



**Microsoft® FrontPage™ 2002**

**User Guide**

**March 7, 2002**

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## Introduction

Microsoft® FrontPage® 2002 is an easy-to-use tool that allows you to create and maintain professional-looking, functional Web sites without requiring an in-depth knowledge of HTML code.

FrontPage 2002 is available on Interland TrueAdvantage hosting plans (TrueBasic, TrueAdvanced, TrueBusiness, and TrueUltimate) and Interland Accelerator hosting plans (Accelerator 100, Accelerator 200, and Accelerator 300).

This user guide is provided by Interland to help you get started using FrontPage 2002 on your Interland Web hosting plan. It is not intended to replace the FrontPage Help files or documentation that came with your FrontPage client software, nor is it intended to replace the in-depth documentation available on Microsoft's Web site, <http://www.microsoft.com/frontpage/>.

For an introduction to FrontPage 2002, including purchase, installation and general information, see the FrontPage section of Microsoft's Web site at <http://www.microsoft.com/frontpage/>.

## About FrontPage 2002

Creating Web pages in FrontPage 2002 is made possible by the FrontPage system, which consists of two parts:

- **FrontPage Client:** The program used to create Web site files and their contents. This program is purchased through a software vendor and runs on a local computer.
- **FrontPage Server Extensions 2002 (FPSE):** The server programs that work in conjunction with the FrontPage client program. The extensions reside on the server, performing the server functions of Web site development and operation. You **must** have FrontPage Extensions installed on your Web server in order for FrontPage to function to its full potential.

Together, the two communicate with each other to formulate a “behind the scenes” publishing process. All you need is a general understanding of FrontPage, which is similar to Word, Publisher and other Microsoft-based applications.

FrontPage 2002 offers two options for creating and maintaining a Web site:

- **Publishing From a Local Computer** – This method involves working from your local computer to create Web site files, then publishing the files to the remote Web server upon completion. The primary benefit in this model is that you will have a local backup copy of your work. However, this process is considerably longer than making a quick change directly to the server.
- **Publishing Directly to the Server** – You may also publish directly to the remote Web server and make “live” or “hot” changes to site files. If you choose to publish your site directly to the server and make changes, your site will be updated immediately; however, no local backups are provided in the event of server downtime, data corruption, or data loss. If you use this method, we strongly recommend that you perform regular backups of your Web site.

In this user guide, you will find brief tutorials on using both methods. While it is possible to use a combination of both methods, it is not recommended.

## What's New for 2002

Microsoft has added new features for the release of FrontPage 2002. A new folder list and navigation pane allow you to set up and keep track of your navigation while you edit pages. A new photo gallery feature helps you create image galleries and thumbnails with ease. See the tour at <http://microsoft.com/frontpage/evaluation/tour/default.html> for more information on these and other new features.

Some of these features, such as the drawing tools, require installation of Microsoft Office XP.

## Important Notes About the New Features

### Administration

When creating new users, you must create them via your Interland administration interface at **www.yourdomain.com/admin**. Once you have created your users there, you may add them through FrontPage's new administrative interface.

You can access your FrontPage administration interface by selecting from the top menu bar Tools → Server → Administration Home or by typing **http://YourDomainName.com/\_vti\_bin/\_vti\_adm/fpadm.dll** into your browser. A brief introduction to this administrative interface follows in this document.

### Usage Analysis Reports

The FrontPage Usage Analysis Report gives basic site statistics and is not intended to take the place of WebTrends. Requesting Usage Analysis Reports does not affect your use of WebTrends™, an in-depth site traffic analysis service which Interland provides for you free of charge. For more information on what you can do with WebTrends, see the article at <http://support.interland.com/PublicResourceCenter/ReferenceCenter/FAQs/faq.asp?faqid=3>.

If you choose to request a FrontPage Usage Analysis report, please notice that the default for keeping usage logs on your server is 12 months. We recommend that you reduce that time period to three months or fewer to prevent your log files from growing too large and draining your hosting space on the Web server.

### Microsoft bCentral™ Commerce Manager service

Because Microsoft bCentral Commerce Manager is an application hosted by Microsoft, Interland does not support or allow the use of this service on our servers. For more information on adding e-commerce capabilities to your Web site, please contact your account representative.

### SharePoint™ Team Services

Due to the unique security requirements of a shared hosting platform, Interland does not allow SharePoint sites on its shared servers. Because of this, customers will not be able to use the features of FrontPage 2002 that allow integration with SharePoint. In addition, Interland Technical Support is unable to troubleshoot or resolve issues related to SharePoint.

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## Getting Started with FrontPage 2002

Before you get started using FrontPage 2002, Interland recommends that you make a backup copy of your site content. Reinstalling FrontPage Extensions may occasionally cause “**Shared**

**Borders,” “Themes,” and “Child Webs”** to no longer function properly. In this event, it will be necessary for you to re-upload your Web content to your site.

Whether you are first-time FrontPage user or are upgrading from a previous version, you must first install FrontPage 2002 on your computer. Once the software has been installed, you must install FrontPage 2002 Server Extensions on your Web server.

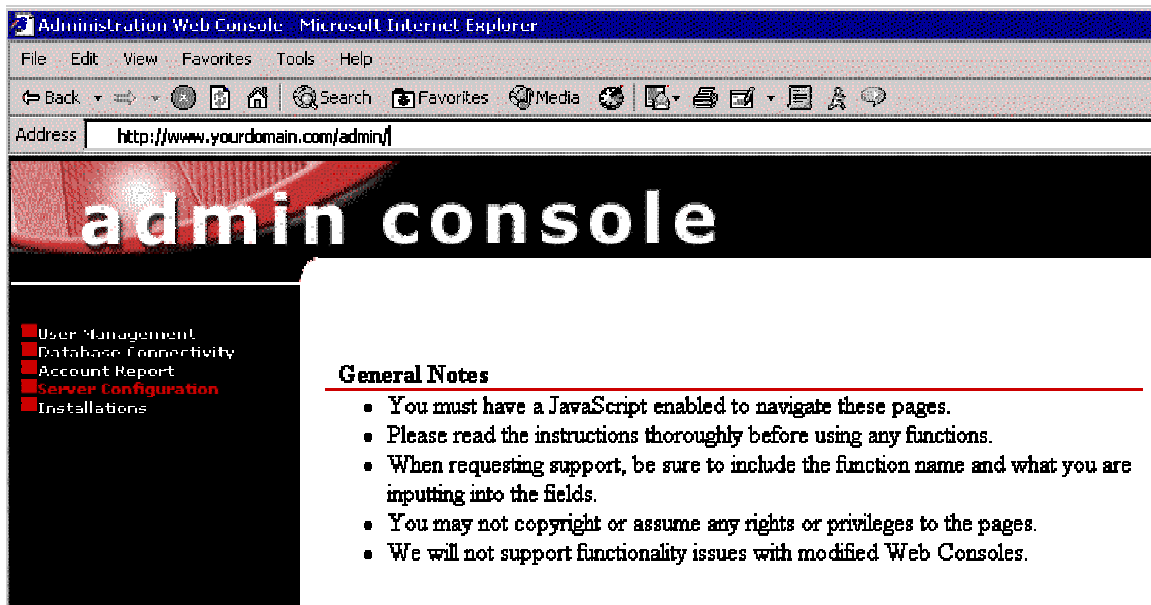
If you already have a previous version of FrontPage Extensions installed on your Web server, you must first uninstall those. The following instructions describe how to install FrontPage 2002 Extensions on Interland’s Windows and Linux servers.

