

## Using Microsoft Web Publishing Wizard

Microsoft Web Publishing Wizard helps you publish to the Web any folders or files you want, such as HTML pages, graphics files, and project folders.

### Tips

- You can also publish your Web pages directly from Windows Explorer. Right-click the folder or file you want to publish, point to **Send To**, and then click **Web Publishing Wizard**.
- For an overview of Microsoft Web Publishing Wizard, click **Related Topics** below.

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{button ,AL("IDH\_OVERVIEW")} [Related Topics](#)

## Publishing a single folder or file to a Web server

You can post a single folder or file to a Web server in three different ways. You can start Microsoft Web Publishing Wizard from the **Start** menu and select the file when prompted by the wizard; you can right-click a selected file in Windows Explorer, point to **Send To**, and click **Web Publishing Wizard**; or you can create a desktop shortcut to the wizard and drag files to the Web Publishing Wizard icon. Use the following steps to post a single folder or file to a Web server.

### To publish a single folder or file

- 1 Start Microsoft Web Publishing Wizard.
- 2 When the **Welcome** dialog box appears, click **Next**.
- 3 Click the **Browse Folders** button or **Browse Files** button, select the folder or file you want to post, and then click **Open**.
- 4 Click **Next**.
- 5 In the **Web server** box, click the drop-down arrow and select the name of the Web server where you want to post your folder or file.
- 6 Click **Next**.
- 7 Click **Finish**.

### Note

- If your Web server does not appear in the drop-down list, click the **New** button to add it to the wizard.

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{button ,AL("TASK\_PUBLISHING\_DRAG\_DROP;TASK\_POSTING\_MULTIPLE;TASK\_ADDING;IDH\_OVERVIEW")} [Related Topics](#)

## **Publishing using drag and drop**

You can post folders or files to a Web server by creating a desktop shortcut to Microsoft Web Publishing Wizard and dragging files to the Web Publishing Wizard icon. Do the following to post a single folder or file to a Web server using drag and drop.

### **To publish a folder or file using drag and drop**

- 1 Create a desktop shortcut to Microsoft Web Publishing Wizard. See Microsoft Windows online Help for more information.
- 2 In Windows Explorer, go to the directory where the folder or file you want to publish is located.
- 3 Make sure the wizard icon is visible.
- 4 Click the folder or file and drag it to the Web Publishing Wizard icon.
- 5 To publish your files, follow the on-screen instructions in the wizard.

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{button ,AL("TASK\_POSTING\_MULTIPLE;TASK\_PUBLISHING;TASK\_ADDING;IDH\_OVERVIEW")} [Related Topics](#)

## Publishing multiple files to a Web server

You cannot select multiple files directly from Microsoft Web Publishing Wizard. Therefore, to post multiple files, you must use Windows Explorer. In Windows Explorer, select the files you want to post, right-click the files, point to **Send To**, and then click **Web Publishing Wizard**. If you create a desktop shortcut to the wizard, you can also select your files from Windows Explorer and drag them to the wizard icon. Use the following steps to post multiple files to a Web server.

### To publish multiple files

- 1 Open Windows Explorer.
- 2 Select the files you want to post.
- 3 Right-click the selected files, point to **Send To**, and then click **Web Publishing Wizard**.
- 4 In the **Web server** box, click the drop-down arrow and select the name of the Web server where you want to post your files.
- 6 Click **Next**.
- 7 Click **Finish**.

### Tips

- To select multiple files and folders in Windows Explorer, in the folder window, hold down the CTRL key, and then click each item you want to select:

To select all the files and folders in the window, click **Select All** on the **Edit** menu.

To select a group of files that are next to each other in the Windows Explorer, click anywhere in the blank area of the window. A box appears that you can then drag around the files you want to select.

- If your Web server does not appear in the drop-down list, click the **New** button to add it to the wizard.

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{button ,AL("TASK\_PUBLISHING;TASK\_PUBLISHING\_DRAG\_DROP;TASK\_ADDING;IDH\_OVERVIEW")} [Related Topics](#)

## Adding a Web server

If you have not already provided Microsoft Web Publishing Wizard with information about your Web server, you'll need to do so before posting for the first time. The wizard saves the location of your Web server using the name you provide, so you can easily post to the same location in the future. Use the following information to add your Web server to the wizard.

Before you can add a Web server, you must start the wizard. When the **Welcome** dialog box appears, click **Next**. If you have not done so already, select a folder or file you want to publish and then click **Next**.

