Accessing Your Web on Phoenix

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1 Introduction

When designing your personal Web site, you have two alternatives in where the site is stored. Either approach is acceptable to me. The first alternative is to create the site within the FrontPage folder on your G: drive, as we have already practiced. As you will see today, from there you publish the site to phoenix. The advantage of this approach is that the world doesn't see your Web site until you've published it to phoenix. (Actually, it's unlikely someone will see your Web site unless your give them your URL — your Web address. Search engine spiders will need some time before finding and indexing your Web site.)

The second alternative is to create your Web site directly on phoenix. We'll learn how to do that today. The advantage of this approach is that you don't have to go through the work of publishing your Web site — it's always published. Neither do you have to worry whether or not your Web Pages are properly located within a Web.

Either way, the entry page to your Web site **must** have the file name `index.htm`. To view your Web on phoenix in Internet Explorer or Netscape, just enter your URL into the browser.

You'll need your phoenix account slip to access your Web on phoenix. Your account information will look something like:

```
    Thomas P. Kelliher        kelliher      ABcd12#$
```

The first piece of information is, obviously, your name. The second is your account name on phoenix and the third is your account password on phoenix. (No, that's not my real password!) You'll learn how to change your phoenix password below.

When you log in to your phoenix Web or publish a Web to phoenix, you use your phoenix account information. The location (URL) of your Web will look like this:

`http://phoenix.goucher.edu/~kelliher/`

except that you replace my name with your name, obviously. You use this location when publishing to your phoenix Web, when opening your phoenix Web, or when telling your friends and family to check-out your Web site.

2 Opening Your Web on Phoenix

1. Start FrontPage.

2. Open the *File* menu and choose *Open Site...*.

3. An *Open Site* dialog box pops up. In the *Site name* field, enter the URL of your Web, as listed above. After you've opened your Web the first time, you'll probably see a shortcut to your Web folder in the dialog box. You can open the shortcut, rather than type in the URL. Or, you can look at the *Recent Sites* choice under the *File* menu.

4. Click the *Open* button.

5. A *Connect* dialog box opens. Enter your username and password from your phoenix account slip. Type your password carefully and note that it is cAsE sEnSiTiVe.

6. Back in the *Open Site* dialog box, click the *Open* button. Your Web on phoenix should now be open. You can begin creating Web pages.

3 Changing Your Phoenix Password

Do this right away, so you don't have to worry about losing your account slip. I suggest changing it to your Goucher network password, assuming that is a good, secure password. If it's not a good, secure password, I suggest you change them both to a secure password. If you're not sure what a "secure" password is, see *Choosing a Good Password* (`http://phoenix.goucher.edu/password.shtml`).

1. Open your Web on phoenix.

2. From the *Tools menu*, choose *Server*.

3. Choose *Change Password*. (If it isn't visible, allow your mouse cursor to hover over the pair of down-pointing arrows and it will become visible.)

4. Follow the instructions on the *Change Password* dialog box which pops up. You'll enter the password I assigned you once and your new password twice.

4 Managing Your Web on Phoenix

First things first: Open your phoenix Web.

4.1 Creating Web Pages

Creating Web pages on your phoenix Web is completely the same as creating Web pages within a Web in your FrontPage folder. So, you already know how to do this.

4.2 Saving Web Pages

This is also just the same as saving Web Pages to a Web on your `G:` drive. When asked, make sure you save all embedded files.

4.3 Deleting Web Pages and Other Files

There are several things you should **not** delete:

- Your main Web folder.

- The `_private` folder.

- The `images` folder.

- The `toolbox` folder or anything within it.

1. Select any files and folders to delete, and delete them as you normally delete files and folders.

5   Publishing a Local Web to Phoenix

1. Use FrontPage to open a Web in your `FrontPage` folder on your `G:` drive.

2. From the *File* menu, select *Publish Site....* (If this option is grayed-out, you don't have a Web open. You have to open a Web before publishing.)

3. A *Remote Web Site Properties* window will open. (You will only see this the first time you publish your Web.) The *Remote Web server type* should be `FrontPage or SharePoint Services`. For *Remote Web site location*, type in the location of your phoenix Web (see above for the format).

   Click *OK*.

4. You will now see a split *Remote Web site* window, with your local site files on the left and the remote site files on the right. At the bottom of the window, on the right, select *Local to remote* and click *Publish Web site*.

5. After successfully publishing, you can view the remote Web site by selecting *View your Remote Web site* from the bottom of the window, on the left.

   If, after publishing, you view your phoenix Web and get an "Index" listing rather that a Web page, click the *Refresh* button in the Web browser. If you still get the index listing, then you need to use FrontPage to re-name your main Web page file to `index.htm`

6   Viewing your Phoenix Web

Using Internet Explorer or another browser, enter your Web's URL. The Web file you named `index.htm` will be displayed. If not, first trying using the *Refresh* button in the browser.

If you're getting an "Index" listing, you need to go back to FrontPage and re-name one of your Web page file names `index.htm`. If the wrong file is being displayed, you'll need to go back to FrontPage and re-name two Web page files.

Note that sound files probably won't play correctly in Netscape. They should play just fine in IE.