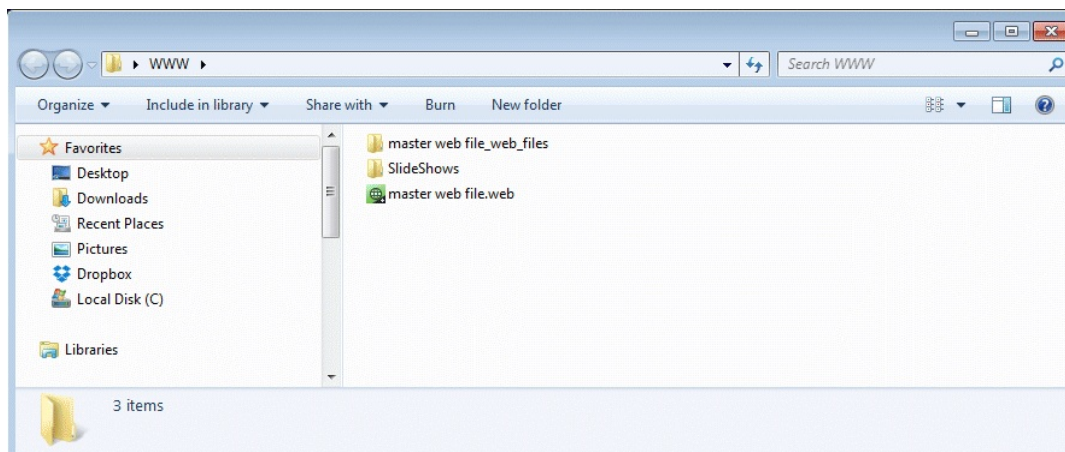


Your live web address is:  
[http://site.xavier.edu/your\\_login\\_name](http://site.xavier.edu/your_login_name)

## **BASICS OF WEB PAGE CREATION**

- 1) ALWAYS backup your WWW folder to at least two backup locations (like external hard drives or flash drives). The WWW folder is not stored on Xavier's system. If you loose your backup, you will have to start the project over.
- 2) ALWAYS work on your website from the WWW folder from YOUR DESKTOP. In other words, drag the WWW folder from your backup device to the desktop prior to making changes or additions.
- 3) The content of the WWW folder is: (If other files show up, see you instructor immediately)



- ✓ **master web file.web** - is the XARA editor version of your website
  - ✓ The Folder **master web file\_web\_files** contains PDF and other content files for your website
  - ✓ The Folder **SlideShows** contains the slide shows for your website. This folder must be manually drug to the 'Z' drive to make your slideshows live.
- 4) To publish (make your website live) when working in Xara, click on 'file' and select 'Export Website.' Navigate to your 'Z' drive and click 'Export.' If asked, select 'Replace.' Note that if you change the SLIDESHOWS, that FOLDER must be manually dropped on the 'Z' drive.  
NOTE: PDF files must be copied to 'Z' manually and the SLIDE SHOW folder must be copied to 'Z' manually.
  - 5) VERY IMPORTANT! Don't forget to drag your WWW folder from the desktop back to your backup devices. Be sure to select 'Replace All' if asked. If you do not complete this step you will loose all of the changes made during your work session.

## **To Burn your website to a DVD or CD**

- 1) Double click on the 'My Computer' icon.
- 2) Navigate to your 'Z' drive and select all files and folders.
- 3) Double click on the 'My Computer' icon again
- 4) Drag the selected files to the CD/DVD drive
- 5) From the resulting screen, be sure to click 'burn' or 'burn to disk.'