### To add a Web server

- 1 Click the **New** button.
- 2 In the **Descriptive name** box, type a friendly name for your Web server, such as *My Web Server*. The descriptive name can be anything you want. It's used to identify your server in the drop-down list. If needed, click **Advanced** for more options.
- 3 When you are done, click **Next**.
- 4 In the **URL or Internet address** box, type the Internet address you use to access the Web server where you publish your files.
- 5 In the **Local directory** box, type the path to the files on your computer that you want to associate with the URL you selected.
- 6 When you are done, click **Next**.
- 7 Click **Finish**.

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{button ,AL("IDH\_NAME\_SERVER;IDH\_URL\_DIRECTORY;IDH\_OVERVIEW")} [Related Topics](#)

## Microsoft Web Publishing Wizard Overview

To publish information on the World Wide Web, all Web pages must be stored on a Web server. Most Internet (ISPs) offer Web hosting services for customer's Web pages. Microsoft Web Publishing Wizard provides you with an easy way to transfer your personal Web pages to your ISP's Web server or to a Web server on your local area network (LAN). You must initiate a connection to your ISP before you can use the wizard to publish your files.

To get started, make sure you have the following:

- A connection to your ISP
- The connection method your ISP uses, such as FTP, HTTP Post, or SS CD
- The Uniform Resource Locator (URL) for the Web server you use to publish your files
- The name of the folder on the server where you publish the files

If you do not have this information, contact your ISP or system administrator.

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{button ,AL("TASK\_PUBLISHING;TASK\_POSTING\_MULTIPLE;TASK\_ADDING;IDH\_OVERVIEW")} [Related Topics](#)

### Select a folder or file

Use this screen to specify a single folder or file that you want to publish to the Web. Do one of the following:

- To select a folder to publish to the Web, click **Browse Folders**, locate and select the folder you want to publish, and then click **Open**. To publish all the subfolders within the folder you selected, select the **Include subfolders** check box.
- To select a file to publish to the Web, click **Browse Files**, locate and select the file you want to publish, and then click **Open**.

### Notes

- If the file you are publishing contains references to other files, such as .gif, .jpg, or other .htm files, make sure you also publish them to the Web server.
- When you publish a folder, all of the files in the folder are published.
- For further instructions about publishing folders and files, click **Related Topics**.

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{button ,AL("TASK\_PUBLISHING;TASK\_POSTING\_MULTIPLE;IDH\_OVERVIEW")} [Related Topics](#)

### Select a Web server

Use this screen to select the Web server you want to use to publish the files you have selected. After you select a Web server, information about that server is displayed on the screen. Do one of the following:

- In the **Web server** list, select the server to which you want to publish the files you have selected.
- If the server you want to use does not appear in the list, click **New** to set up a new Web server location.

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{button ,AL("TASK\_ADDING;IDH\_NAME\_SERVER;IDH\_OVERVIEW")} [Related Topics](#)



### **Name the Web server**

Use this screen to provide a descriptive or friendly name for your Web server. The next time you publish files to the Web, you can use this name to select this Web server from a list. You can use any name you want. Do the following:

- In the **Descriptive name** box, type a friendly name for the Web server. For example, type *My Web Server*.
- If you use a particular connection method to publish to your web server, click **Advanced** to select that connection method from the list. If you do not know which connection method to use, click **Next**.

#### **Note**

- For more information about adding a Web server, click **Related Topics**.

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{button ,AL("TASK\_ADDING;IDH\_OVERVIEW")} [Related Topics](#)

### Select your connection method

Use this screen to select the connection method you use to publish files to your Web server. If you don't know which connection method to use, the wizard can attempt to determine it for you. Do one of following:

- In the connection method list, click the name of your connection method.
- If you do not know which connection method to choose, click **Automatically Select** Connection Method.

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{button ,AL("IDH\_OVERVIEW")} [Related Topics](#)

### Specify the URL and local directory

Use this screen to provide the Uniform Resource Locator (URL) or Internet address Microsoft Web Publishing Wizard uses to publish files to your Web server. Also, specify a local directory on your computer that you want to associate with this Web server. For example, if you are publishing the following file from your computer, `c:\mysite\images\gifs\me.gif`, and you select the following URL for your files on the Web server, `http://www.server.com/myname/mypages/`, then the wizard always puts files in the proper place on the Web server after you select the files or folders you want to publish. If you selected `c:\mysite\images` as your local directory, then the associated relative path of the URL would be `http://www.server.com/mypages/gifs/me.gif`.

