




# Microsoft FrontPage 2003

## Group Web Site Tips



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 =Shortcut  =Advice  =Caution

### Group Web Sites

Towson University Departments or recognized student groups can request and maintain a group Web site. The software that Towson University supports to create these Web sites is Microsoft FrontPage. Most of the labs, staff and library computers have this software installed.

#### Requesting Sites

Towson University Staff need to request their group Web sites through Multimedia Services, and Towson University recognized student groups can request Web sites through the Office of Student Activities.

#### Staff:

- Call Multimedia Services at 410-704-3546 and provide them with the list of usernames for those that editing permissions

#### Students:

- Contact Anna Berglowe, Coordinator of Student Organizations, at [aberglowe@towson.edu](mailto:aberglowe@towson.edu)  
Request Forms can be found at:  
<http://wwwnew.towson.edu/studentactivities/StudentOrganizations/EmailWebsiteRequest.asp>

#### Summary

##### Group Web Sites

1. Requesting Sites
2. Important Tips
3. Help

#### Important Tips

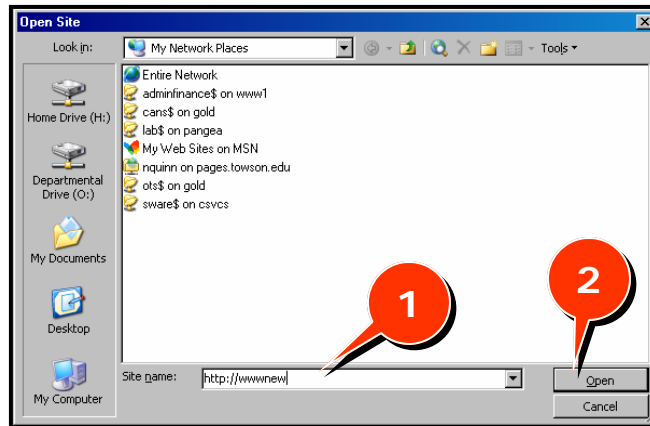


FrontPage is a great software tool for building Web sites, however parts of your Web site may not work correctly unless you follow these tips:

1. Everyone in the group needs to use FrontPage software exclusively for creating and editing the group site. The use of other Web site software (Dreamweaver, etc..) can cause corruption to the FrontPage extensions.
2. Don't change the permissions on any of the folders or Subwebs. If you have a Subweb that you need to make secure follow the steps in the document found at:  
[http://wwwnew.towson.edu/adminfinance/OTS/training/documentation/FrontPage%202003/frontpage\\_securetigerpage.pdf](http://wwwnew.towson.edu/adminfinance/OTS/training/documentation/FrontPage%202003/frontpage_securetigerpage.pdf)

- Always open the Web site within the FrontPage software by clicking on the **File** menu and choosing **Open Site**. Type in the path to your Web site in the **Site name:** field (Figure 1, 1) and click on **Open** (Figure 1, 2).
- Don't delete any of the directories that start with an underscore or are

Figure 1



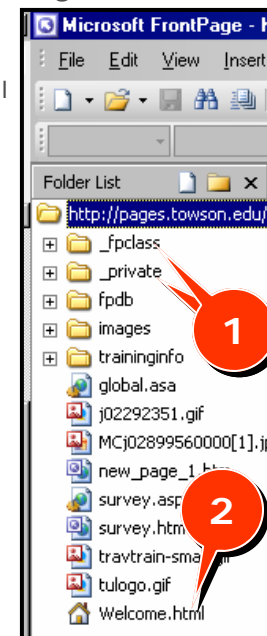
default to the FrontPage program (Figure 2, 1).

If you are using forms on your Web site and have configured the results to be saved to a file, it is best to keep the file in the default folder (\_private) that Microsoft FrontPage sets up for you.



- The Welcome.html (Figure 2, 2) will be your default home page and will take precedent over Index.html or other home page titles. If you prefer another home page naming convention you will need to delete the Welcome.html after you have another page to take its place.

Figure 2



## Help

If you have technical issues with your Web site contact the Help Center at 410-704-5151.