

**\*\*\*Don't use this with sites  
that have Frontpage  
Extensions!**

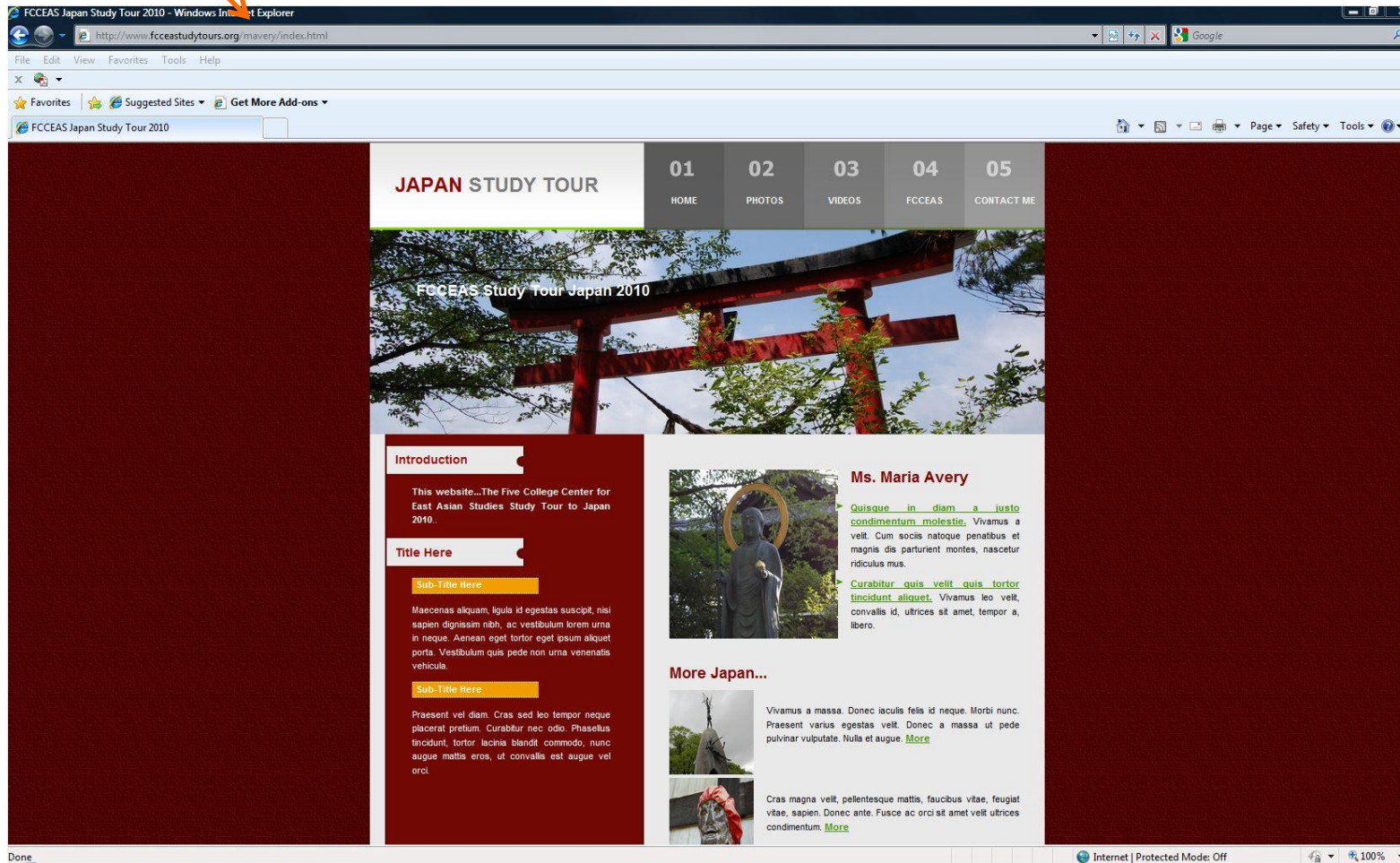


## **DOWNLOADING YOUR SITE FROM THE SERVER TO EDIT**

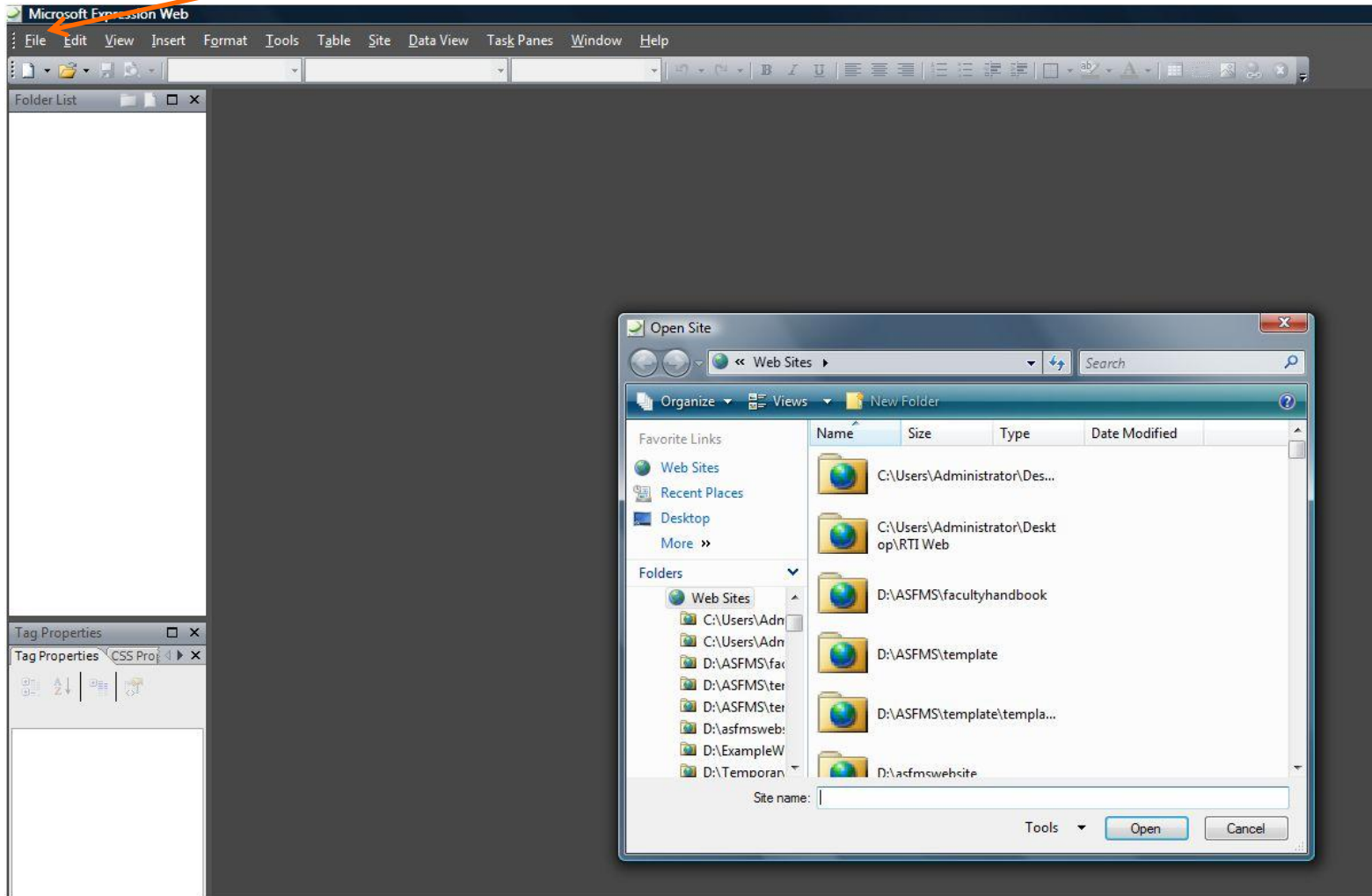
**If a site is already created, this tutorial shows you how to get it from online and download it to your