

Editing Your Villanova Website Using WebDAV

Overview

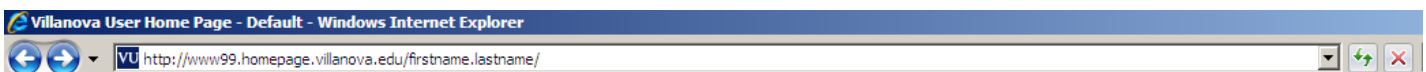
In the past, Villanova faculty, staff and students were restricted to using Microsoft FrontPage when editing their Villanova websites. In order to connect to the Villanova web server, Microsoft FrontPage used a feature called “FrontPage Server Extensions.” Server Extensions made editing and saving Villanova web pages easy, because one could create a webpage and save it directly to the web for production. Server Extensions also allowed Villanova faculty, staff and students to use several features to enhance their websites, including *Hit Counters*, *Scrolling Marquees*, *Online Forms*, etc.

However, recently Microsoft stopped supporting FrontPage Server Extensions, which means that the process for editing your Villanova website has now changed. While you will still use FrontPage to edit your Villanova website, the actual procedure for doing so will be slightly different. You will now use a procedure called WebDAV (Web-based Distributed Authoring and Versioning) to publish pages and files to your website. In addition, the special features listed above (*Hit Counters*, etc.) will no longer function in WebDAV.

This new web editing procedure is slightly more complex than before, but if you follow the directions below you should have no problem editing your Villanova website. Whether you are a first-time web editor or an expert, you must follow the directions below very carefully, paying close attention to the special **Notes** along the way. **If at any point, you have problems, please call the UNIT Helpdesk at 610-519-7777 (x97777).** And remember, pay attention to the **Notes**: sections throughout.

Obtaining Your Website Address and “Container” Number

1. Open Internet Explorer (Start → Programs → Internet Explorer).
2. Go to your personal homepage (<http://www.homepage.villanova.edu/firstname.lastname>). The firstname.lastname should match your email, i.e. diane.mccullough).
3. If you have never edited your personal homepage at Villanova, you will see text: “You have reached a Villanova University Home Page. This site has yet to be configured...” Do not click on anything at that point.
4. Once your homepage is loaded, look at the top of the screen at the Address bar (where you normally type in websites that you want to visit). You should see something that looks like this:



This is your Villanova website address, including the “container” number.

5. Make a note of two things in that website address:
 - i. Your “container” number, which is the two-digit number listed to the right of www.
 - ii. The last part of the address, whether it be *firstname.lastname* or *firstname.middle-initial.lastname*.
6. Close Internet Explorer.

Logging Into Your Website Using WebDAV

1. Open Microsoft FrontPage by clicking Start → Programs → Microsoft Office → Microsoft Office FrontPage 2003. If you do not see this on the list, call the UNIT Helpdesk at 610-519-7777 (x97777).
2. In FrontPage, click **File** and select **Open Site...** (be sure to select **Open Site**, not just **Open**).
3. In the Site Name box, type the following address **VERY CAREFULLY**, using the “container number you wrote down in place of the # and your *own* firstname and lastname in place of *firstname.lastname*:

https://webdavusers.villanova.edu/#/firstname.lastname

Note: Be sure that you type an **s** next to http in the address and that you use *your* container number and first and last name in the address. For instance, if your container number is 99 and your name is John Smith, you would type *https://webdavusers.villanova.edu/99/john.smith*.

4. Click **Open**.
5. You will be prompted to login. Use your email userid and password. Click **OK**.
6. On the next window, WebDAV should automatically be selected as your transfer method and the Web Site Location will be filled in for you. Do not make any changes here. Click **Next**.
7. The next window asks you to choose a location on your local hard drive to download a copy of your website.

