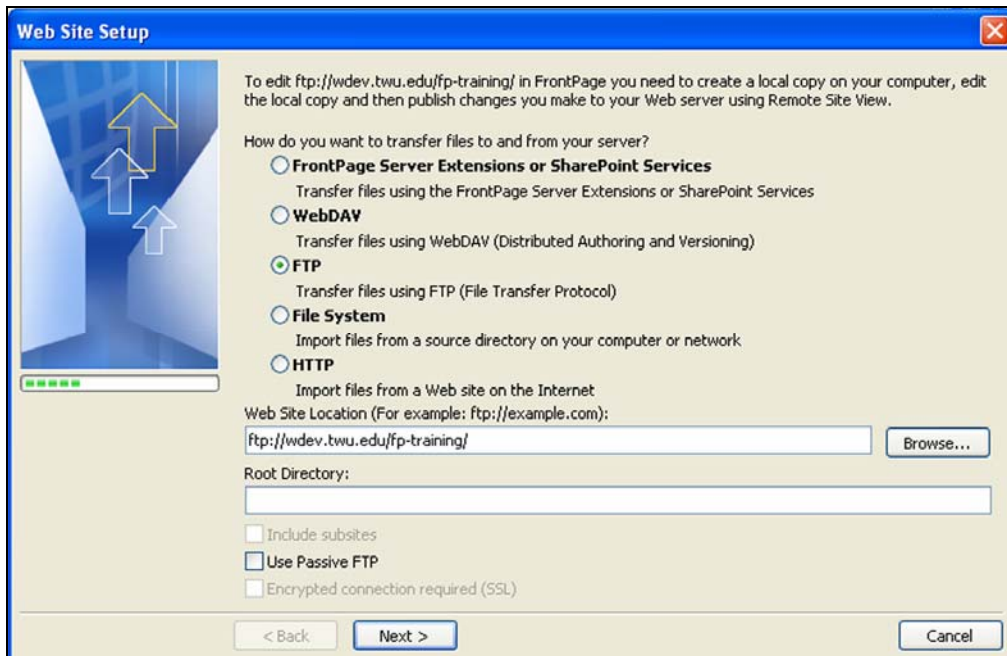
3. Log in using your portal username and password and click the OK button.
Note: The username must begin with FS\



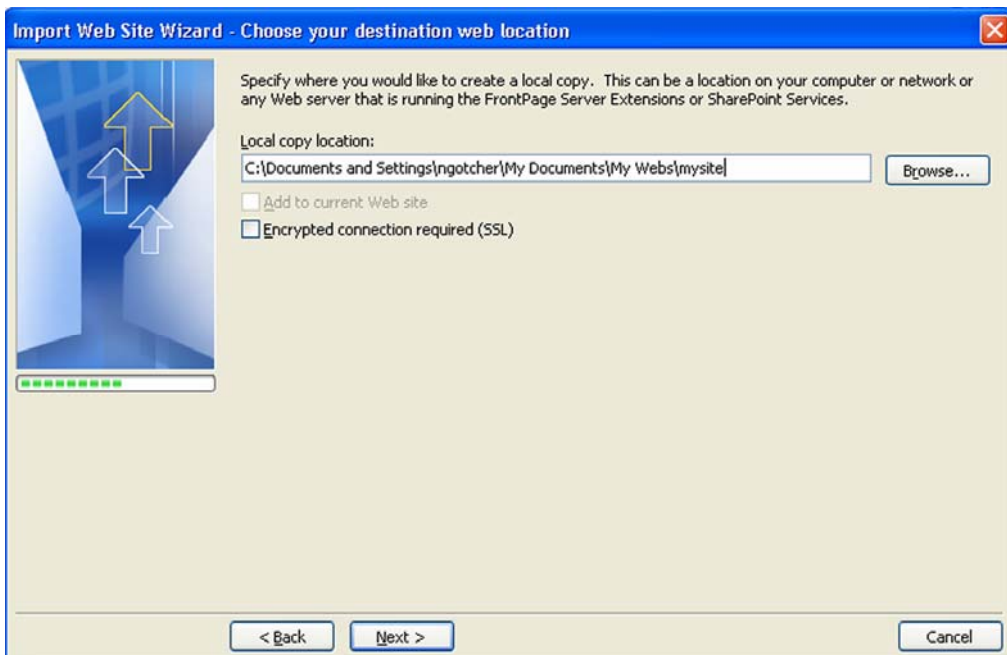
4. Log in a second time.