computer to edit. Then you can make changes and publish it back to the server/online. (And, you'll have a backup of the site.)**

**By Ted Mitchell**

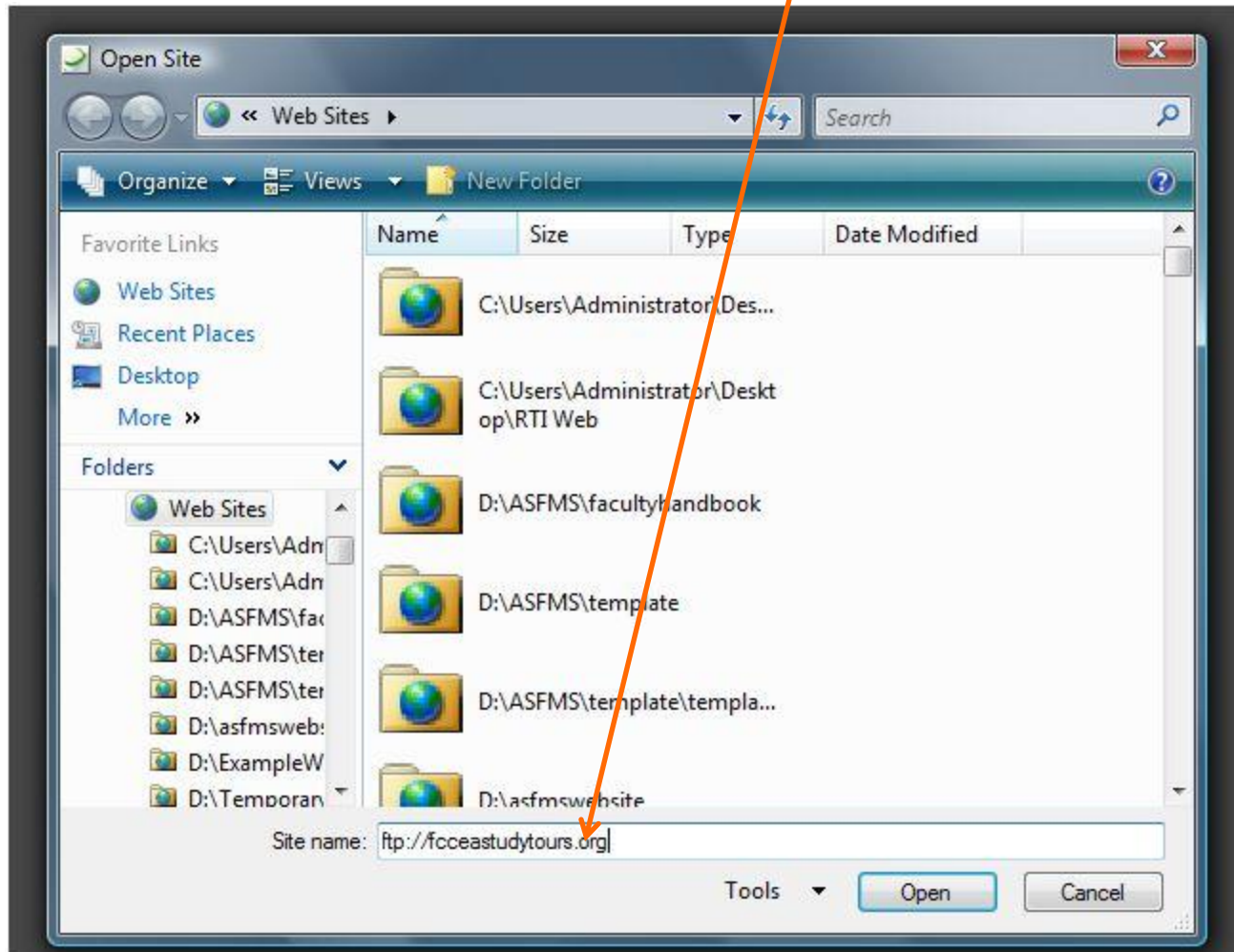
IF YOU HAVE A SITE ALREADY ONLINE, YOU CAN DOWNLOAD IT FROM A LIVE CONNECTION TO YOUR COMPUTER. THIS SITE IS IN THE FOLDER “MAVERY.”



