

Hands-On Lesson

to accompany

Curriculum Webs

A Practical Guide to Weaving the Web into Teaching and Learning

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LESSON 5: Setting up

a new site

FrontPage 2003

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Goals for this lesson

- Set up a new web site with a few linked files.
- Publish the pages in the web site to a web server.
- Download the web site onto a different computer, make some changes, and publish the changes to the server.
- Test to be sure you have published correctly.

Key concept

In order to create a web site, you need to create a folder to store the individual files as you are working on them. This folder will be on your “local” machine, that is, the computer that is right in front of you as you work on your web pages. The folder can have sub-folders within it.

The top-level folder—the folder that has all the files in your web site within it—is known as the “Local Root Folder.” (The word “root” comes from the image of a tree, starting at the root, and then branching out to the individual leaves. The Local Root Folder is the main directory. Any subfolders within it are like the branches of the tree. The individual files are like the leaves on the tree.)

When you **upload** or **publish** your files to a web server, you need to be very specific about where those files are going to be stored on the web server. You will need to tell your software the exact location of the directory that will hold your files. This directory is known as the “Host Directory.” All the files on your web site will be stored within the Host Directory or within subdirectories of the Host Directory.

The **path**, or file path, is a way to indicate the location of a file on a computer. See the Technical Appendix for a complete discussion of paths.

Defining your web site

If you only want your web pages to be available on your local computer, then you do not need to “define” a web site; you can simply create and edit your individual pages. But if you are going to publish your file on a **web server**, you need to have an account on the server, and you need to tell the software how to access the server.

If you have a web account, you need the following information about the account in order to publish your web pages to the server:

- The server’s name or hostname. This is usually something like `cuip.uchicago.edu` or `serviceprovider.com`.
- Username. This is the account name or the name you use to log in to the server.
- The password for that username. This is necessary to give you permission to put your file into your directory.
- The name of the directory you use for storing web pages, and the complete path to that directory (also called the file path). Normally, you do not place web pages directly into your main account directory on the server. Rather, web pages go into a subdirectory usually named “`www`” or “`public_html`.” The complete path to that directory will include the information showing where that directory is relative to the “root” of the server. An example path is `/home/cac/www`.
- **HTTP** address. This is the address that you use to browse to pages in your web account. It is usually something like `http://cuip.uchicago.edu/~cac/filename.htm` and often does not explicitly mention the subdirectory for web pages, which we saw as part of the file path. (*Note: The path you use for publishing your web pages may be different from the path you use for browsing your web pages! In this case, the `www` directory is omitted from the HTTP address.*)
- An **FTP** address. This is constructed from some of the elements listed above for your particular server and account. For example:
<ftp://cuip.uchicago.edu/~cac/www>. The full FTP address in this form is

used by some web page editing packages. Other packages ask you to enter it a piece at a time.

Once you have all of this information, you can define your site so your software can communicate with the server.

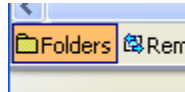
Note that most software refers to the computer you are using as the “local” computer, and the computer that is the web server (or any other computer away from your local computer) as the “remote” computer.

FrontPage

- Use File|New.
- The Task Pane pops up. In the New section, click on One Page Web Site...
- In the Specify the location of the new web section, enter the location of your new web. Leaving your new web in the suggested folder, C:\My Documents\My Webs\ is a good idea. Add a name for your web to the location of the new web.
- Click OK

FrontPage has now created your new web site. It includes a couple of new folders; _private and images and an index.htm page. This is your default first page. You can now begin creating or editing your first page.

- Click on the Folders view to see how FrontPage has set up your new web site.



Creating new files in the site

FrontPage

- Use File|New and click on Blank Page under the New Page section in the Task Pane.

Managing files and folders

FrontPage

- Use the Folder view to manage files and folders. Right click on files to cut, copy, paste, or rename.

FrontPage automatically adjusts links when you move or rename files in the site view. Click OK when the program asks you if you want to update links.

Publishing your page to your web server

Here are the steps for publishing a single web page or multiple web pages to your server.

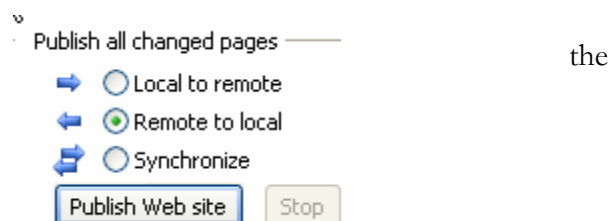
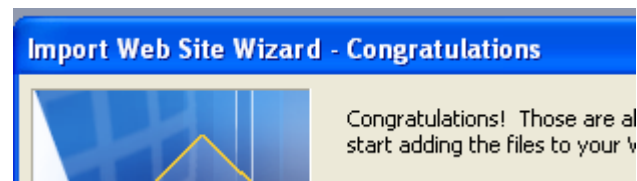
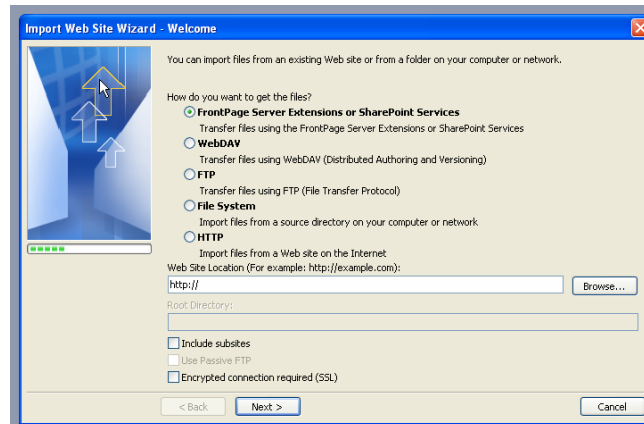
FrontPage

- From within the Web Site View, select the page or pages you wish to publish.
- Use File | Publish, right click and click Publish Selected Files.
- Fill in the Publish selected files to: section of the Publish Destination box. For example, <http://cuip.uchicago.edu>
- Click OK.
- FrontPage will now contact your web server and a Name and Password box will pop up. Fill it in and click OK.
- The Publish Web box opens. Click OK and FrontPage will copy all of your files and folders to your web server.
- When the transfer is complete, a box pops up which indicates that FrontPage is done. Click Done.
- To test whether the publishing routine has worked, switch to your browser and type the expected HTTP address into the location bar and press Enter.

Downloading or Importing an entire existing site

If you have already created a web site and want to download or import it to a different computer (or the same computer in which the local root folder has been deleted or damaged), follow this procedure. You'll also want to use this procedure to continue to work on a web site on another day, if your local root folder has been deleted or you're at a different computer.

- Use File | Import to start the process.
- For the How do you want to get the files? section, check with your site administrator.
- Fill in the Web Site Location (check with your web site administrator again) and click next.
- Fill in the Local copy location section with a name for your imported site. It is suggested you use the default location. Click next.
- You will see the following. Click the Finish button.
- You will now be in the Web Site View. (Notice that the Remote to Local choice is selected.) Click Publish Web Site button.



The other alternative is to use a standalone FTP program to download (and for that matter to upload) your web sites. See our companion web site at <http://curriculumwebs.com> for more information about FTP programs.