

## Migrating and Maintaining FrontPage 2003 Web Sites

### Background

Microsoft FrontPage has been the primary web site management technology used at the Yosemite Community College District since 1998, and will continue to be available for use (with limitations) until at least April 2014. Beginning with the 2010 generation of the YCCD Web Hosting Servers, staff and faculty will need to use an updated method to access and maintain FrontPage-based web sites. Several significant features have also been removed from FrontPage 2003 on the new hosting servers. Because of these new limitations, we *strongly* suggest that faculty and staff consider re-creating their websites using OmniUpdate, Adobe Dreamweaver, Microsoft Expression Web, or another web editing application. If you cannot re-create your web site at the present time, this tutorial will guide you through the process of migrating your existing web site from an older YCCD hosting server to the new YCCD Web Hosting Service.

To explain the new changes, we must first review some background information on the FrontPage software itself. Microsoft FrontPage is actually two software products: the FrontPage client, and the FrontPage Server Extensions.

The FrontPage “client” component is the FrontPage software installed on your computer, which you utilize to create and edit web sites. If you have previously edited a website, you did so using the FrontPage client. This is the only component directly used by web editors. Microsoft announced in 2006 that the FrontPage client product line would be ended and no new versions would be produced. Support and licensing for FrontPage 2003, the last version released, will terminate in April 2014.

The FrontPage “server extensions” are the second component to FrontPage, and are installed on the web server that hosts your web site. The extensions allow the server to understand and respond to requests for certain FrontPage features, including forms, databases, “includes”, and some themes and menus. The extensions also permitted FrontPage clients to connect and edit their web sites directly. Microsoft terminated support for the FrontPage extensions in December 2010, and the latest release of Microsoft’s server platform no longer supports these extensions in any form.

YCCD faculty and staff who wish to continue using FrontPage will do so in an environment without the Microsoft FrontPage server extensions installed. FrontPage features which require these extensions will not function. You may continue to edit with FrontPage using the alternative WebDAV connection option, but will be unable to use the following features: Discussion forums, guest books, email forms, database forms, search engines, active menus, or the FrontPage Includes feature. In addition, very old web sites using themes created in FrontPage 98 will lose their backgrounds and other theme styling.

## The Five Steps

There are five steps required to move and edit your FrontPage 2003 website on the YCCD Web Hosting Server.

1. You must create or request a new web site account on the YCCD Web Hosting Server.
2. You must establish a WebDAV connection between your computer and the YCCD Web Hosting Server, assigned to a "Drive Letter".
3. You will next copy your old web site into your new YCCD Web Hosting account, creating a duplicate of the old web site.
4. Edit the web site on the new server, using FrontPage or the editor of your choosing.
5. Delete your old web site from the previous hosting server.

### Step 1: Request an Account

Before moving your web site, you must create an account on the new YCCD Web Hosting Server. You may do this by contacting the web support person for your campus, by contacting the YCCD HelpDesk, or by submitting the online Self Registration form.

For more information, please view the "*Registering a New Website*" tutorial on the YCCD Web Hosting support site at <http://sites.yosemite.edu/help>

### Step 2: Establish a WebDAV Drive Letter Connection.

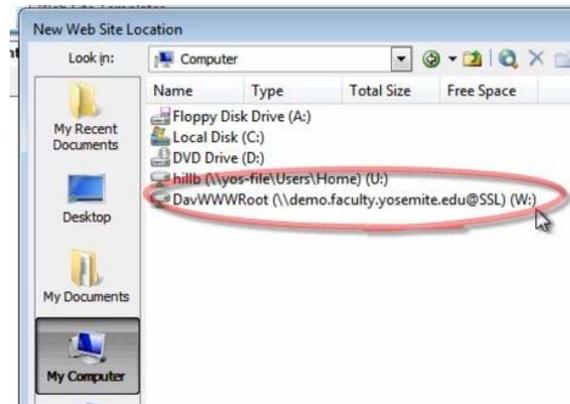
Transferring your web site to the new server, and editing it later, will require you to establish a WebDAV Drive Letter Connection between your computer and your new web site. A drive letter connection will allow FrontPage, or any other editor, to access and update your web site as if it were simply another folder on your computer.

Because the procedure for establishing this connection varies by computer operating system, the instructions for this step are not included here. Please visit the YCCD Web Hosting support site at <http://sites.yosemite.edu/help> and view the "*Connecting with WebDAV and...*" tutorial appropriate for your computer. Return to this tutorial when finished.