OPEN EXPRESSION WEB, THEN CLICK “FILE” THEN SELECT “OPEN SITE” FROM THE DROP-DOWN MENU.



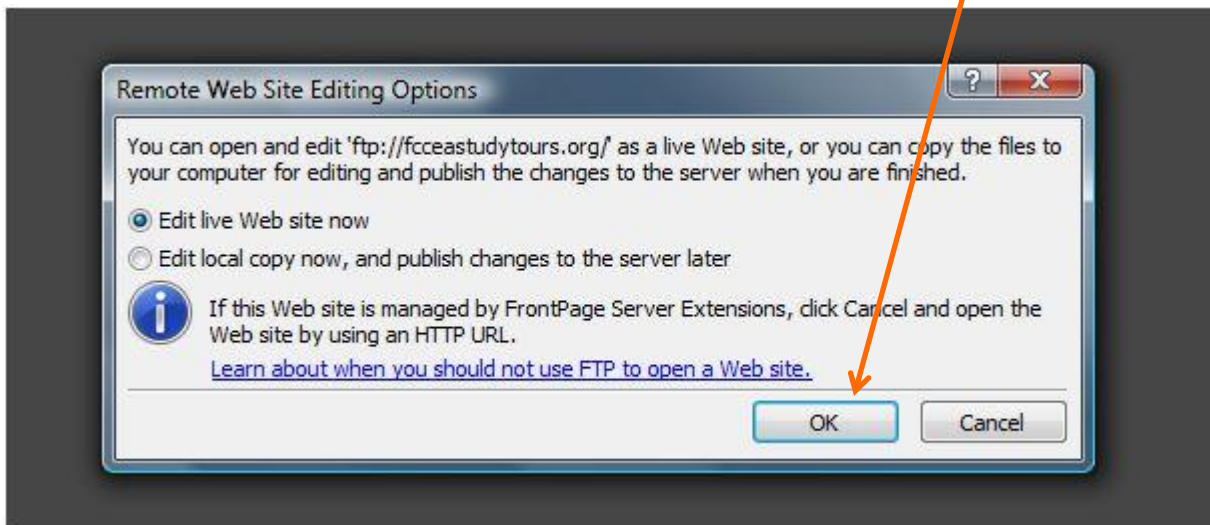
THIS WINDOW APPEARS. TYPE FTP://WEBSITEADDRESS (FILL IN APPROPRIATE WEBSITE NAME – HERE IT IS FCCEASTUDYTOURS.ORG) –USE LOWERCASE THOUGH.



FTP is File Transfer Protocol. Meaning transfer files between server and computer.