For the purposes of this guide, it will be assumed that FrontPage 2002 has been installed properly on your computer, and that you have installed FrontPage 2002 Extensions on your Web server.

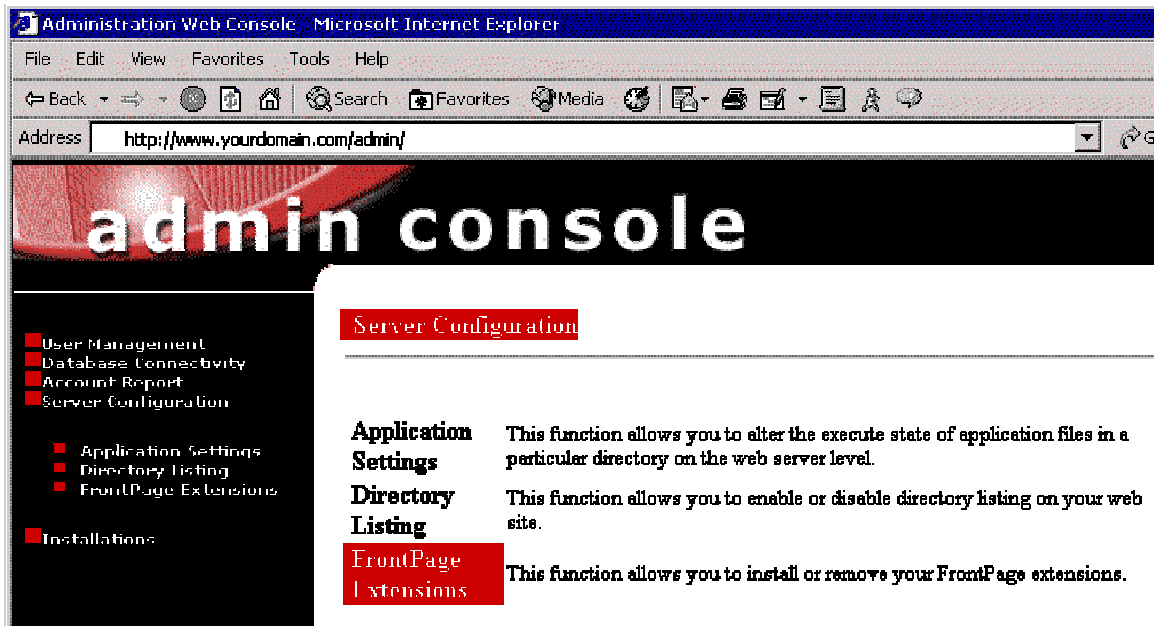
In this document, your domain name is indicated by **yourdomain.com**. When following the instructions outlined here, replace yourdomain.com with your own domain, or, if your account is new and your domain has not yet propagated throughout the Internet, use your numeric Web IP address instead. Your IP can be found by logging on to <http://support.interland.com> and taking the New User Tour to the account information page.

## Installing FrontPage 2002 Extensions for Windows Accounts

1. Using your administrative username and password, log on to your Interland administrative interface at [www.yourdomain.com/admin](http://www.yourdomain.com/admin), where “yourdomain.com” is replaced with your domain name.
2. Click **Server Configuration** in the left-hand menu.

