
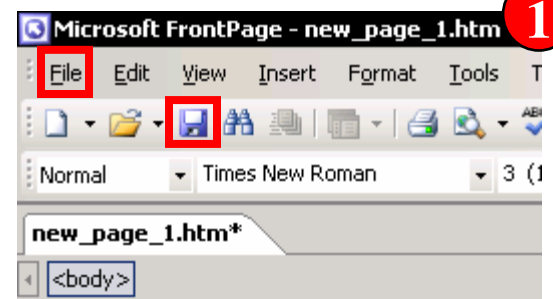


Help Document Series: Saving FrontPage files for easy FTP upload

FrontPage is a powerful tool for creating web sites. However, it does not have a usable FTP client built into its functionality. As a result, web pages made in FrontPage must be saved locally to your computer in such a way that they can be easily uploaded with an FTP program later.

Step 1

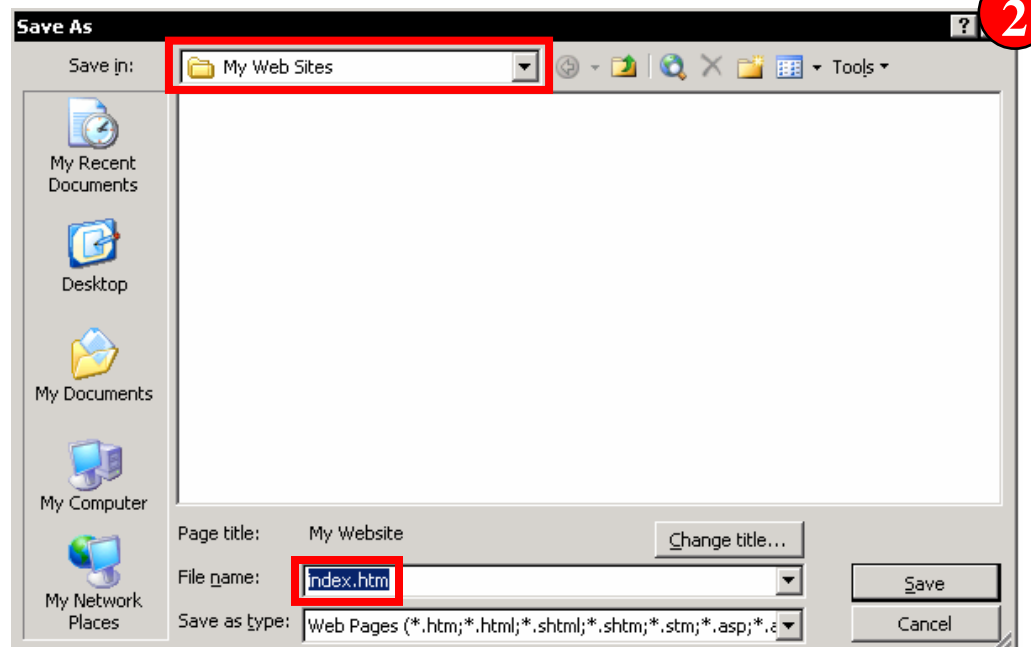
The first step is to create your “index.htm” web page. When FrontPage launches it will automatically open a new blank HTML document. Please review the FrontPage documentation on creating web sites for further information. After you edit the document to your liking, save the HTML file by using the **Save** option under the **File** menu, or click the floppy disk icon  on the toolbar.



My Website.

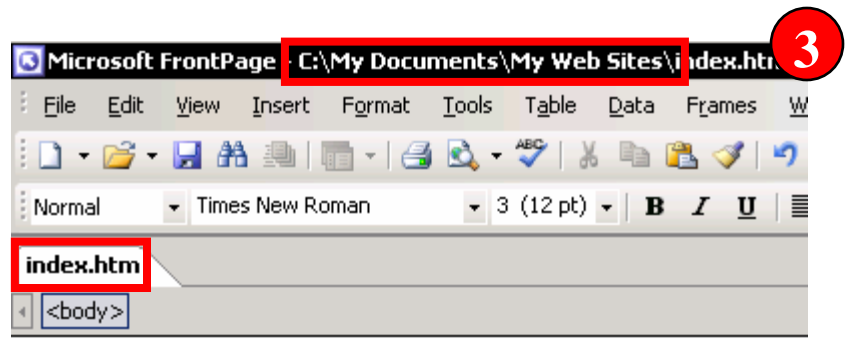
Step 2

FrontPage will now prompt you to name the file. The first page of any web site should be “index.htm”. FrontPage will save to a folder called **My Web Sites** located in your **My Documents** by default. However, you can choose to save the files in any location you wish, just as long as they are kept within the same directory.