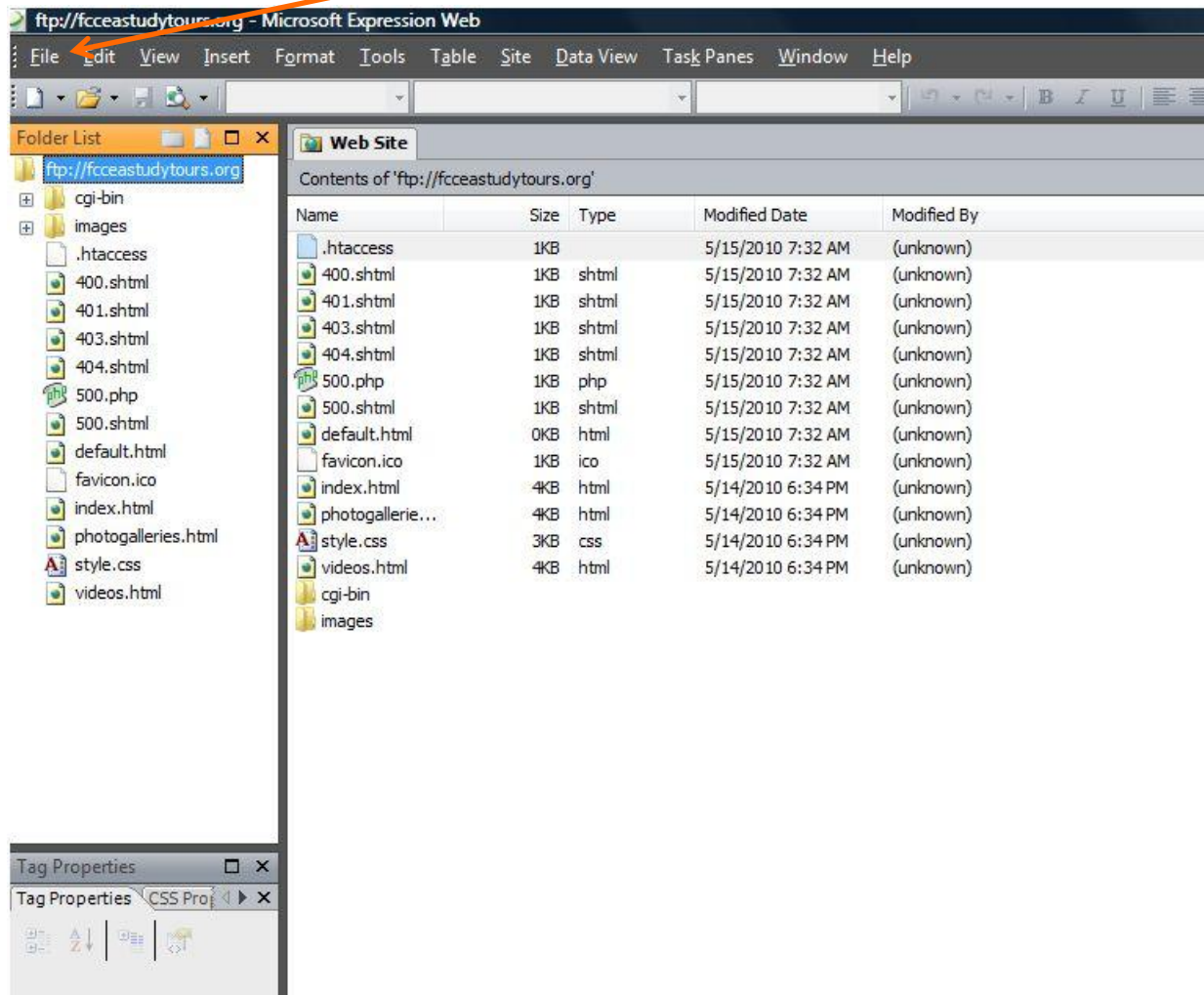
THIS WINDOW APPEARS. CLICK “OK”



THIS ACCESS WINDOW APPEARS. TYPE IN USERNAME@FCCEASTUDYTURNS.ORG (OR YOUR SITE NAME, LIKE @ASFMS.NET) THEN YOUR PASSWORD.



EXPRESSION LISTS THE SITE OR SUBDOMAIN (FOLDER ON THE SITE) FROM THE SERVER. NOW, CLICK “FILE” THEN SELECT “PUBLISH SITE” FROM DROP-DOWN MENU.



THIS WINDOW APPEARS. CLICK “REMOTE WEB SITE PROPERTIES” TO CHOOSE THE LOCATION YOU WANT TO DOWNLOAD TO.

The screenshot shows the Microsoft Expression Web interface. The main window displays a comparison between a local web site and a remote web site. The local web site is located at ftp://fcccceastudytours.org and contains various files and folders. The remote web site is located at C:\Users\Administrator\Desktop\mavery and is currently empty. The 'Remote Web Site Properties...' button is highlighted with an orange arrow.

Name	Status	Modified	Author	Type	Size
cg-bin					
images					
.htaccess	Unmatch...	5/15/2010 7:32 AM		htaccess	798
400.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	1308
401.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	162B
403.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	201B
404.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	175B
500.php	Unmatch...	5/15/2010 7:32 AM		php	442B
500.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	718
default.html	Unmatch...	5/15/2010 7:32 AM		html	0B
favicon.ico	Unmatch...	5/15/2010 7:32 AM		ico	822B
index.html	Unmatch...	5/14/2010 6:34 PM		html	3226B
photogalleri...	Unmatch...	5/14/2010 6:34 PM		html	3220B
style.css	Unmatch...	5/14/2010 6:34 PM		css	2368B
videos.html	Unmatch...	5/14/2010 6:34 PM		html	3195B

Status  
Last publish status: unknown  
Completed at:  
[View your publish log file](#)  
[View your Remote Web site](#)  
[Open your Remote Web site in Expression Web](#)