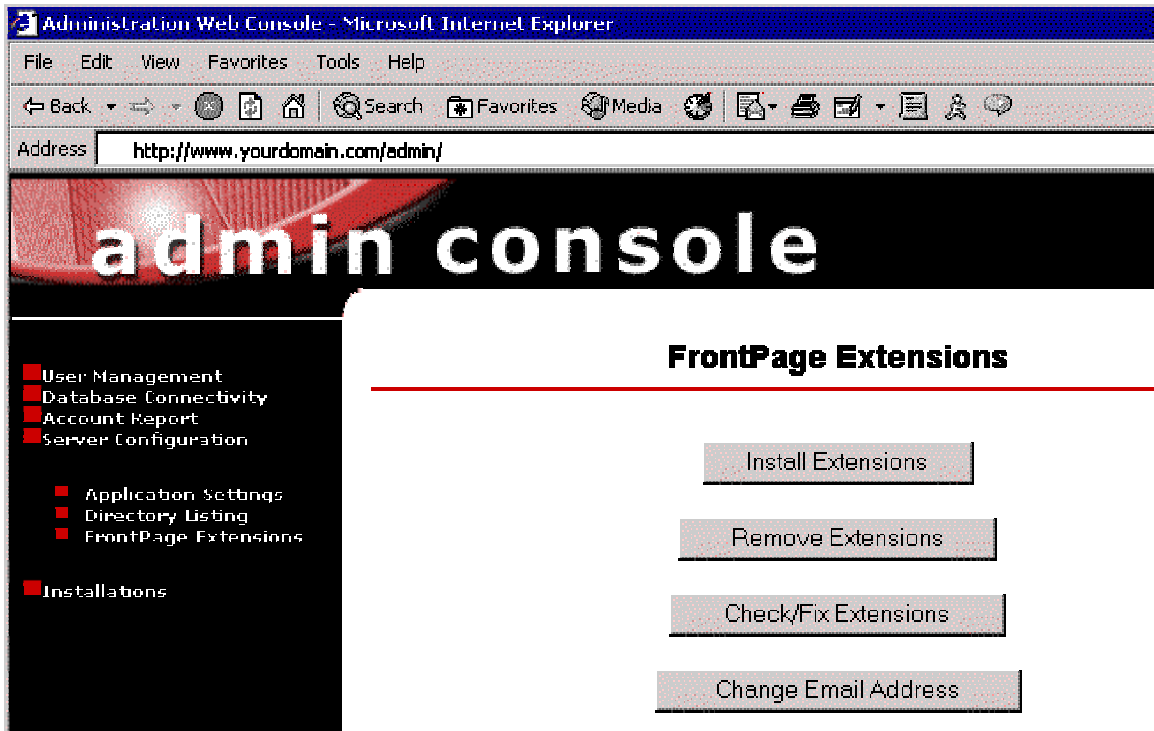


3. Click **FrontPage Extensions**



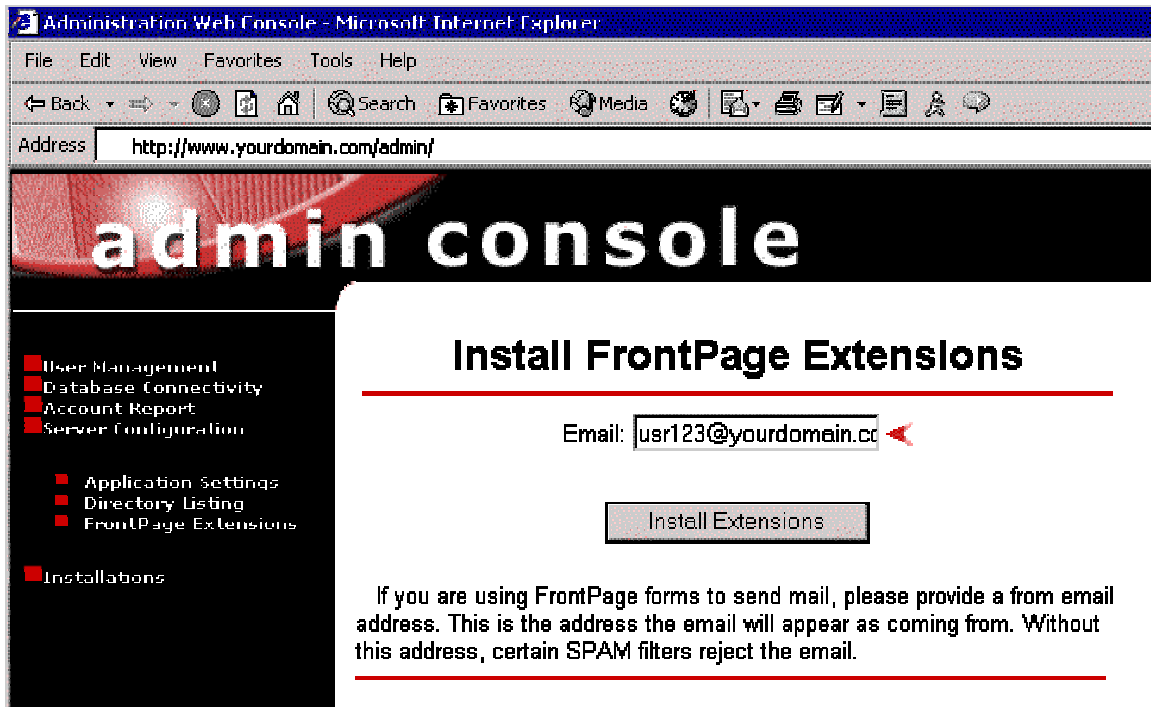
4. If you have never installed FrontPage Extensions on your site, skip to step 5.

You will need to uninstall older version of FrontPage Extensions prior to installing the 2002 extensions. To do this, click **Remove Extensions**. Once you receive a message confirming that your extensions were successfully removed, please return to the FrontPage Extensions page.



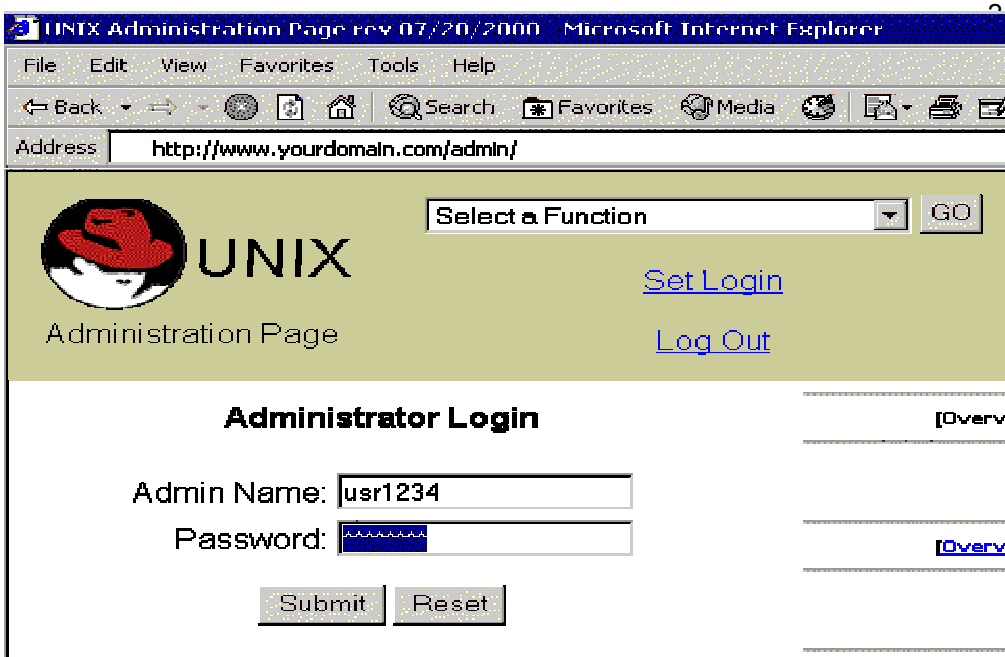
5. Click **Install Extensions**.

6. Enter the e-mail address you would like to use as the “from” address, should you decide to use FrontPage forms. Click **Install Extensions**.