Step 3

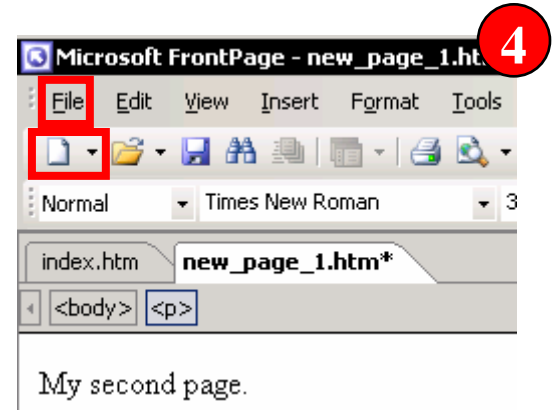
After the page is saved, the page tab name will change to **index.htm** (or whatever file name you chose); also take note of the local file's path at the very top of the FrontPage window.



My Website.

Step 4

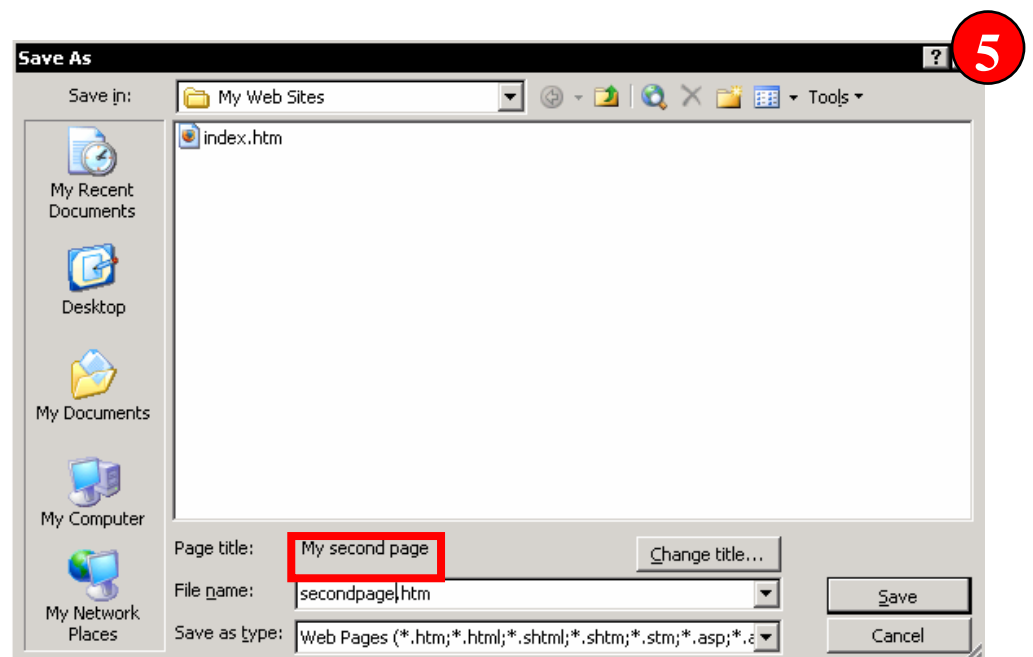
Next create the other pages for your web site by selecting **New...** from the **File** menu or by clicking the white **New File** button  on the toolbar.



My second page.

Step 5

When each new page is created, you will be prompted to name and save it in the same location as your other web site files. It is important to keep all of the pages for your web site in the same folder for easy uploading later.



Step 6

After you are finished creating and editing pages for your web site, navigate to the folder they have been saved to. You can use an FTP program such as FileZilla to upload these files to a web server. Please review the FileZilla documentation for assistance on uploading your files to the various Clark web servers.