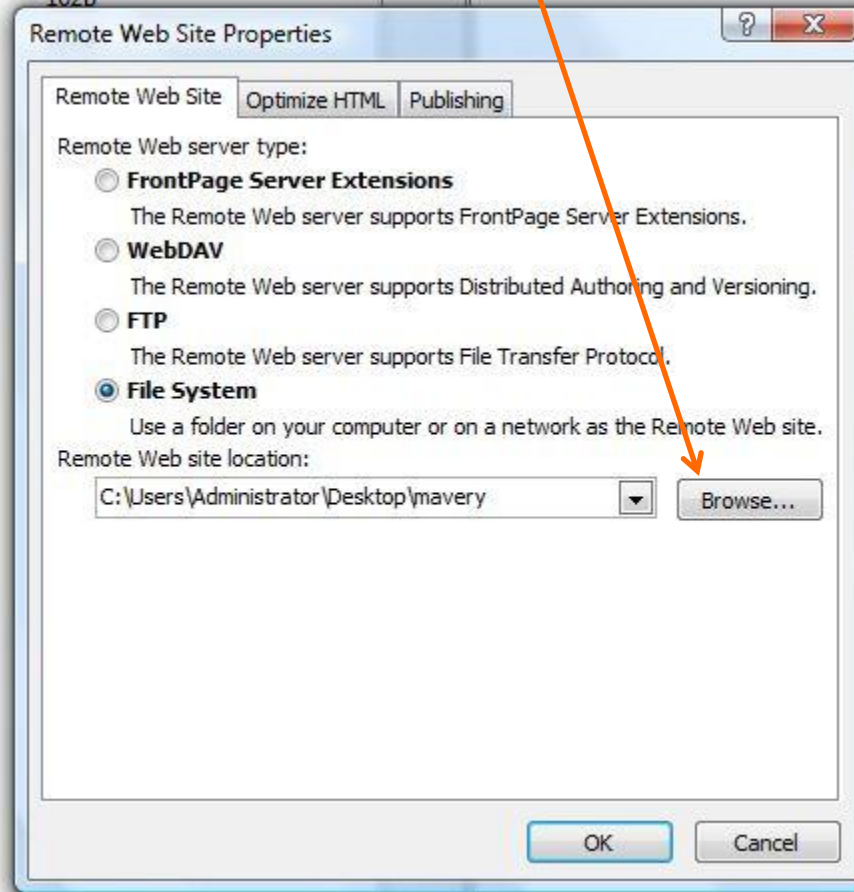
Publish all changed pages  
 Local to remote  
 Remote to local  
 Synchronize



THIS WINDOW APPEARS. CLICK “BROWSE” TO CHOOSE WHICH EMPTY FOLDER YOU WANT TO SAVE THE SITE TO. (YOU CAN CREATE A NEW FOLDER ON YOUR THUMB DRIVE, FOR EXAMPLE)

shtml  
shtml  
shtml  
shtml  
php  
shtml  
html  
ico  
html  
html  
css  
html

130B  
162B



CLICK “PUBLISH WEB SITE” AND EXPRESSION  
WILL DOWNLOAD THE CONTENTS ONLINE TO  
YOUR FOLDER (COMPUTER).

The screenshot displays the Microsoft Expression Web interface with two side-by-side folder views. The left pane shows the 'Local Web site' at 'ftp://fceastudytours.org' with a table of files and folders. The right pane shows the 'Remote Web site' at 'C:\Users\Administrator\Desktop\mavery' with a similar table. At the bottom right, there are radio buttons for 'Local to remote' (selected), 'Remote to local', and 'Synchronize', along with 'Publish Web site' and 'Stop' buttons. An orange arrow points from the text above to the 'Publish Web site' button.

Name	Status	Modified	Author	Type	Size
cg-bin					
images					
.htaccess	Unmatch...	5/15/2010 7:32 AM		htaccess	79B
400.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	130B
401.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	162B
403.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	201B
404.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	175B
500.php	Unmatch...	5/15/2010 7:32 AM		php	442B
500.shtml	Unmatch...	5/15/2010 7:32 AM		shtml	71B
default.html	Unmatch...	5/15/2010 7:32 AM		html	0B
favicon.ico	Unmatch...	5/15/2010 7:32 AM		ico	822B
index.html	Unmatch...	5/14/2010 6:34 PM		html	3226B
photogalleri...	Unmatch...	5/14/2010 6:34 PM		html	3220B
style.css	Unmatch...	5/14/2010 6:34 PM		css	2368B
videos.html	Unmatch...	5/14/2010 6:34 PM		html	3195B

Status  
Creating folders in C:\Users\Administrator\Desktop\mavery...

Publish all changed pages  
 Local to remote  
 Remote to local  
 Synchronize  
Publish Web site Stop



# ALL OF THE FILES ONLINE HAVE BEEN SAVED TO YOUR COMPUTER.

The screenshot displays the Microsoft Expression Web interface, showing a comparison between a local web site and a remote web site. The local web site is located at `ftp://fisceaststudytours.org` and the remote web site is located at `C:\Users\Administrator\Desktop\mavery`. Both sites contain a list of files and folders, including `cgi-bin`, `images`, `.htaccess`, `400.shtml`, `401.shtml`, `403.shtml`, `404.shtml`, `500.php`, `500.shtml`, `default.html`, `favicon.ico`, `index.html`, `photogalleries.html`, `style.css`, and `videos.html`. The status of each file is indicated in the 'Status' column, and the 'Modified' column shows the date and time of the last modification. The 'Author' column shows the user who last modified the file, and the 'Type' column shows the file type. The 'Size' column shows the file size in bytes.