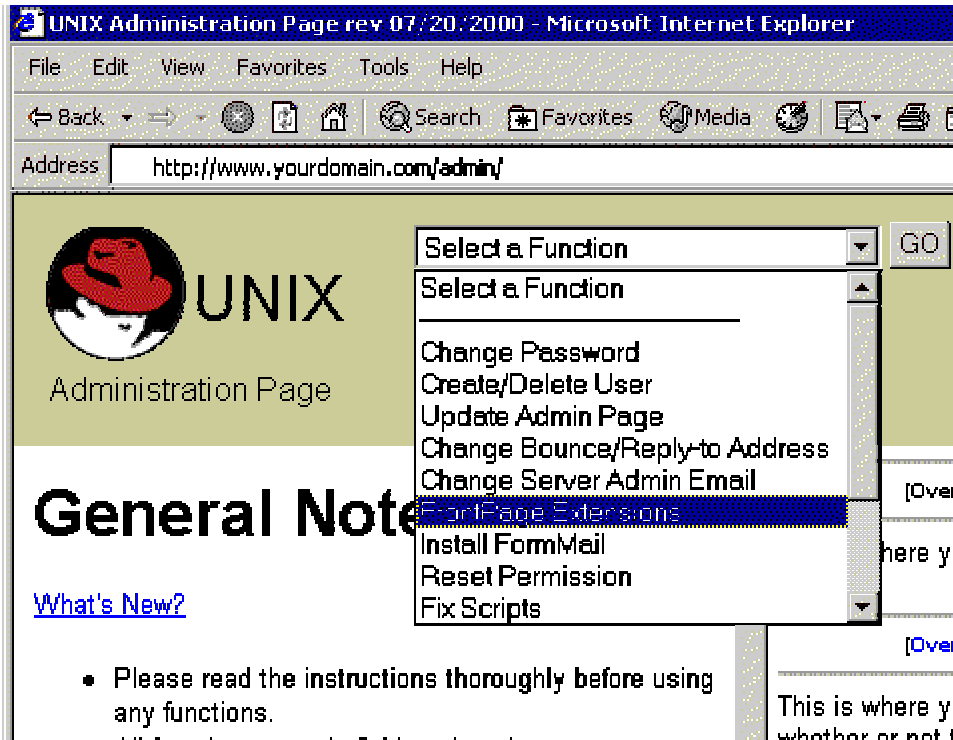


## Installing FrontPage 2002 Extensions for Linux Accounts

1. Go to your Interland administrative interface at [www.yourdomain.com/admin](http://www.yourdomain.com/admin), where “yourdomain.com” is replaced with your domain name, and enter your administrative username and password. Click **Submit**.

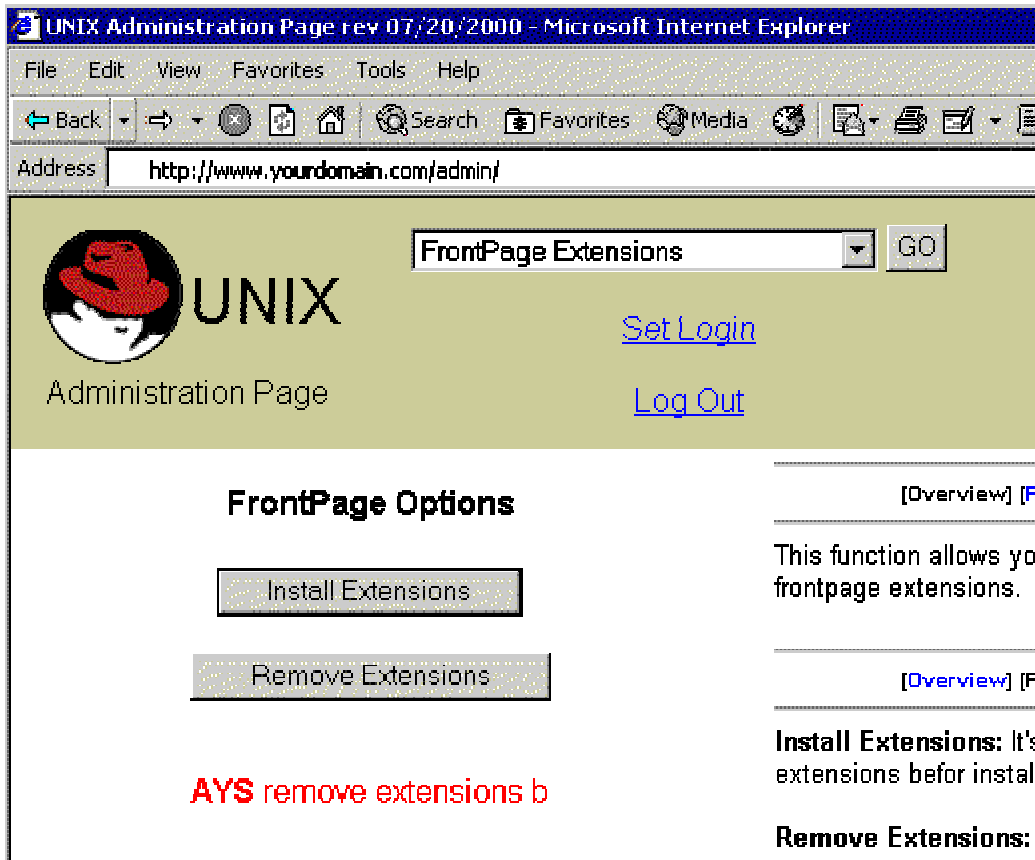


2. Select **FrontPage Extensions** from the “Select a Function” drop-down menu at the top of the page.



3. If you have never installed FrontPage Extensions on your site, skip to step 4.

You will need to uninstall older versions of FrontPage Extensions prior to installing the 2002 extensions. To do this, click **Remove Extensions**. Once you receive a message confirming that your extensions have been successfully removed, click **Go** at the top of the page to return to the FrontPage Options page.



#### 4. Click **Install Extensions**

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## Publishing With FrontPage

FrontPage 2002 offers two options for creating and maintaining a Web site:

- **Publishing From a Local Computer** – This method involves working from your local computer to create Web site files, then publishing the files to the remote Web server upon completion. The primary benefit in this model is that you will have a local backup copy of your work. However, this process is considerably longer than making a quick change directly to the server.
- **Publishing Directly to the Server** – You may also publish directly to the remote Web server and make “live” or “hot” changes to site files. If you choose to publish your site directly to the server and make changes, your site will be updated immediately; however, no local backups are provided in the event of server downtime, data corruption, or data loss. If you use this method, we strongly recommend that you perform regular backups of your Web site.

The following sections will give you step-by-step instructions on how to do both.

### Publishing From a Local Computer

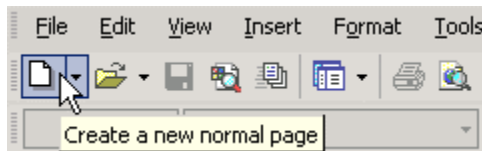
To create a new Web site, you must create the Web site files on your local computer, then publish them to the server. The Web site and its files are then available for users to see. Afterwards, you can continue publishing from a local computer when you need to make changes to the files, or you can make changes by opening and publishing the files directly to the server.

To create and publish a Web site file from a local computer, please follow the following 10 steps:

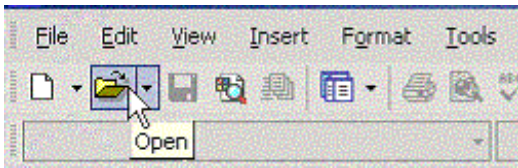
1. Run Microsoft FrontPage 2002 from your desktop or Start menu.



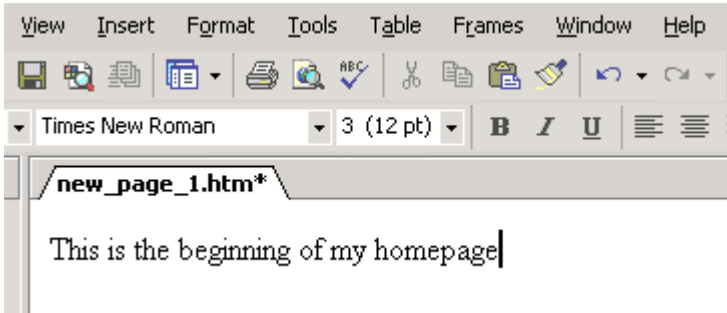
If the file(s) containing the Web site (or page) you wish to publish has not yet been created, click **Create** to create a new page.



