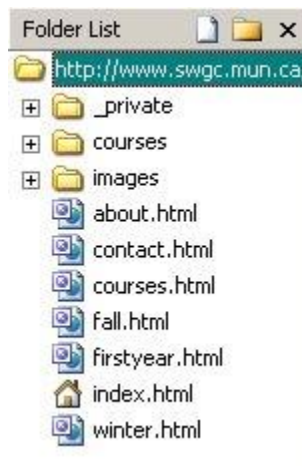


Microsoft FrontPage

1. Open FrontPage from the Start Menu: **Start | Programs | Microsoft Office 2003 | Microsoft Office FrontPage 2003**
2. Go to **File | Open Site**
3. In the Site Name box type: `http://www2.swgc.mun.ca/<WEBSITE>`
 - a. `<WEBSITE>` is the website that the Web Administrator has set for you. For example, if you are going to be editing the Mathematics website, the website is called math, so you would type `http://www2.swgc.mun.ca/math` in the Site Name box.
4. Once you are in you will see a listing of your files on the left side of the screen as seen below. If this listing is not present, go to **View | Folder List**.



5. To edit a file, you double click on it in the left window, and it will appear in the window located on the right hand side of the screen.

If you encounter any problems please feel free to contact the Help Desk @ x.2049 or helpdesk@swgc.ca.