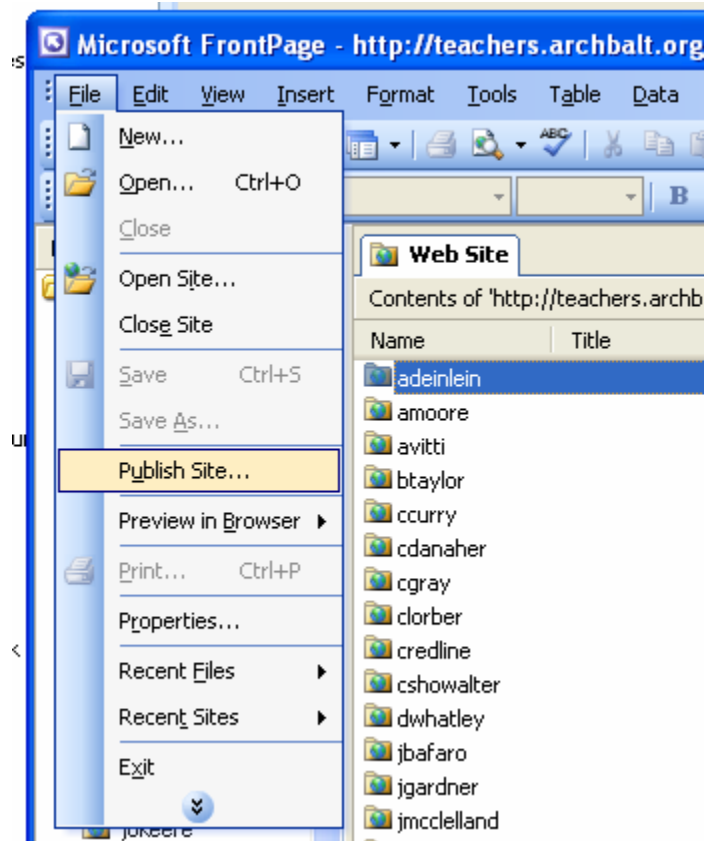


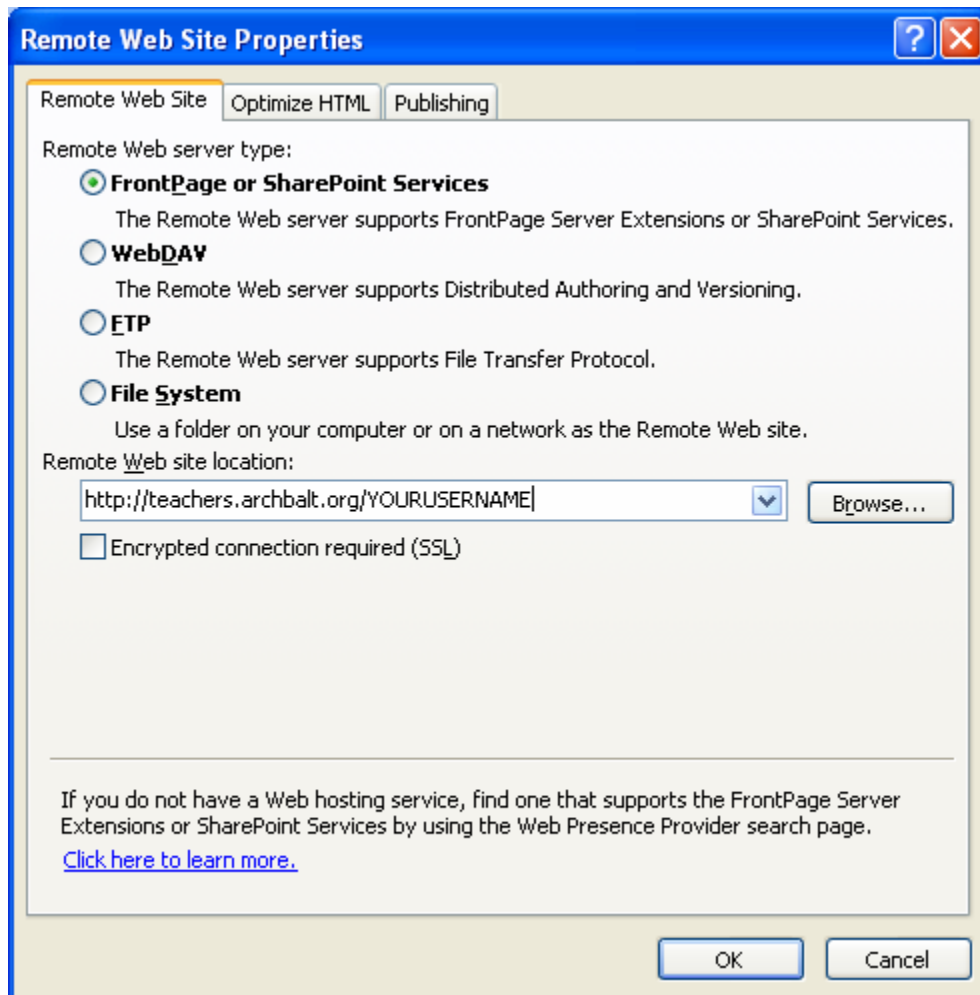
## Directions for Publishing Your Goucher Web site to the Archdiocese Teachers' Site

**Prior to moving your website to the Archdiocese server you will need to review the “Teaching Website Construction and Acceptable Use Policy” and return the disclosure statement. Once this has been completed you will receive your user name and password for access to the system. For assistance with any part of this process please contact the Archdiocese Information Technology help desk at (410)547-5305 or email [helpdesk@archbalt.org](mailto:helpdesk@archbalt.org).**

1. Open your Website in Frontpage. (Wait for it to upload fully).
2. Choose FILE → Publish Web.



3. Fill in your new AOB Web site address.  
<http://teachers.archbalt.org/YourUserName>



4. Follow the prompts to complete the process. Accept any prompts.

**In Summary:  
How to Publish Your Web to the Teachers  
AOB site**

1. Go to your old Web Site (Open it)
2. Edit with FrontPage (File → edit with FrontPage or choose the Edit Icon)
3. File → Publish Web to (<http://teachers.archbalt.org/YourUserName>)
4. Answer any prompts in the affirmative
5. Done

## **Keeping a Backup copy of your Website**

1. Create a folder on your computer to keep your Website safe
2. Name the folder with something like this ...mywebYourName
3. Open your official Web
4. Open FrontPage
5. File → Publish Web
6. Browse to your Computer Folder
7. Open
8. Publish→ accept all prompts ( Frontpage will convert your folder to a web folder--- accept that and accept all other questions with positive, yes, response)
9. Done