2. If the Web file has already been created on your computer, click **Open**, then open the file so you can work with it on the local drive.

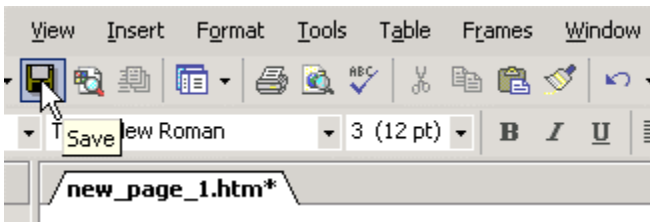


3. Enter text or graphics as you would in a word processing or publishing program.

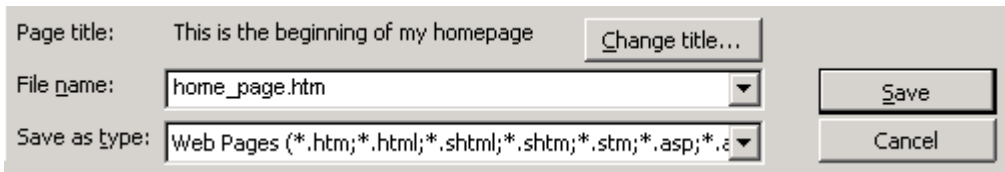


For help on using FrontPage to create a Web site file, use the commands within the FrontPage Help menu.

4. When you are done entering text or graphics, click **Save**.



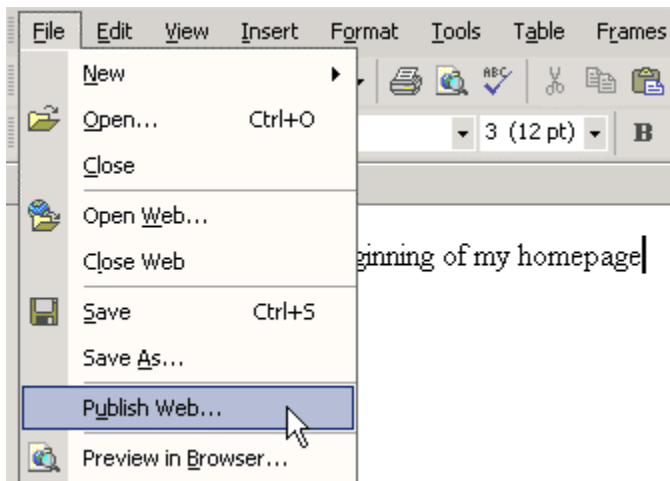
5. If you created a new file, you are prompted for a file location and name. Enter a local drive location in the **Save in** field and enter a name for the file in the **File name** field.



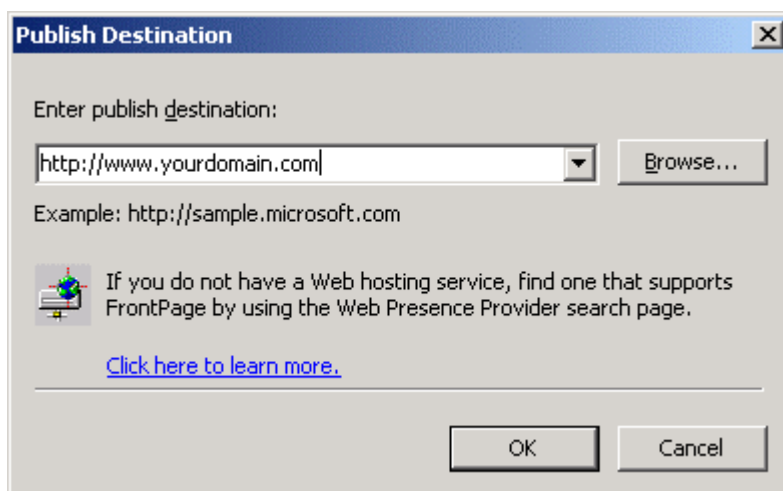
Click **Save**.

**Note:** To display the saved file when first viewing your site, users must enter the file name after the address of [www.yourdomain.com/](http://www.yourdomain.com/), where *yourdomain.com* is specific to your account. For example, in a Web browser program, users point to: [www.yourdomain.com/home\\_page.htm](http://www.yourdomain.com/home_page.htm) Alternately, you may choose to type in your URL and navigate to the page.

6. When finished working with and previewing your site, click the **File** menu then **Publish Web**.



7. Enter your domain or subdomain name, including http://www, as shown in the following dialog box, then click **OK**.

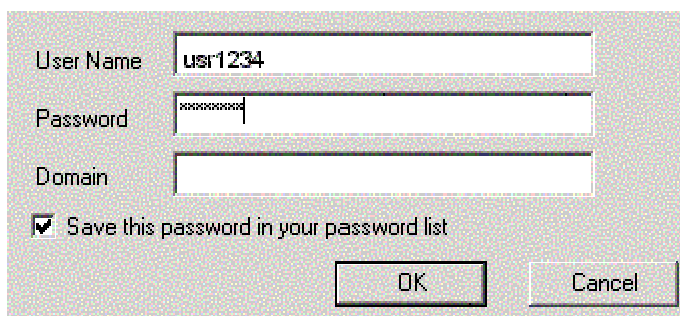


If you want to publish to a subfolder, enter a slash / and the subfolder name after the domain or subdomain. For example:

<http://www.yourdomain.com/sales>

If the subfolder does not exist, it will be created.

