



## How to Update Your Site Using FrontPage:

- **Open FrontPage**
- **Go File > Open Site**
- **Enter your URL: <http://www.yourdomain.com>**
  - On subsequent times, you will not need to enter it, it will be in the list of sites you have opened and you just choose it
- **Click Open**
- **Enter your username and password when prompted**
  - \_\_\_\_\_ / \_\_\_\_\_ (enter yours here for easy future reference)
- **Double click on the html page name that you want to edit from the list of site files**
  - This will open that page on the right hand side of the screen
- **Make your changes to the text or images**
  - **Note:** if you are bringing new images into the page, make sure that they are already sized correctly – do not be tempted to re-size the image(s) in Frontpage, although it will allow you to do so.
- **Click the “Save” icon (same as in Word)**
  - If there were new images added to the page, it will ask you to save those in a separate window – you want to make sure that the location is the “images” folder
- **Close the page by clicking the X in the right-hand corner of the html page (not the upper right hand corner – that will close the program)**
- **Repeat the process for other pages where you want to make changes**
- **When done, go to File > Close Site**
- **You can then close FrontPage**

This method will open your web site live on the Internet. Using this method, your changes are immediate after you hit “save.” If you are not comfortable with this method, you can download a copy of your site to your hard drive and make the changes offline, uploading them when you are comfortable with the work you have done. In any event, it is a very good idea to create and maintain a current backup copy of all your site files on your hard drive.