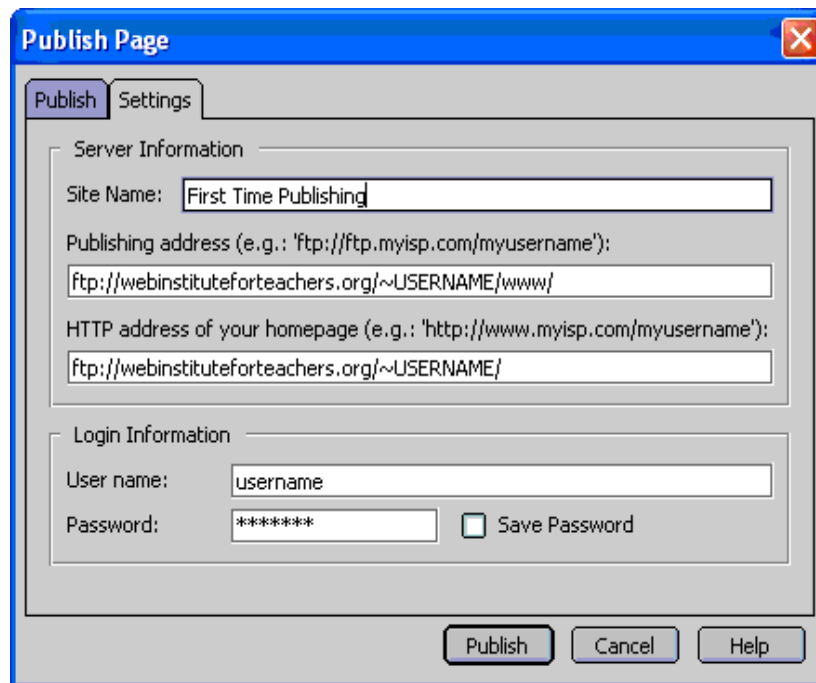


# Publishing the Page for the First Time

If you have never published this page before, Composer will display a screen with two tabs: *Settings* and *Publish*



The *Settings* tab in the Publish Page dialog box allows you to enter information about the document's remote publishing location. Read below to see what information needs to be included on this page

**Site Name:** This allows you to give your page a nickname. Give your page a short name that will help you remember what the page is about. For example, if my web page is about publishing for the first time in Composer, I might enter a name such as "First Time Publishing"

**Publishing Address:** This text field tells Composer where to upload your web page. This name is often called the "host server name" or "host name". Your publishing address for WIT will begin with **FTP://**. **Be sure to end the address with "/www/" as shown in the illustration.**

**HTTP Home Page Address:** This field specifies the complete address of your publishing home directory. It is the URL of your home page. It will always begin with **HTTP://**. This text field is optional.

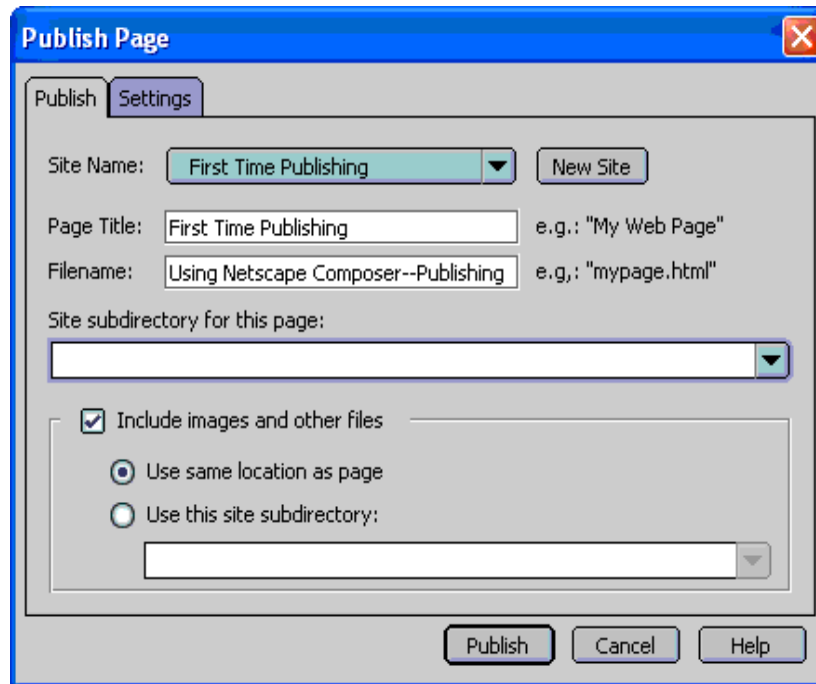
**Note: DO NOT include filenames or a subdirectory as part of the URL of your homepage!**

**User Name:** This is where you will input your user name, as provided to you by your mentors

**Password:** Your password has been given to you by your mentors, as well

**Save Password:** If you select "save password" you will not have to enter it each time you publish a page. It is NOT recommended that you save your password while in a WIT lab. This means that anyone can publish to your directory. Some participants do, however, choose to save their password on a home computer where only they will have access

The **Publish** Settings dialog box allows you to specify where you want your current page to publish to



**Site Name:** This pull down menu lists all of the published sites that you have created, so you can choose the specific site you want to publish to. If you want to create a new site, click **New Site**

**Page Title:** When you place a page title in the text field it will appear in the browser window's title bar when viewing the page in a browser. If your page is bookmarked, the page title will appear as the name of the web page in the bookmarks list. You can also access Page Title and Properties by clicking on **Format**, then **Page Title and Properties**

**Filename:** Each individual web page has its own filename. Filenames should be *short*, contain *no spaces*, and include the .html or .htm extension in the filename. If you need other reminders about filenames, refer to the "[saving pages](#)" information in this module

**IMPORTANT NOTE: If a file on the remote server has the same filename as the one you are uploading, the newly uploaded file will replace the existing one. YOU WILL NOT BE ASKED TO CONFIRM THIS ACTION**

**Site Subdirectory for this Page:** If this field is left blank, Composer automatically publishes the page to the main (root) directory at this site. If you want to publish to a remote directory listed underneath the main directory, enter the name of the subdirectory or choose it from the drop down list.

\*Subdirectory names are case-sensitive

**Include Images and other files:** If this box is checked Composer will publish any images and other referenced files by this page

**Tip: You can also edit, create or delete publish site settings by opening the "edit" menu and selecting "publish site settings"**