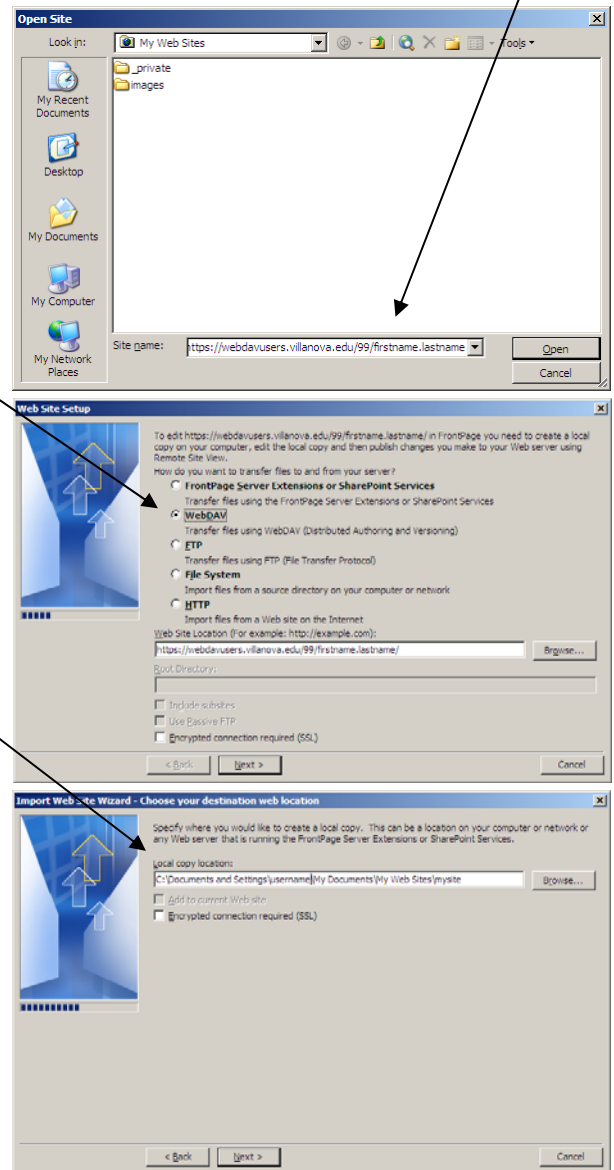
This should already be filled in with C:\Documents and Settings*username*\My Documents\My Web Sites\your Villanova username.

Note: If your Villanova username is not listed as the username in the Local copy location box, please replace whatever username is in there with your Villanova username (e.g., jsmith or jsmith01).

8. The wizard concludes with a *Congratulations!* screen. Click **Finish** and FrontPage will load the Web Site view.


Important Note:

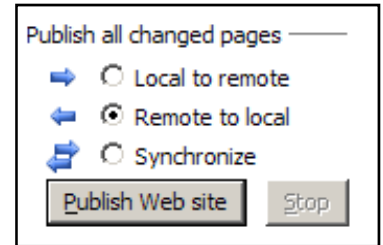
If you edit more than one Villanova website using the same computer (e.g., if you are a Villanova student helping a faculty member edit his/her website on your own laptop), you **must** be sure to give each of the websites a *different* folder name on your hard drive so that the two websites do not become intermingled. Therefore, when opening your own website in Step 7 above, you may save the files in the *mysite* folder, as directed above. However, when downloading the *second* website onto your computer, change the words *mysite* to a *different* name.



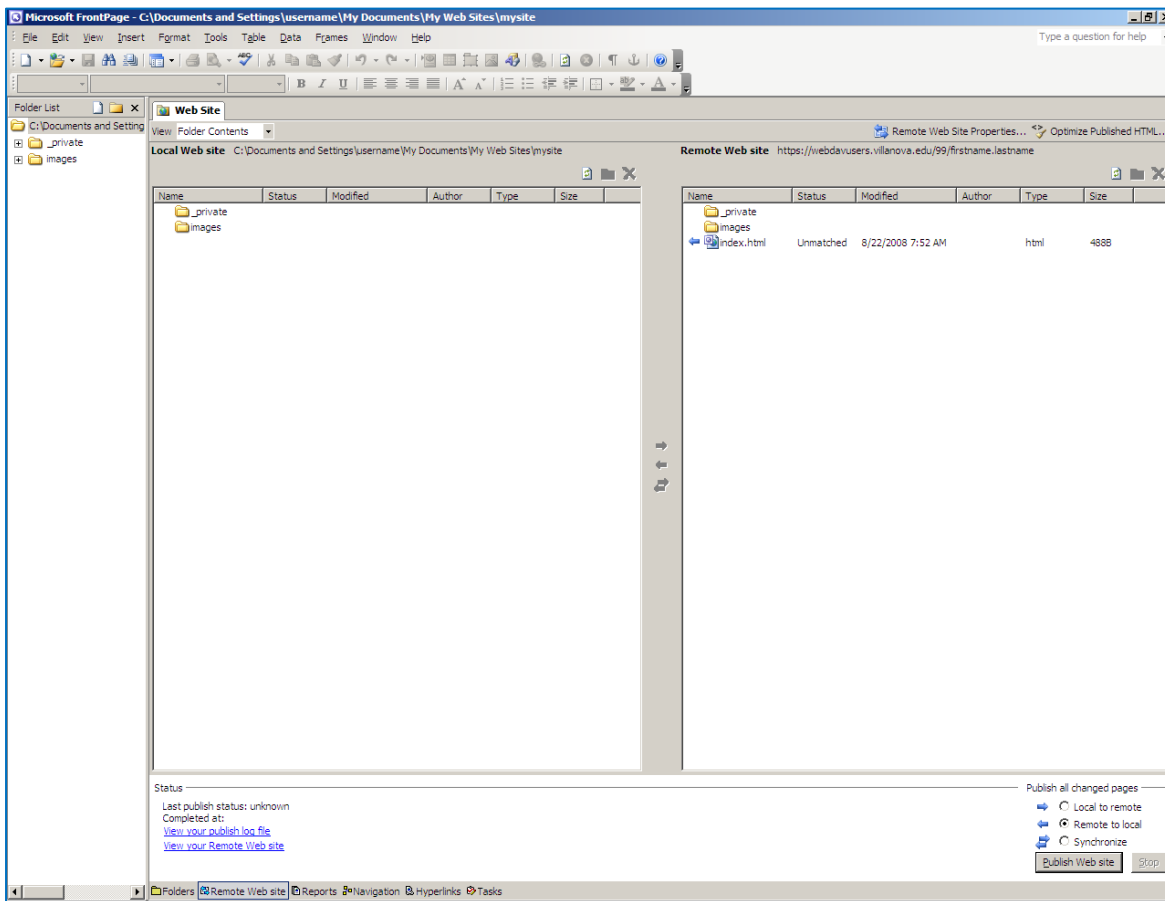
Downloading a Copy of Your Website to Your Local Computer Using WebDAV