Do the following:

- In the **URL or Internet address** box, type the location of your Web server, including any folders on the server that have been set up for your use. For example, if your Internet or system administrator has assigned you a folder named `myname/mypages` on the Web server `www.server.com`, then you would type `http://www.server.com/myname/mypages/`. People use this URL to view the pages you publish on the Web.
- If you want to associate a particular directory or folder on your computer with this Web server, type the directory or folder name in the **Local directory** box; for example, `c:\mysite\images\gifs`. If you select a folder or file for publishing, the **Local directory** box automatically displays the directory or folder name.

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{button ,AL("TASK\_ADDING;IDH\_FTPSERVER\_WEBURL;IDH\_ISP\_SERVERINFO;IDH\_OVERVIEW")} [Related Topics](#)

## **Publish your files**

Microsoft Web Publishing Wizard has gathered all of the necessary information to publish your files or folders to the Web server you selected. Do the following:

- To publish your files and close the wizard, click **Finish**.

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{button ,AL("IDH\_OVERVIEW;TASK\_PUBLISHING;TASK\_POSTING\_MULTIPLE;TASK\_PUBLISHING\_DRAG\_DROP;IDH\_US  
ING")} [Related Topics](#)

### Choose a specific connection method

Microsoft Web Publishing Wizard is unable to automatically determine the connection method to use to publish your Web pages.

To continue, you must choose a specific connection method and supply additional information about your Web server. If you don't have the Web server information needed by the wizard, contact your Internet or system administrator for more information. Do the following:

- Click **Next** to return to the **Service Selection** screen to select a connection method. Note that you should not select **Automatically Select** Connection Method.

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{button ,AL("IDH\_OVERVIEW;IDH\_SELECT\_PROVIDER")} [Related Topics](#)

### Choose the SS CD Web posting connection method

The SS CD (Site Server Content Deployment) Web posting connection method is unable to determine how to publish to your system. You must type the SS CD server and SS CD project names. Contact your Internet or system administrator for more information. Do the following:

- In the **SS CD server** box, type the name of your SS CD server.
- In the **SS CD project** box, type the name of your SS CD project.
- Click the **Advanced** button to configure advanced SS CD options.

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{button ,AL("IDH\_SS\_CD\_CONFIGURATION;IDH\_OVERVIEW")} [Related Topics](#)

### Configure the SS CD Web posting connection method

Use this screen to specify the SS CD Web posting connection method configuration you are using to connect to the Web server. Contact your Internet or system administrator for more information. Do the following:

- Select **Full sync** to publish to the Web server only the new and updated files in your local directory.
- Select **Force** to force publication of all files in your local directory, even if the files haven't changed since the last publication.
- Select **Frame mode** to publish files with greater security, or to publish files over an unreliable connection.
- Select **Fast mode** to publish files over a more reliable connection. This is recommended for publishing to your intranet.

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{button ,AL("IDH\_SS\_CD\_PROVIDER;IDH\_OVERVIEW")} [Related Topics](#)

### Choose the FTP server and subfolder

Use this screen to provide the FTP server name and the Web pages subfolder. Contact your Internet or system administrator for more information. Do the following:

- In the **FTP server name** box, type the name of the FTP server where you post your files. Verify with your Internet or system administrator that your server uses an FTP protocol. Note that the FTP server name may be different from the URL you previously selected. Make sure you type the information exactly as your Internet specifies.
- Type the folder name your Internet has assigned to you for publishing Web files in the **Subfolder containing your Web pages** box. For example, type *myname/mypages*. This is the subfolder people access to view your Web pages.
- The URL you previously selected appears.

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{button ,AL("IDH\_ISP\_SERVERINFO;IDH\_URL\_DIRECTORY;IDH\_OVERVIEW")} [Related Topics](#)



### Choose the HTTP Post Web Posting connection method

Use this screen to specify the server name and posting command used by the server where you want to publish your Web files. Contact your Internet service or system administrator for more information. Do the following:

- In the **Server name** box, type the name of the server where you want to publish your Web files.
- In the **Posting command** box, type the name of the posting command used by the server where you want to publish your Web files.
- If needed, select **Use SSL** (Secure Sockets Layer).
- If needed, select **Post-processing required**.
- If you selected **Post-processing required**, type the URL of the post-processing command to be used after you publish your Web files.

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{button ,AL("IDH\_FTPSERVER\_WEBURL;IDH\_URL\_DIRECTORY;IDH\_OVERVIEW")}[Related Topics](#)}