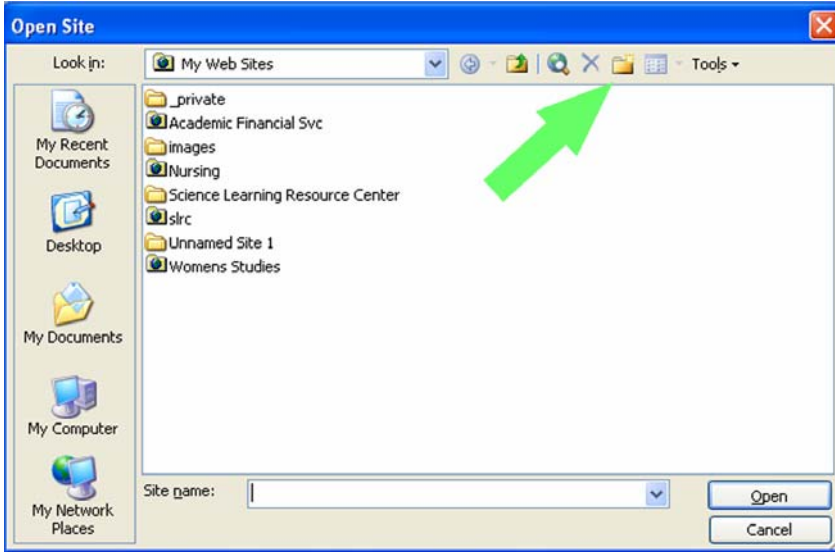
5. Make sure FTP is selected, then click the Next button.



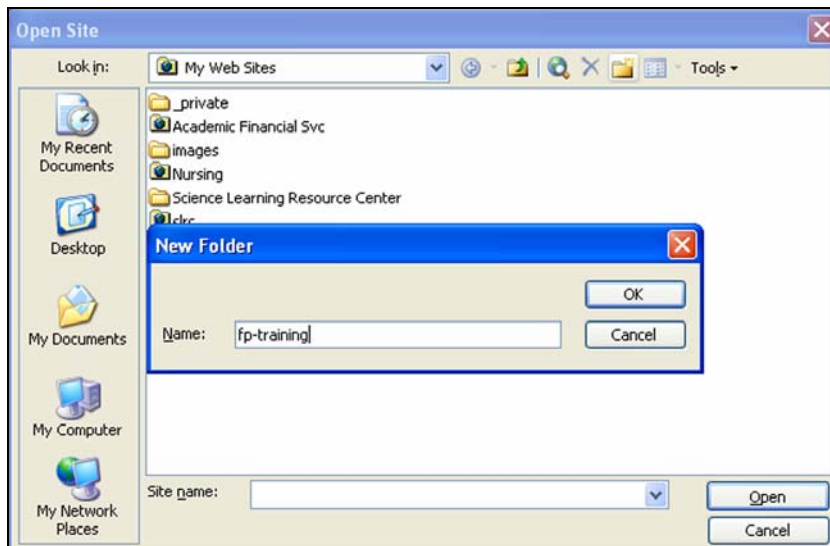
6. Click the Browse button and find the My Webs (or My Web Sites) folder.



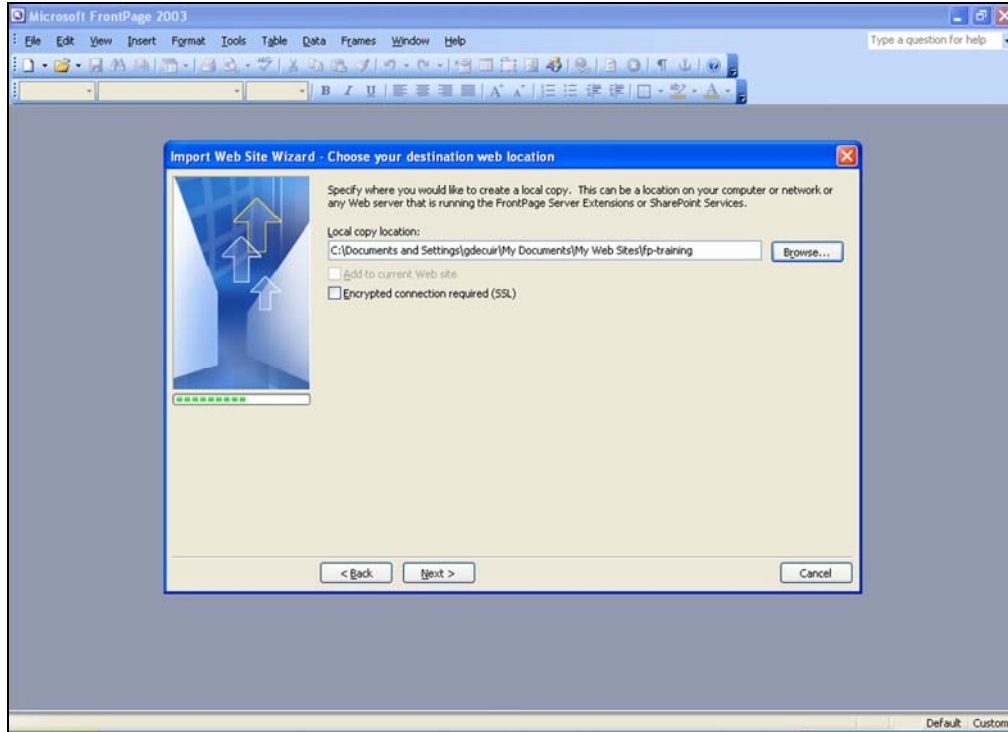
7. Open the My Webs (or My Web Sites) folder and create a new folder by clicking the New Folder icon.



8. Type in the folder name and click OK. Then, click the “Open” button.



7. Click the Next button.



8. On the congratulations screen, click Finish to see the following screen. You are now ready to create new pages.