Once you are logged into your site, you must transfer your existing Villanova website (even if you have never edited it before) from the server down to your local computer's hard drive. You should see a window that lists your local website location on the left and your Villanova website on the right. To transfer a copy of your Villanova website from the server to the local hard drive:

- On the bottom right-hand side of the window, you will see **Publish all changed pages**.
- Select the second option, which says **Remote to local** ( Remote to local) and click **Publish Web site**.
- Your website files will be copied from the server to the local directory. This may take some time if your website is large.
- Once this process is complete, you will have an exact copy of your Villanova website on your local hard drive. **This local copy is where you will make all changes to your website**, including:
 - All new files will be created and saved locally.
 - All files/folders should be edited locally.
 - All files/folders that you want to remove should be deleted locally.



Below is a picture of how your screen should look. If you do not see the Folder List on the left, as in this picture, you can choose to turn your Folder List on by clicking **View** from the menubar above and select **Folder List**.




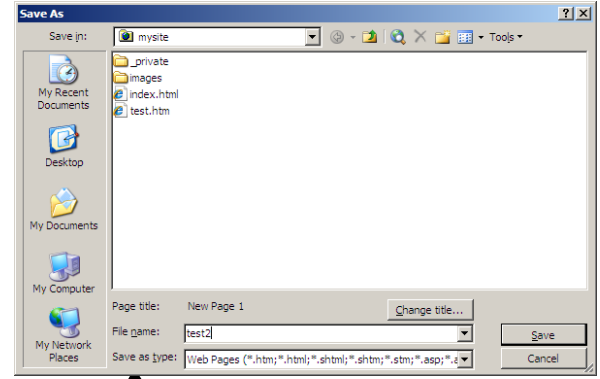
The first time you log into your Villanova website using WebDAV, this is what you should see, unless you have edited your Villanova website before. In that case, you will see more files listed on the right. Once you do the Remote to Local synchronization, both sides should show the exact same files.

Editing Your Website Immediately After the WebDAV Remote to Local Download



Once you have downloaded a copy of your website to the local hard drive, you are ready to begin editing. If you edit existing files or create new files in the local copy of your website, you must publish those files back to the server in order for them to be viewed on your website.

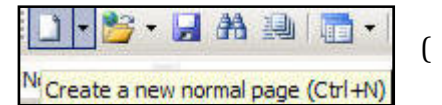
To edit an existing file:

- Locate the file that you want to edit on the **Local web site**, either by selecting it from the Folder List on the far left or by selecting it in the local copy of your site (left side of window).
- Double click the file and begin editing as usual.
- Save the file by clicking **File → Save** or by clicking the Save icon () on the toolbar.
- Close the file.