8. When prompted, enter your account user name and password and click **OK**.



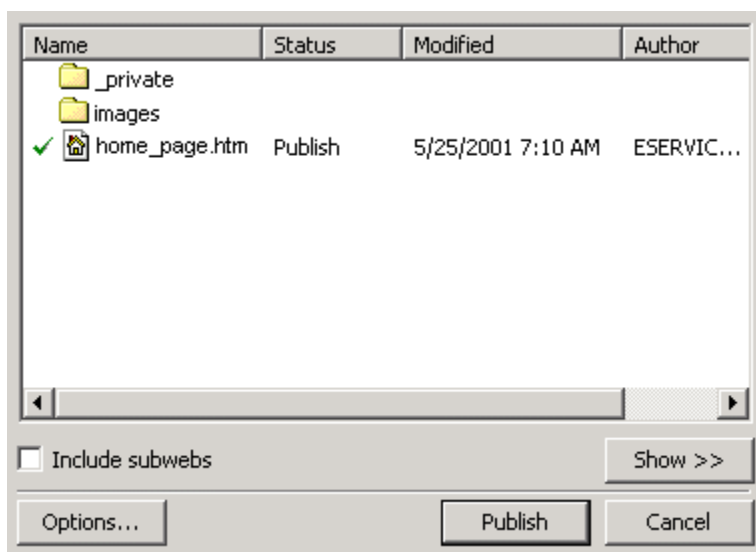
User Name

Password

Domain

Save this password in your password list

9. Files that are available to publish to your Web server are displayed with a checkmark to the left of the filename.

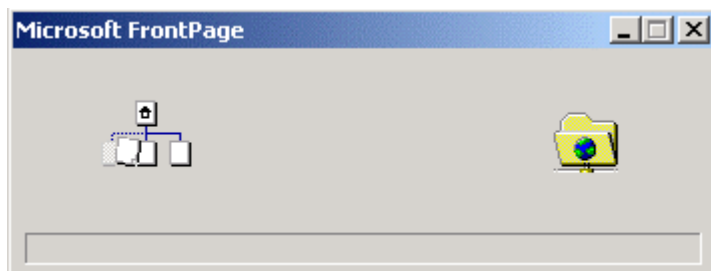


Name	Status	Modified	Author
_private			
images			
✓ home_page.htm	Publish	5/25/2001 7:10 AM	ESERVIC...

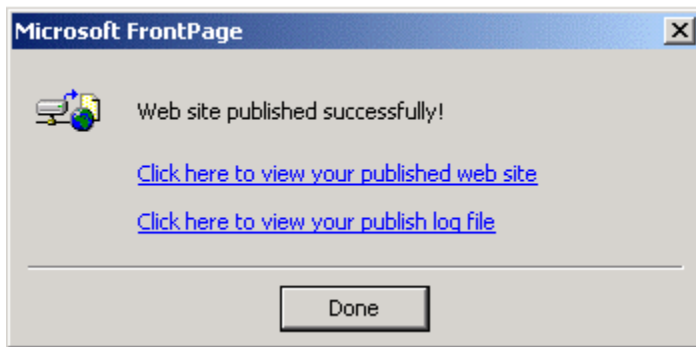
Include subwebs

If you would like to specify further publishing options, click the **Options** button, otherwise, click the **Publish** button.

The "file copying" status bar is displayed:



10. When the following confirmation dialog box is displayed, click **Done**. You can also click one of the links to view your published Web site or publish log file.



Publishing speed when working from a local site is slightly slower than when making updates directly to the server. Publishing time from a local site depends on the speed of your connection to the Internet.

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## Publishing Directly to the Server

Before publishing Web site files directly to the server, the original files need to be placed on the server. To place the files on the server, you must publish the files from a local computer. Afterwards, you can open any of the files on the server and make changes to them directly without having to re-publish the entire page. Once you click "Save", the changes become live on the server.

Keep in mind that when you use this publishing method, no original or backup files are stored on your local computer. We recommend that you perform (or arrange for) regular backups of your Web files so that you can quickly restore your site in the event of data loss.

FrontPage Extensions must be properly installed on your Web server in order for this to work.

To open and change a Web site file directly on the server, please follow the instructions below:

1. Run Microsoft FrontPage 2002 from your desktop or Start menu.



2. Click the **Open** icon:



3. In the File name field, enter your domain or subdomain name—`www.yourdomain.com`—then click **Open**.

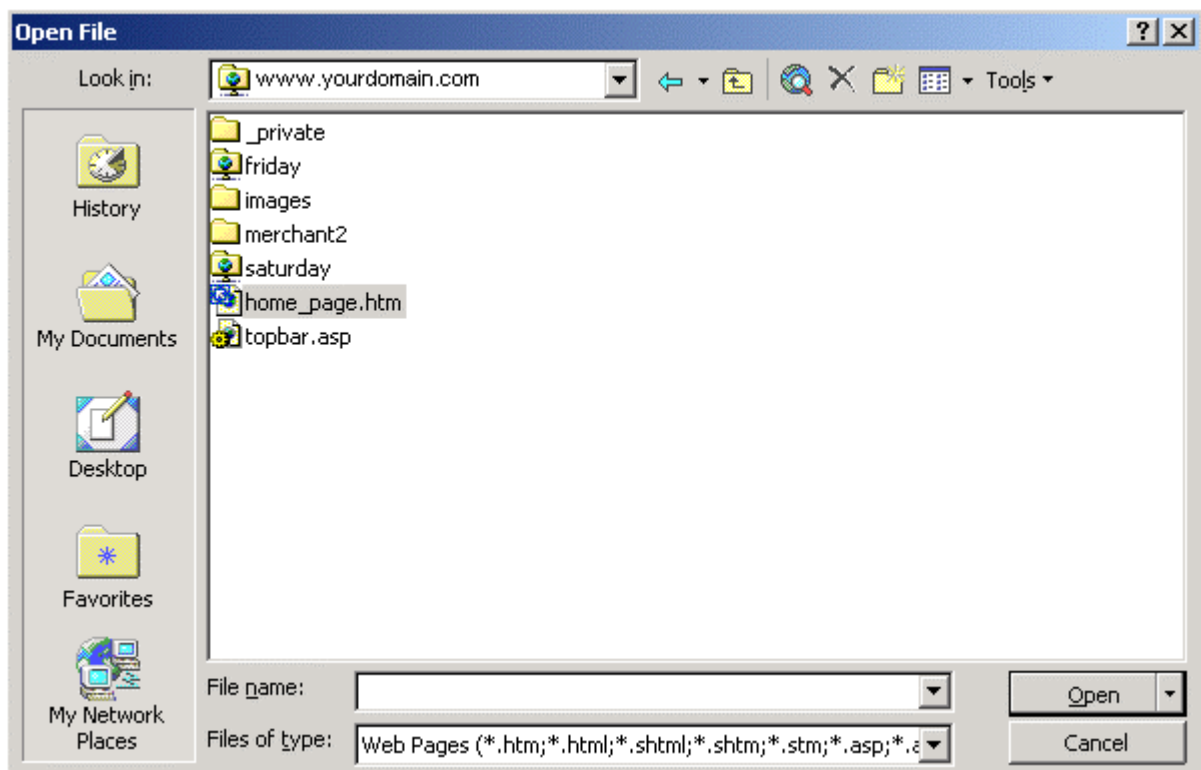
File name:	www.mydomain.com
Files of type:	Web Pages (*.htm;*.html;*.shtml;*.shtm;*.:

If you are not already connected to the Internet, the following fields are displayed:

User Name	usr1234
Password	*****
Domain	
<input checked="" type="checkbox"/> Save this password in your password list	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

