

# Publishing your Website

*Publishing is different from saving.*

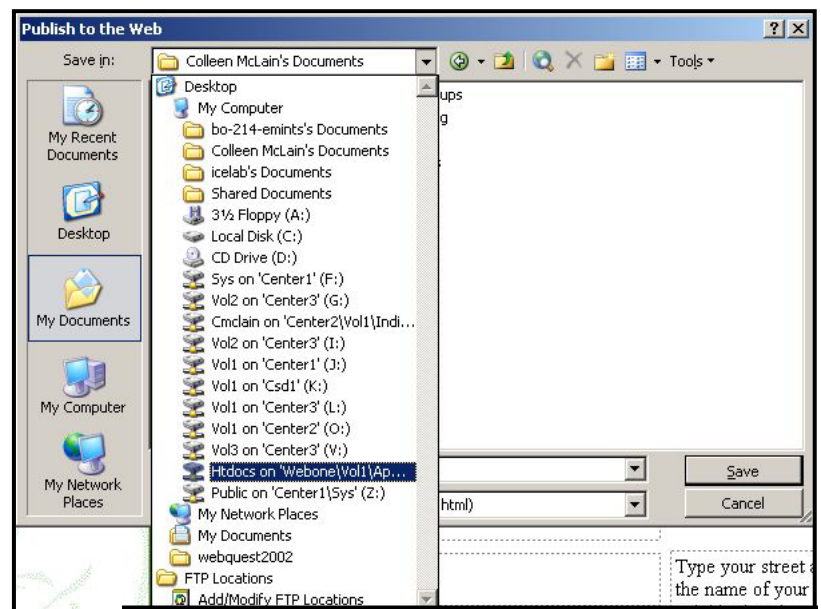
- **Saving** will save all work done to your H drive.
- **Publishing** will actually publish your website to your W drive, which in turn posts your website to the Internet.

1. To publish, go to File, Publish to the Web.  
(The first window that will open is one that explains you need to subscribe to a Web hosting service. Here in the district, this is your W Drive. Check the box next to Don't show me this message again and click OK.)



Now a Publish to the Web window opens. This is where you will navigate to your W Drive to publish.

2. From the drop down menu select your W Drive. (It is the one that will say first-initial-last-name on 'Webone\Vol1\Apache . . .')
3. Open your first-initial-last-name folder.
4. Rename the File Name as "index.htm".
5. Click Save.



*It is very important to select your W Drive and save or no changes will be made on the Internet.*

Now your website should be on the Internet.  
The path will be

<http://www.center.k12.mo.us/your-first-initial-last-name/index.htm>

