

## Updating Your Web Site

These directions apply to all pages created in Word. An index page is used as an example, but all pages follow the same updating procedure.

### Finding:

Log in, and click on  . Then click on your **Sites** folder.

- If you last worked on your index page and saved as “**index.doc**”, double-click on it. Microsoft Word should open, and you can work on it.
- If you last worked on your index page and only saved as “**index.html**”, you need to **open Word first**. Then File > Open... and navigate to your Sites folder, where you open “index.html.”

### Publishing:

After you have revised your page, Save As... **OR** Save As Web Page...

- If you like working in index.doc, save this way first.
- If you want to just save as a web page, and skip the index.doc step, that's fine, too. In either case, the first page that will be seen by the web server **MUST** be named “index.html.”
  - Save As Web Page...
  - Name it index.html (or whatever you had this page named), and be sure it is in your **Sites** folder.
  - The system should ask if you want to “Replace.” Yes! You do!\*
- This saving step automatically publishes your revised page on the web server.

### Checking:

Last step: Check out your work on the Internet!

You should always go home and check your pages from home to see if the display there looks acceptable, too...different machines display web sites differently.

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### \*Troubleshooting:

Occasionally the server will NOT let you replace, or will NOT save. In this case, either

- delete the existing “index.html” and any files associated with it (if you have graphics, Word creates a folder called “index files”; must delete those too!) so it will let you save;  
**OR**
- Save As Web Page... “index1.html” Check it out first; then delete the “index.html” file, and rename the one you named “index1.html” (this is NOT recommended for a page that has graphics and a separate folder called “index files”)