4. Enter your account user name and password then click **OK**.

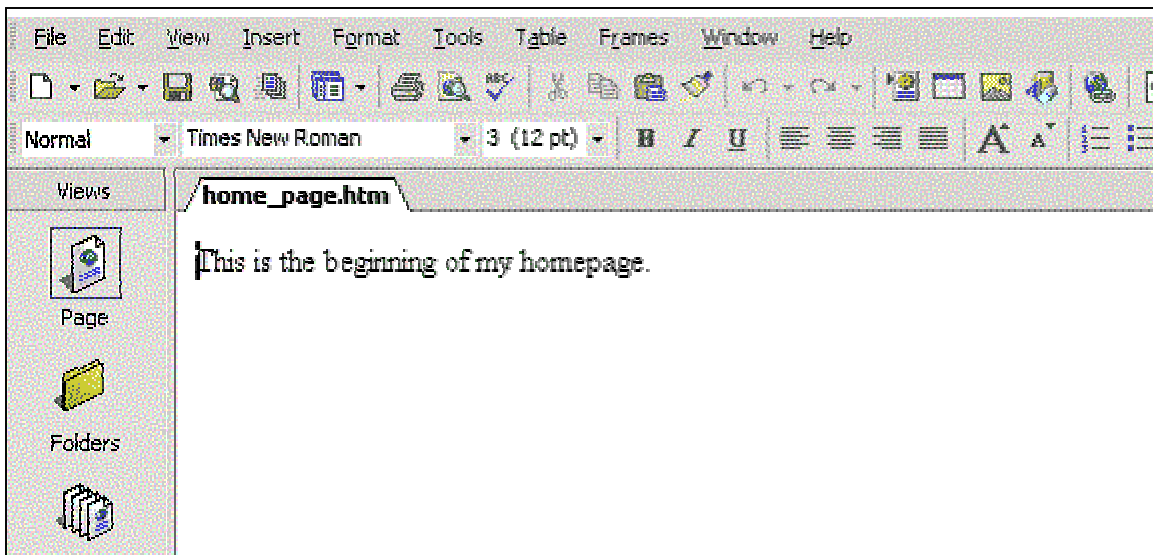
The following screen is displayed, from which you can select a file to open:



5. Select the Web site file you want to work with, then click **Open**.

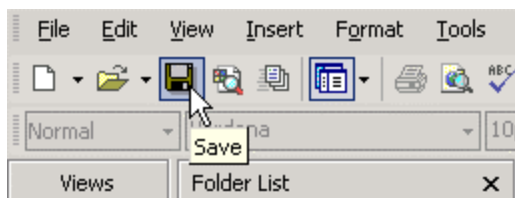
If you have not yet created a Web site file to open and you need instructions for doing so, see **Publishing From a Local Computer**.

- Depending on how FrontPage is configured, the page should be displayed in a window. You can make changes to this file as you would in any Microsoft word processing or publishing program.



For help on using FrontPage to create a Web site file, consult the FrontPage Help menu.

- When you are ready to save your work, click **Save**:



To display the saved file when first viewing your site, users must enter the file name after the address of **www.yourdomain.com/**, where *yourdomain.com* is specific to your account. For example, in a Web browser program, users point to: **www.yourdomain.com/home\_page.htm**. Alternately, you may choose to type in your URL and navigate to the page.

## User Administration

FrontPage 2002 comes with an enhanced administrative interface that performs some of the same functions as your Interland administration page. The FrontPage administrative interface may be used to administer user permissions, add and delete users from groups, and more. Before you can administer users via this interface, however, you must first create your users via your Interland administration page. You can access this by typing **www.yourdomain.com/admin** into a browser.

For a tutorial on using the Interland administration interface, visit the Interland support site at the following URLs:

**Linux administration interface:**

<https://support.interland.com/PublicResourceCenter/ReferenceCenter/faqs/faq.asp?FAQID=23>

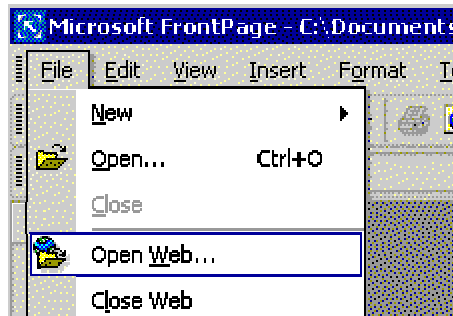
**Windows administration interface:**

<https://support.interland.com/PublicResourceCenter/ReferenceCenter/faqs/faq.asp?FAQID=92>

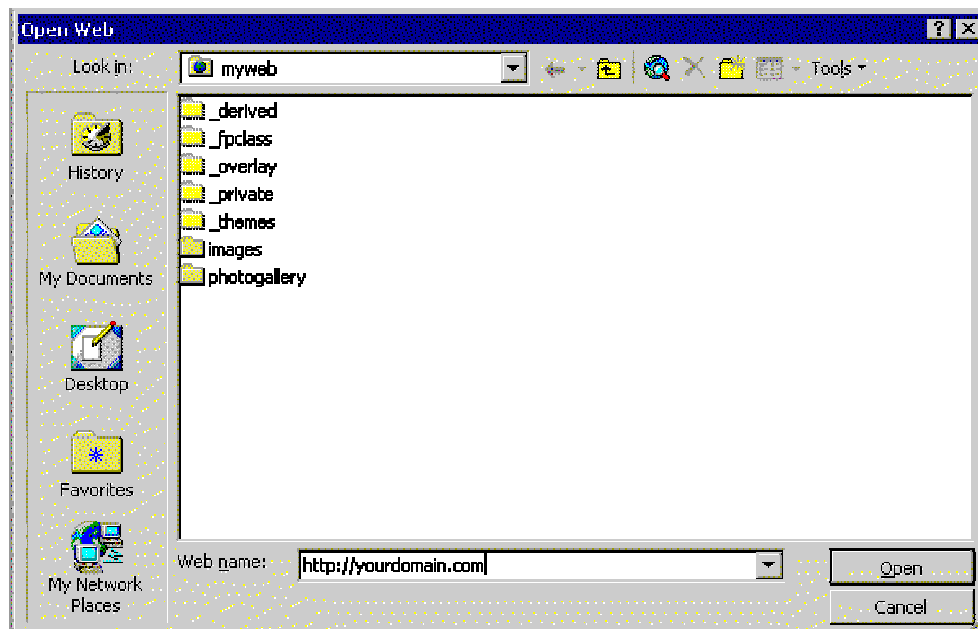
**Note:** Please be sure to read the Microsoft FrontPage documentation before you change any permissions settings.