Name	Status	Modified	Author	Type	Size
cgi-bin					
images					
.htaccess	Unmatch...	5/15/2010 7:32 AM		htaccess	79B
400.shtml	Unchang...	5/15/2010 7:32 AM		shtml	130B
401.shtml	Unchang...	5/15/2010 7:32 AM		shtml	162B
403.shtml	Unchang...	5/15/2010 7:32 AM		shtml	201B
404.shtml	Unchang...	5/15/2010 7:32 AM		shtml	175B
500.php	Unchang...	5/15/2010 7:32 AM		php	442B
500.shtml	Unchang...	5/15/2010 7:32 AM		shtml	71B
default.html	Unchang...	5/15/2010 7:32 AM		html	0B
favicon.ico	Unchang...	5/15/2010 7:32 AM		ico	822B
index.html	Unchang...	5/14/2010 6:34 PM		html	3226B
photogalleri...	Unchang...	5/14/2010 6:34 PM		html	3220B
style.css	Unchang...	5/14/2010 6:34 PM		css	2368B
videos.html	Unchang...	5/14/2010 6:34 PM		html	3195B

Name	Status	Modified	Author	Type	Size
cgi-bin					
images					
400.shtml	Changed	5/15/2010 11:43 ...	FMS-RU...	shtml	137B
401.shtml	Changed	5/15/2010 11:43 ...	FMS-RU...	shtml	137B
403.shtml	Changed	5/15/2010 11:43 ...	FMS-RU...	shtml	137B
404.shtml	Changed	5/15/2010 11:43 ...	FMS-RU...	shtml	137B
500.php	Changed	5/15/2010 11:43 ...	FMS-RU...	php	137B
500.shtml	Changed	5/15/2010 11:43 ...	FMS-RU...	shtml	137B
default.html	Changed	5/15/2010 11:43 ...	FMS-RU...	html	137B
favicon.ico	Changed	5/15/2010 11:43 ...	FMS-RU...	ico	822B
index.html	Changed	5/15/2010 11:43 ...	FMS-RU...	html	822B
photogalleri...	Changed	5/15/2010 11:43 ...	FMS-RU...	html	822B
style.css	Changed	5/15/2010 11:43 ...	FMS-RU...	css	822B
videos.html	Changed	5/15/2010 11:43 ...	FMS-RU...	html	822B

At the bottom of the interface, there is a 'Status' section with the following information:

- Last publish status: unknown
- Completed at:
- [View your publish log file](#)
- [View your Remote Web site](#)
- [Open your Remote Web site in Expression Web](#)

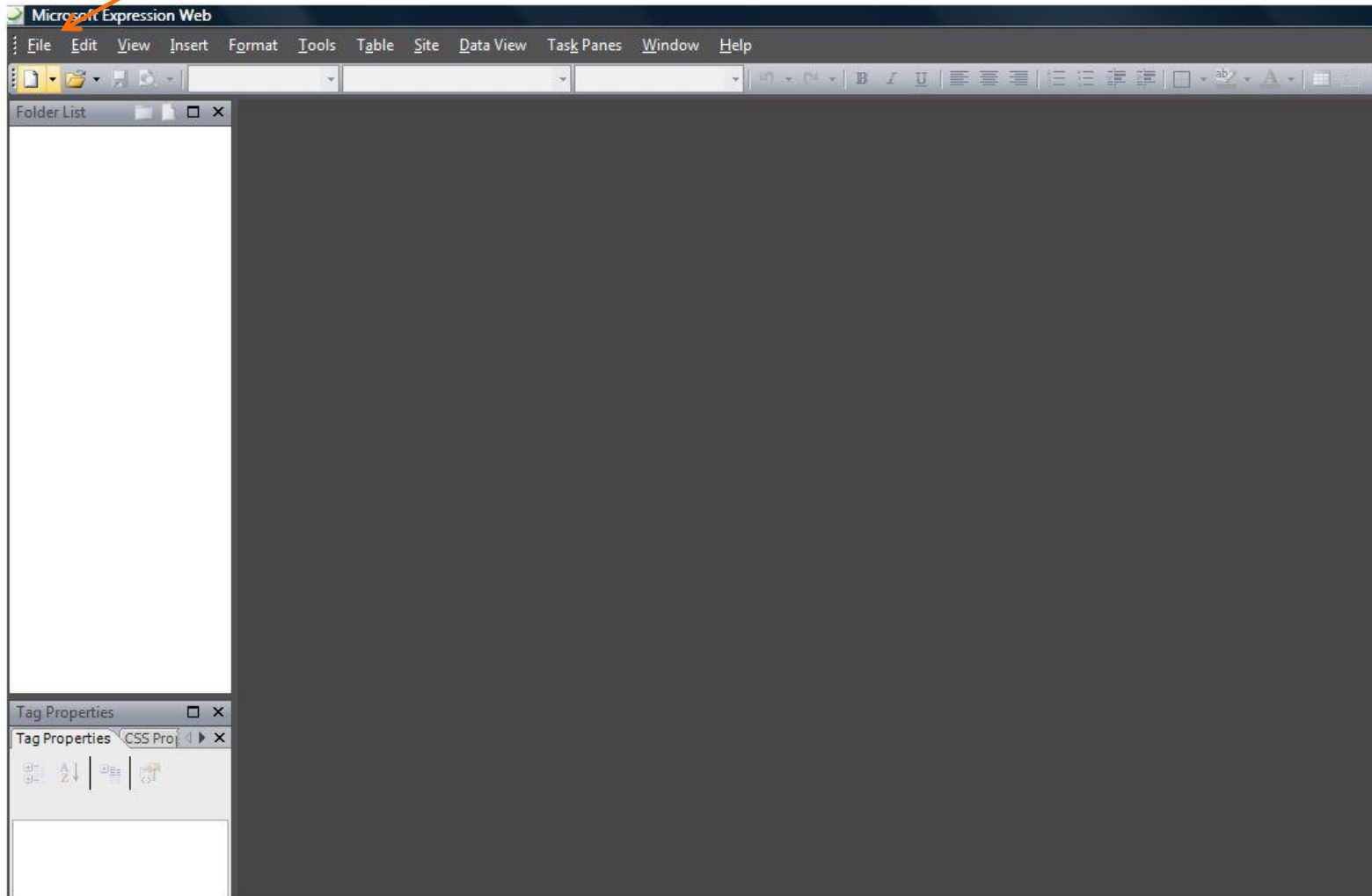
On the right side, there is a 'Publish all changed pages' section with the following options:

- Local to remote
- Remote to local
- Synchronize

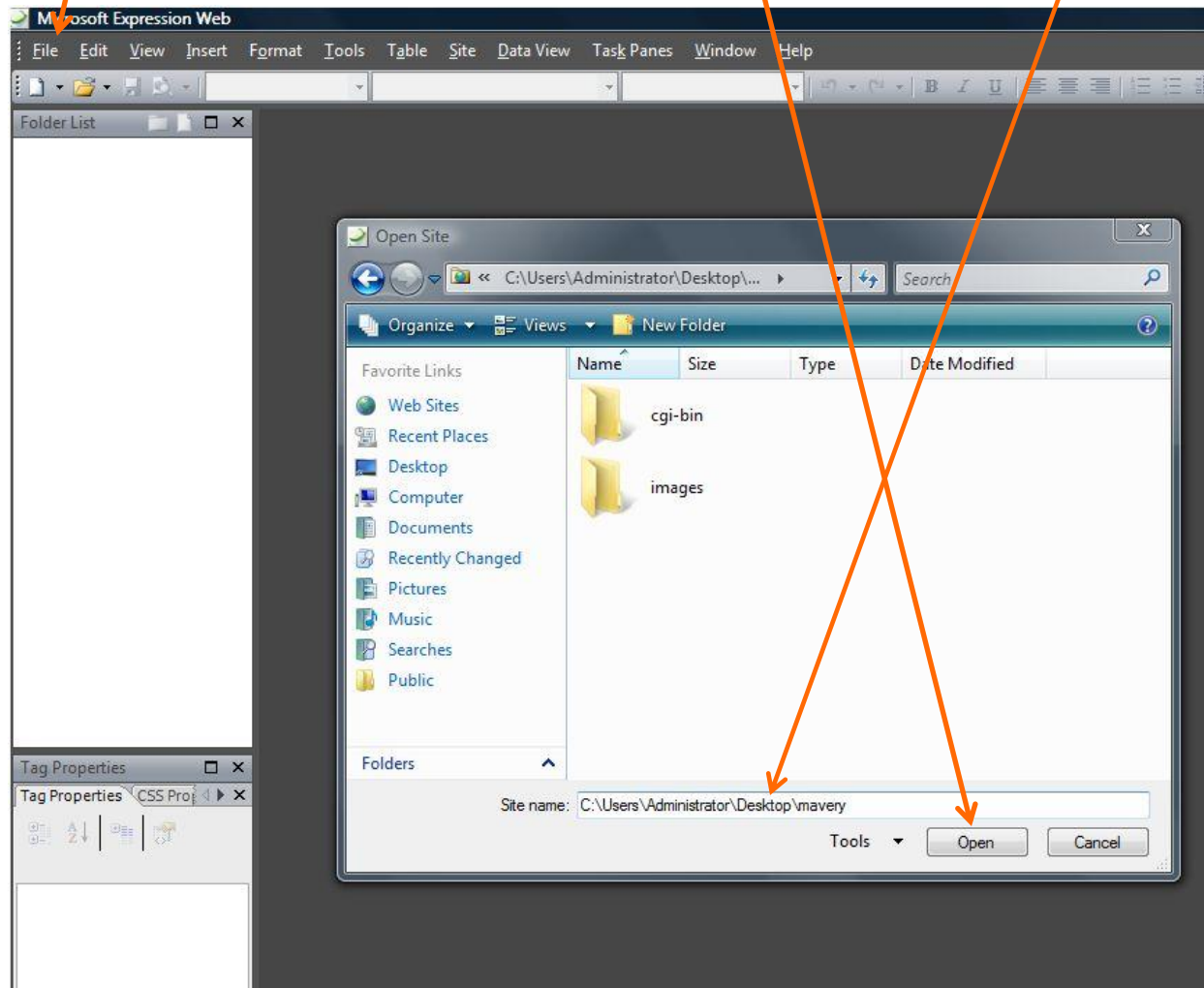
At the bottom right, there are two buttons: 'Publish Web site' and 'Stop'.