### Step 3: Duplicate your website onto the new YCCD Hosting Server.

We may now begin the process of duplicating your existing FrontPage web site onto the new YCCD Hosting Server. While there are a number of steps involved, we are essentially only performing two tasks. First, we will identify your new web site as being FrontPage compatible. After that, we will use the FrontPage Import command to copy your files and folders between the servers. To complete these tasks, please follow the steps outlined here:

1. Open Microsoft FrontPage 2003
2. Click File > New. When the “New” pane opens on the left side of the FrontPage screen, click “One page Web site...”
3. The Web Site Templates window should now be showing. Click the “Browse” button under the “Web Site Location” text box. If you click the “My Computer” button, you should see the drive letter you created when establishing your WebDAV connection in Step 2 above.
4. Click your WebDAV connection to highlight the proper drive letter and click “Open”.
5. You should now see the drive letter in the Website Location box. If this is correct, click “OK”. This will create the files and folders that FrontPage requires to operate.
6. Delete the “index.htm” file that was created by this process.
7. Click “File” and then “Import” in the FrontPage top menu. If the “Import” option is not visible, click the “Expand” button at the bottom of the File menu to make all options visible.
8. When the Import window opens, choose the “From Site” button to open the Import Web Site Wizard.
  - a. Under “How do you want to get the files?” select ‘*FrontPage Server Extensions or SharePoint Services*’.
  - b. In the text box below “Web Site Location”, enter the complete web address of your old FrontPage web site (for example: <http://virtual.yosemite.edu/mysite>)
  - c. Check the ‘*Include subsites*’ checkbox, but do not check the ‘*Encrypted connection required*’ checkbox.
  - d. Click “Next” when done entering your source information.



- e. On the next screen, verify that “Add to current web site” is selected, that “Encrypted connection required” is not selected, and click “Next” again.
    - f. Click “Finish” to exit the Import Web Site Wizard and enter the Publish screen.
  9. The Import Web Site Wizard configured FrontPage for the transfer, but in the Publish screen will actually move the files. Many FrontPage users will find this screen familiar, as it is also used to publish regular web site edits. On the left, you will see a window showing the files and folders in your new web site. On the right, you can see the files and folders in your old web site. We will now move those files.
    - a. Verify that “Remote to Local” is selected in the lower right corner of the screen.
    - b. Click the “Publish Web Site” button to duplicate the site and wait for the copy-process to complete. This process will take 3-10 minutes for an average site, but may take more than an hour for exceptionally large web sites.
    - c. You may experience error messages or warnings during the copy process! FrontPage will inspect each page and file while they are being duplicated. If it discovers that your files contain security errors, or use features that are not supported on the new YCCD Web Hosting Server, FrontPage will display warning messages to make you aware of the potential problems. Simply make note of the errors and click “Ignore” or “Continue”. You will need to fix these problems later.
  10. Close FrontPage. The web site has now been duplicated. You may view your newly duplicated website through any browser by entering the new website address. There are now two copies of the website, one each on the old and new web server.

#### **Step 4: Edit your web site on the new server.**

Your web site may now be edited on the new server using any editor you choose, including Adobe Dreamweaver, Expression Web, or even FrontPage. To open and edit your site in FrontPage, take the following steps.

1. Open Microsoft FrontPage 2003.
2. Click File > Open Site, and select the drive letter you created in Step 1.
3. If FrontPage is in Folder View, you should now see a listing of all files and folders in this site. You may open and edit them as needed. All edits are saved directly to the server and are instantly visible.
4. Inspect your new web site carefully, taking special care to visit any pages that generated errors during the website publishing process. Verify that all menus and links work.

**Step 5: Remove your old web site.**

After you are copied your web site and corrected any errors, we strongly suggest that you remove your old web site as quickly as possible. Both public and YCCD search engines will quickly discover both sites, leading to possible student and public confusion. Please follow these steps to remove your old FrontPage web site:

1. Connect to your old FrontPage site using Microsoft FrontPage 2003 using any method you are familiar with. Please verify that you are connected to your old web site, and not your new site.
2. Place FrontPage 2003 in Folder View. If you are not already in Folder View, you may do this by clicking the FrontPage “View” option in the top menu, and selecting “Folders” from the dropdown list. You should now have a “Contents” pane on the left, and a much wider “Web Site” pane on the right.
3. Select “Edit” from the FrontPage top menu, and choose “Select All”.
4. Select “Edit” from the FrontPage top menu, and choose “Delete”
5. When the Confirm Delete box appears, select “Yes to All”.
6. Wait for the process to complete. On very large sites, deletion may take up to 10 minutes.
7. After you have deleted your web site, we strongly suggest that you request a redirect for your web site. A redirect will catch any viewers attempting to view your old site, and will automatically push them to your new website. This will prevent students or members of the public from experiencing errors if they are attempting to follow old links, or if they have your web pages bookmarked. Redirects will be active for six months from their request date.
  - a. Send an email to [webmaster@yosemite.edu](mailto:webmaster@yosemite.edu)
  - b. The subject of the email should be “Hosted Redirect Request”
  - c. Include your name, the complete website address of your old web site, and the complete website address of your new web site.
  - d. Redirects will be operational within 3 days of the receipt of the request.