To access the FrontPage administration area, do the following:

1. Open Microsoft FrontPage 2002.
2. Click **File** and then **Open Web**.

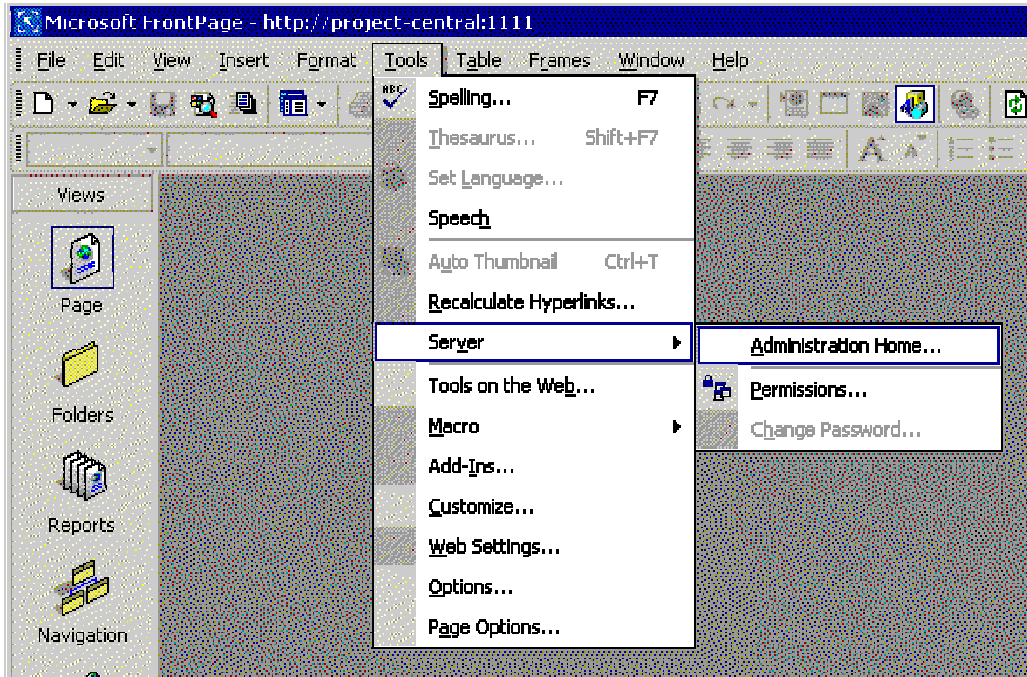


The **Open Web** window will open.

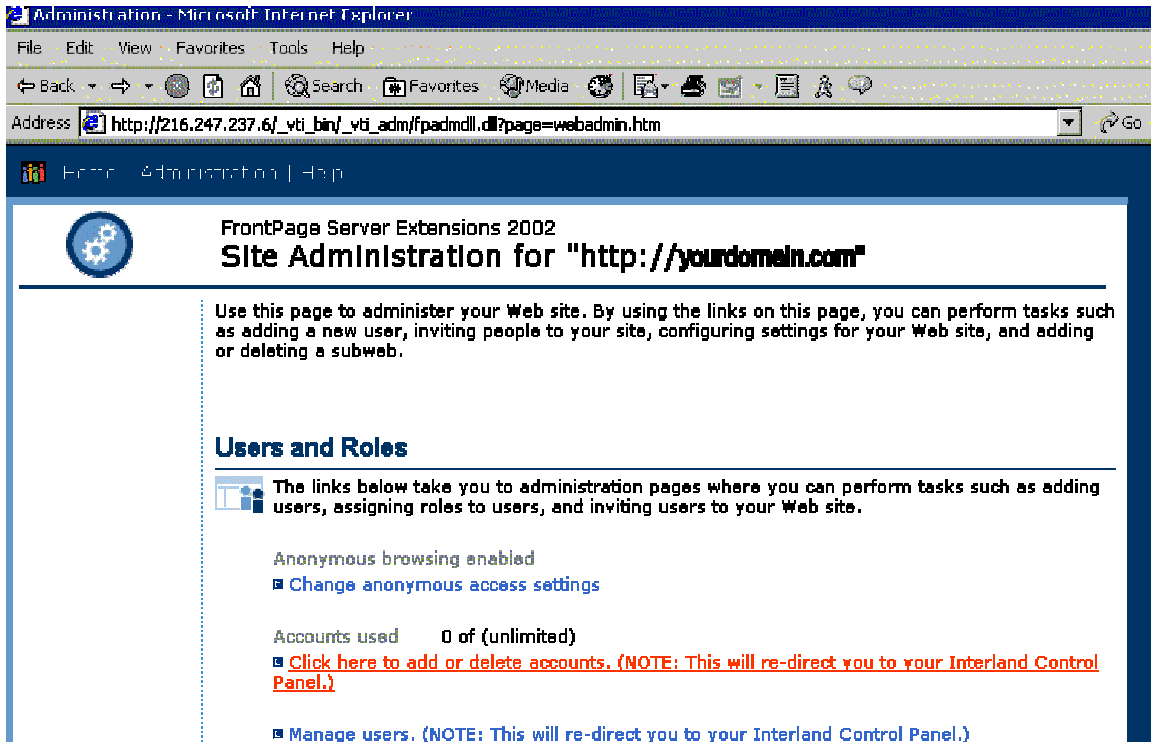


3. Follow these steps in the Open FrontPage Web window:
  - a. Type your domain name in the **Web Name** field.
  - b. Click **Open**.
  - c. Type your user name and password in the prompt window when it appears.
  - d. Click **OK**.

4. Now that you are connected to your Web server, go to **Tools** in the top menu bar and select **Server** → **Administration Home**.



The FrontPage 2002 Administration interface will open in a browser window.



Remember, before you can administer a user via this interface, you must first create the user via your Interland administrative interface at [www.yourdomain.com/admin](http://www.yourdomain.com/admin). You may also click “**Click here to add or delete accounts,**” and you will be redirected to your Interland administration page.

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## Interland Support Guidelines for FrontPage 2002

Interland will be able to perform the following tests to verify FrontPage extensions are functioning:

- Use FrontPage to connect to the Web site with the administrative user account
- Use FrontPage to verify that the default administrator can recalculate hyperlinks and create, delete, and modify HTML pages
- Log on to the server to verify that FrontPage and Office 2000 server-side extensions are installed in accordance with the customer's plan and server type
- Log on to the server to verify that the site's FrontPage extensions permissions are configured in accordance with manufacturer's recommendations

Interland will be unable to resolve issues that cannot be recreated by our technical support specialists. This includes non-Interland router issues and ISP connectivity. Please be aware that if FrontPage extensions become corrupt and must be reinstalled, **Shared Borders, Themes and Child Webs** may no longer function. In this case, it will be necessary for the customer to re-upload their site. Interland will be unable to re-upload site files due to possible corruption of components. Interland Technical Support will be unable to provide FrontPage application support or Web page design assistance.

Due to the unique security requirements of a shared hosting platform, **Interland does not allow Sharepoint sites on its shared servers.** Because of this, customers will not be able to use the

features of FrontPage 2002 that allow integration with Sharepoint. Interland Technical Support is unable to troubleshoot or resolve issues related to Sharepoint.

Interland does not support use of the Microsoft bCentral™ Commerce Manager service.

Interland will support the FrontPage Extensions, which, once you install them, are located on our servers. The client software, which is located on your local computer, is not supported by Interland, but by the manufacturer. If you need support for your FrontPage 2002 software, visit Microsoft at <http://support.microsoft.com/> for support options.