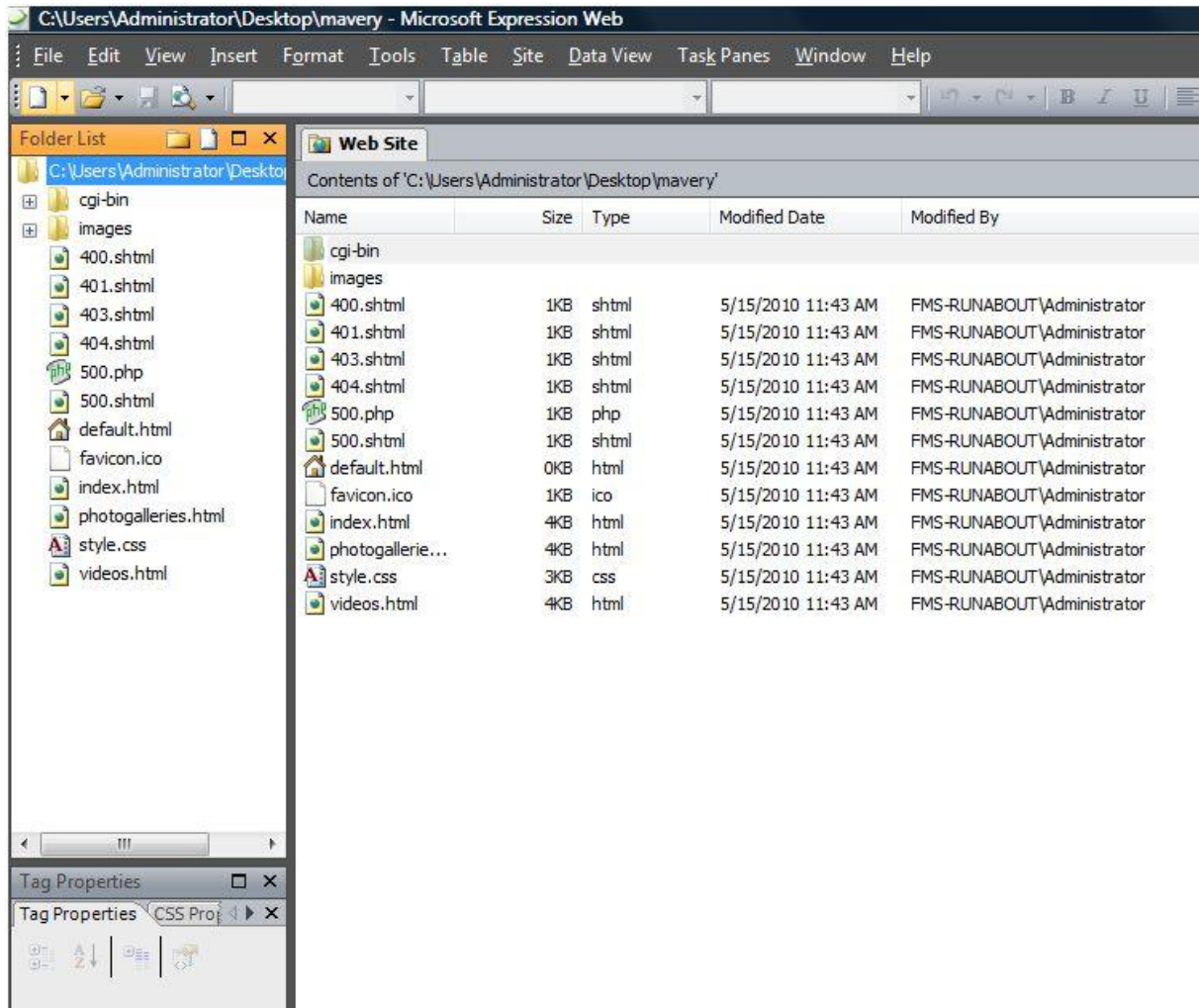
THEN CLICK “FILE” AND SELECT “CLOSE SITE” FROM THE DROP-DOWN MENU. THIS CLOSES THE SERVER CONNECTION.



CLICK FILE AGAIN AND SELECT “OPEN SITE” FROM THE DROP-DOWN MENU. THIS WINDOW APPEARS. LOCATE THE FOLDER YOU SAVED YOUR SITE TO. THEN CLICK “OPEN”



YOUR SITE ON YOUR COMPUTER LOADS AND NOW YOU CAN EDIT. THEN YOU'LL PUBLISH TO THE SERVER WHEN DONE.



HERE IS THE INDEX OR MAIN PAGE OF THE SITE. EDIT AWAY... SEE PUBLISHING TUTORIALS WHEN YOU ARE DONE.

The screenshot displays the Microsoft Expression Web interface for editing the index.html page. The browser window shows the site's structure and content:

- Folder List:** C:\Users\Administrator\Desktop\mavery\index.html. Files include 400.shtml, 401.shtml, 403.shtml, 404.shtml, 500.php, 500.shtml, default.html, favicon.ico, index.html, photogalleries.html, style.css, and videos.html.
- Page Header:** A navigation menu with five items: 01 HOME, 02 PHOTOS, 03 VIDEOS, 04 FCCEAS, and 05 CONTACT ME.
- Main Content:** A large image of a red torii gate with the text "FCCEAS Study Tour Japan 2010" overlaid.
- Introduction Section:** A red sidebar containing the text: "This website...The Five College Center for East Asian Studies Study Tour to Japan 2010..". Below it is a "Title Here" section with a yellow "Sub-Title Here" placeholder.
- Ms. Maria Avery Section:** A section featuring a photo of a statue and a list of placeholder text: "Quisque in diam a justo condimentum molestie. Vivamus a velit. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus." and "Curabitur quis velit quis tortor tincidunt aliquet. Vivamus leo velit convallis id, ultrices sit amet. tempor a, libero."
- More Japan... Section:** A section with a small image and placeholder text: "Vivamus a massa. Donec iaculis felis id neque. Morbi nunc. Praesent varius eros et velit. Donec a massa ut nunc."





## **THE END**

**Follow the Publishing tutorials to put all of your changes online. It is better to use this format rather than editing live, given if you make a mistake, you can correct it before it shows live.**