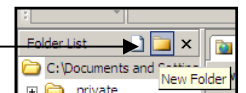
To create a new file:

- Click the **Create a new normal page**  icon on the standard toolbar in FrontPage. A new page opens.
- Edit the page as usual.
- Save the file by clicking **File → Save** or by clicking the Save icon () on the toolbar.
- When saving the file, be sure to save it in **mysite**, which is the name of the local copy of your website.
- When naming the file, avoid using spaces in the File name. You may use spaces in the Page Title if you wish. The Page Title is the text that will appear in the top right corner of the browser window when others are viewing your site. To change the title, click **Change title...**
- Click Save and then close the edited file.
- Close the file.





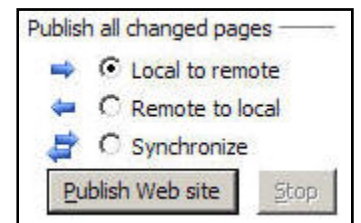
To create a new folder:

- Click the **New Folder**  icon at the top of the Folder List on the left.
- Type a name for the folder and hit Enter.



To publish your edited file/new files/folders to the server:



- Be sure that you are on the **Remote Web site** tab in FrontPage (at the bottom left corner of the screen, click **Remote Web site** ().
- All edited or new files/folders will appear in your local copy of your website with a **Changed** or **Unmatched** status. *These files must be published to the server in order for them to be seen by people visiting your website.*
- At the bottom right side of the screen in the "Publish all changed pages" box, click the **Local to remote** button ( Local to remote).
- To publish your files to the server, click **Publish Web site** (**Important:** It is important that **Local to remote** is selected before clicking **Publish Web site**.)
- Your new ,edited files will be published to the Villanova web server.
- Close FrontPage completely after you have completed the Local to Remote synchronization. If you want to log back into your website to make future edits, follow the directions below.



Note: It is very important that you publish your edited and new files back to the Remote Web site so that the files will appear on the web. If you do not follow these steps, your changes will not be visible to those viewing your site.

Future Website Edits Using WebDAV


From now on, you need to do the steps below to edit your website in FrontPage. **NOTE:** If you work on more than one computer to edit your homepage, it is important to know the location of the current working copy. Before working on the second computer, it is important to publish the local copy on the first computer to the remote server. Then when you are on your second computer, download the remote server copy to your local hard drive. See detailed directions below for assistance in doing all three steps:

1. Open FrontPage and log back into your local website (mysite).
2. Do a Remote to Local ( Remote to local) publish to make sure you have the latest version of the site on your local hard drive (this is especially important for those editing websites with more than one editor).
3. Edit the website and perform a Local to Remote ( Local to remote) publish back to the web server.

1. Opening FrontPage and Logging Back Into Your Website:

- Open FrontPage.
- On the task pane on the right, you should see **mysite**. Click that. If you do not see the task pane on the right, click File → Open Site and if you see **mysite** next to the Look in: box, click **Open**.



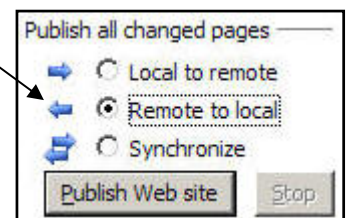
- Click the  Remote Web site button.
- Type your username and password (unless you told FrontPage to remember them) and click **OK**.

2. Publishing the Site from the Server Down to the Local Hard drive (again):


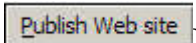
Every time you log back into your website to make changes to it, you should download the most recent copy of your Remote Web site (on the Villanova server) down to the Local Web site (the copy on your hard drive). The reason for this is to ensure that that you have the most recent version of the website on your computer. This is especially important if you use several different computers to edit your website or if there are various editors who can make changes to the site. To do this:

- On the bottom right side of the window, under **Publish all changed pages**, click **Remote to local** ( Remote to local).

- Click **Publish Web site** ().



3. Editing Your Local Website and Publishing it Back to the Server

- Make the desired edits to your website. You can edit or create new files/folders, import files, and delete files/folders.
- At the bottom right side of the screen in the “Publish all changed pages” box, click the **Local to remote** ( Local to remote) button. All edited or new files/folders will appear in your local copy of your website with a Status of either **Changed** or **Unmatched**. These files must be published to the server in order for them to be seen by people visiting your website.
- Click **Publish Web site** (). **It is important that you use “Local to remote” this time!**

Note: If you have deleted any files or folders from the local copy of your website, you should see the dialog box below when you publish your local website back to the server. This message is asking if you also want FrontPage to delete those files and folders from the server copy of your website. You should click **Yes** so that the files you deleted locally are also deleted from the server. If you click **No**, the next time you download the website from the server, those deleted files/folders will reappear.

