

Publishing and Promoting Web Pages Using FrontPage

Revised January 19, 2007

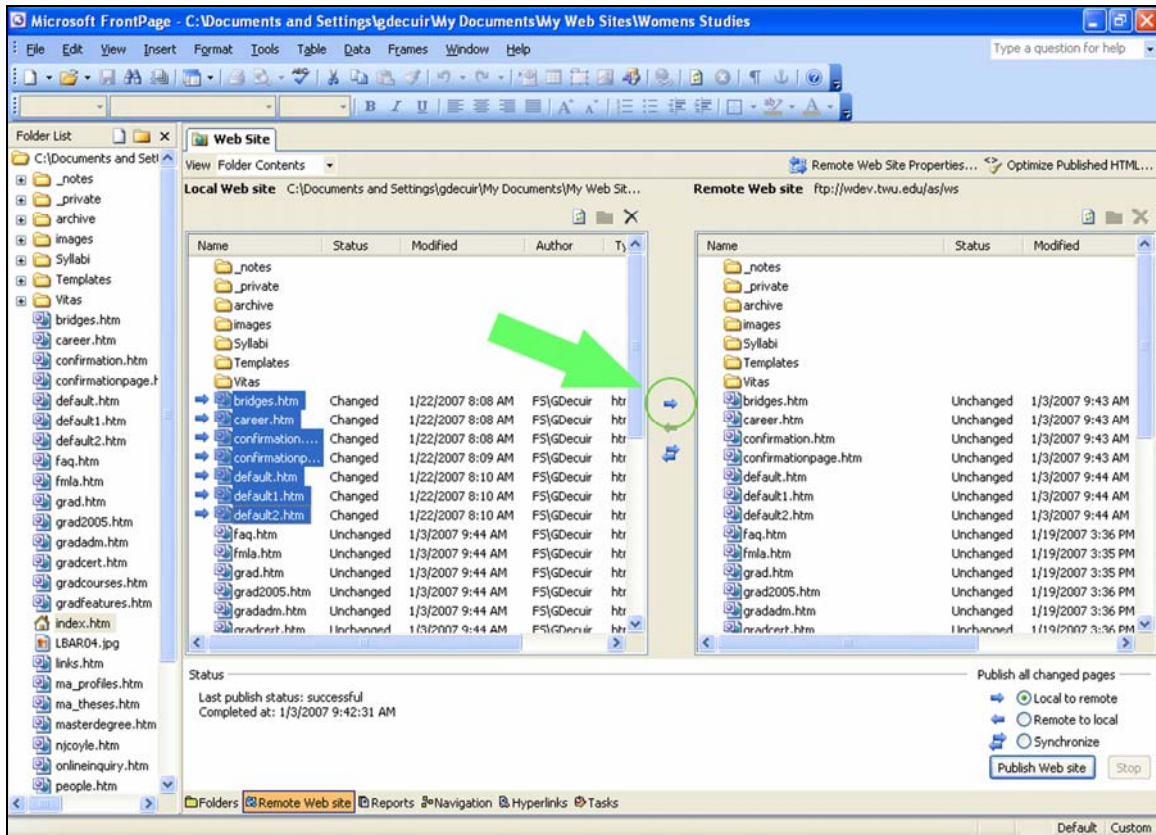
The following instructions are for publishing pages from the development server and then promoting them to the live server. Please contact Gavin DeCuir at gdecuir@twu.edu or Nancy Gotcher at ngotcher@twu.edu for additional assistance.

At TWU, we have a Development Server and a Live Server. In FrontPage, you publish your newly-edited files to the Development Server. They are not visible to the public until you “promote” them to the Live Server.

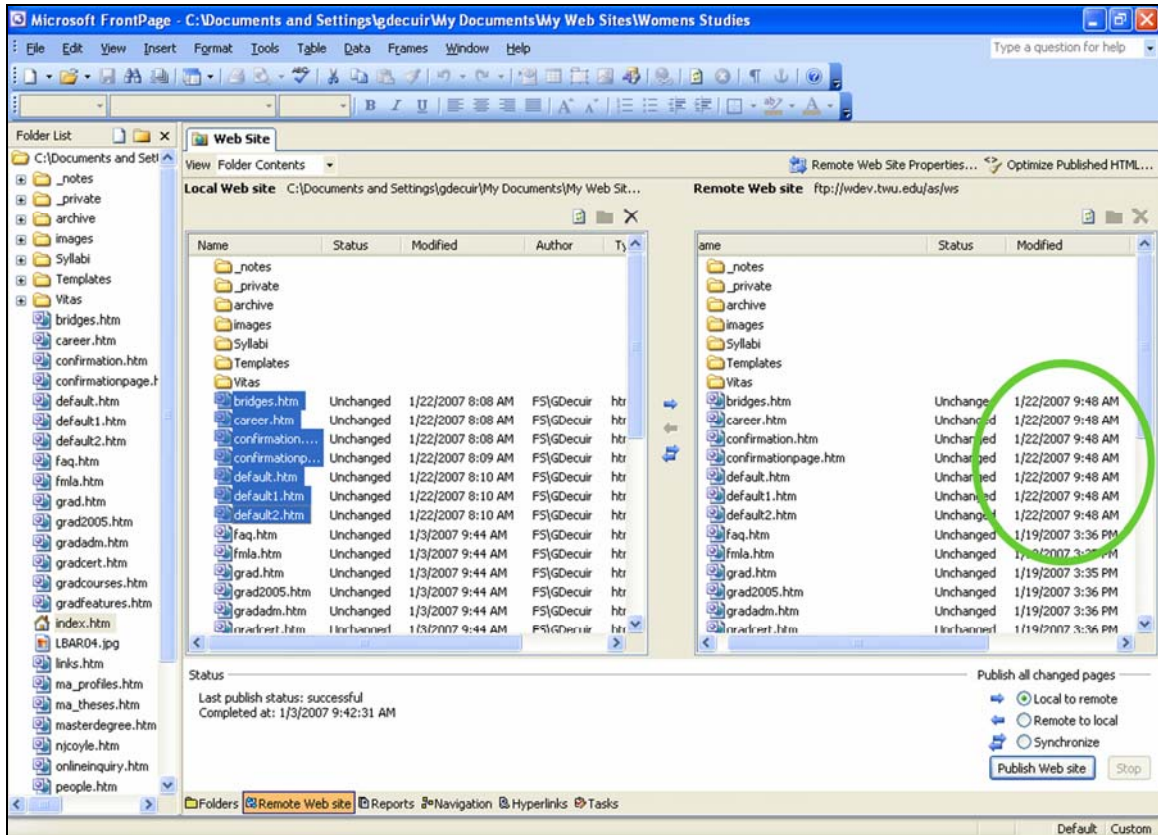
To publish Web pages to the development server:

1. Highlight the newly-edited file(s) on the Local Web site panel and click the arrow in the middle of the screen that points to the Remote Web site.

Note: The Publish Web site button in the bottom-right hand corner of the screen does the same thing.



2. The file(s) published to the Remote Web site will now reflect the latest date and time.

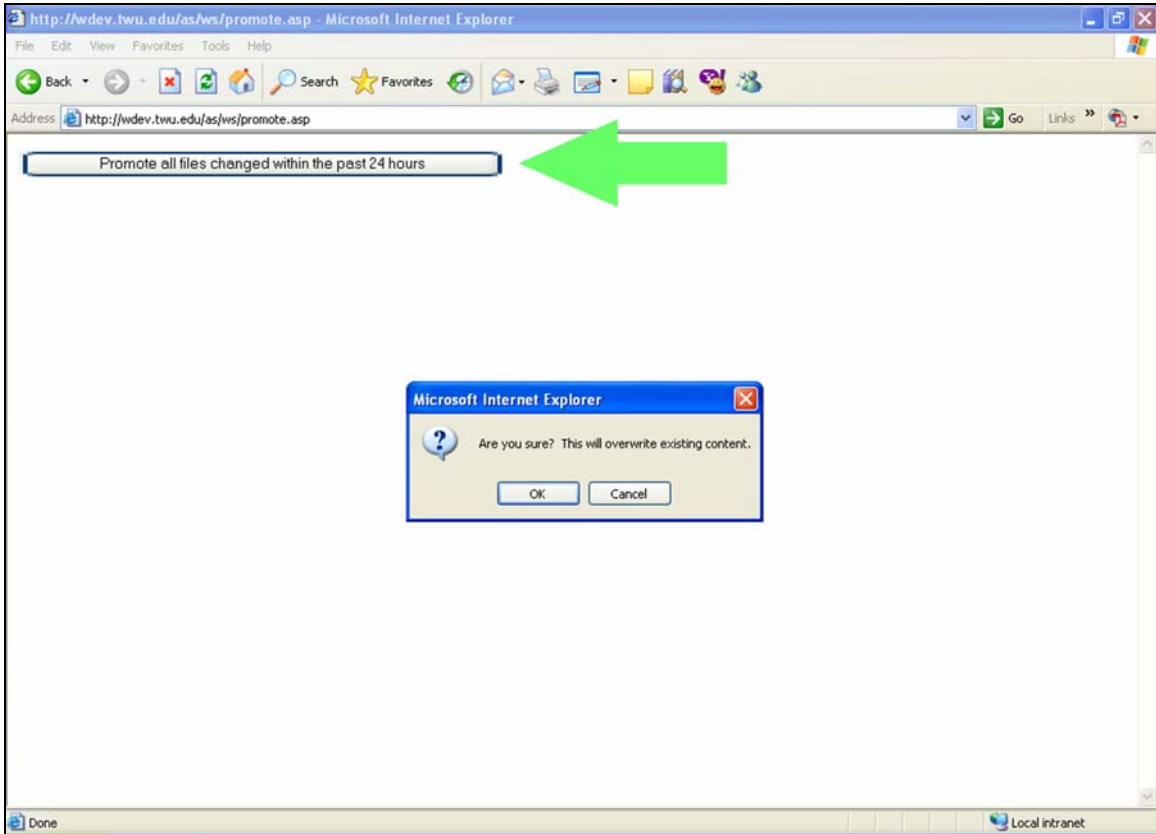


3. To preview your new pages on the development server, open your Web browser (Internet Explorer, Firefox, etc.) and type [http://wdev.twu.edu/\(yoursite\)](http://wdev.twu.edu/(yoursite)).

If the pages look okay, you are ready to promote. Type [http://wdev.twu.edu/\(yoursite\)/promote.asp](http://wdev.twu.edu/(yoursite)/promote.asp) in the Address field, then click the Go button.



4. Click the “Promote all files changed within the past 24 hours” button. Then, click the OK button.



5. Enter your User name and Password, then click the OK button.



6. View File Promotion Results to make sure the promotion was successful.

