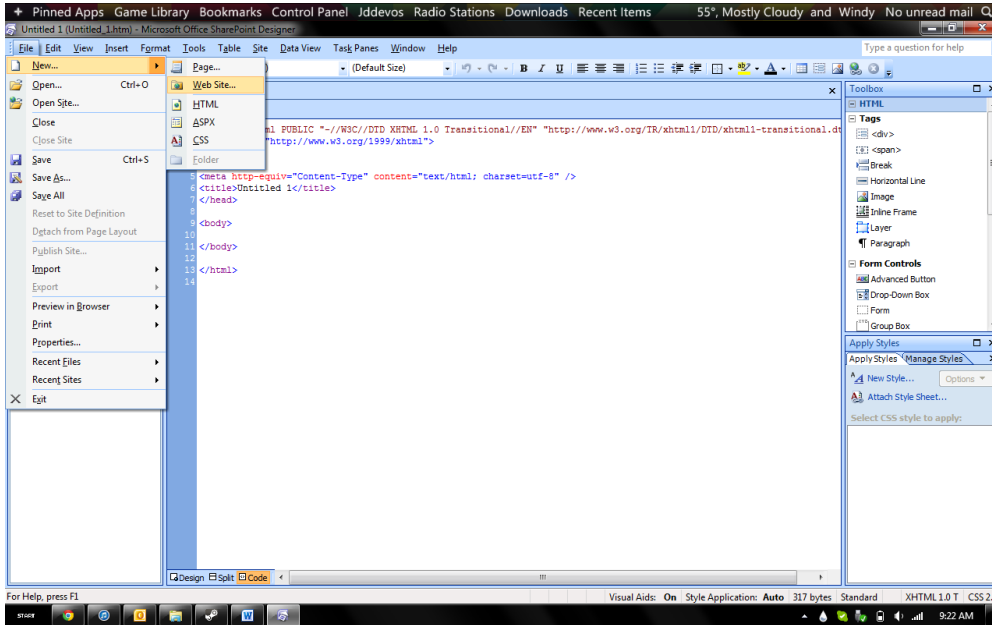
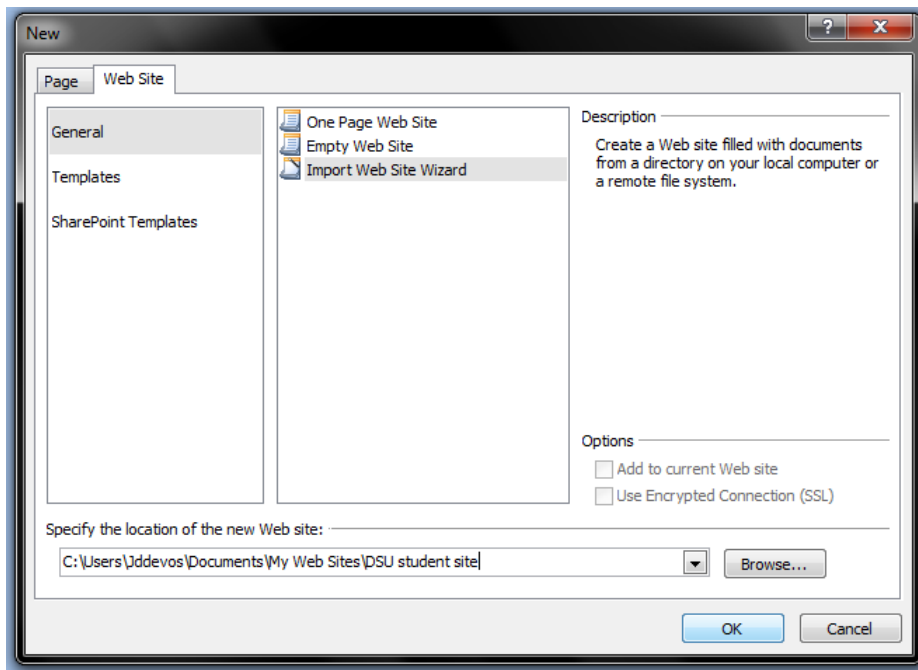


1. Begin by opening Microsoft Office SharePoint Designer 2007 (SPD 2007).
2. With SPD 2007 open, go to File->New->Web Site

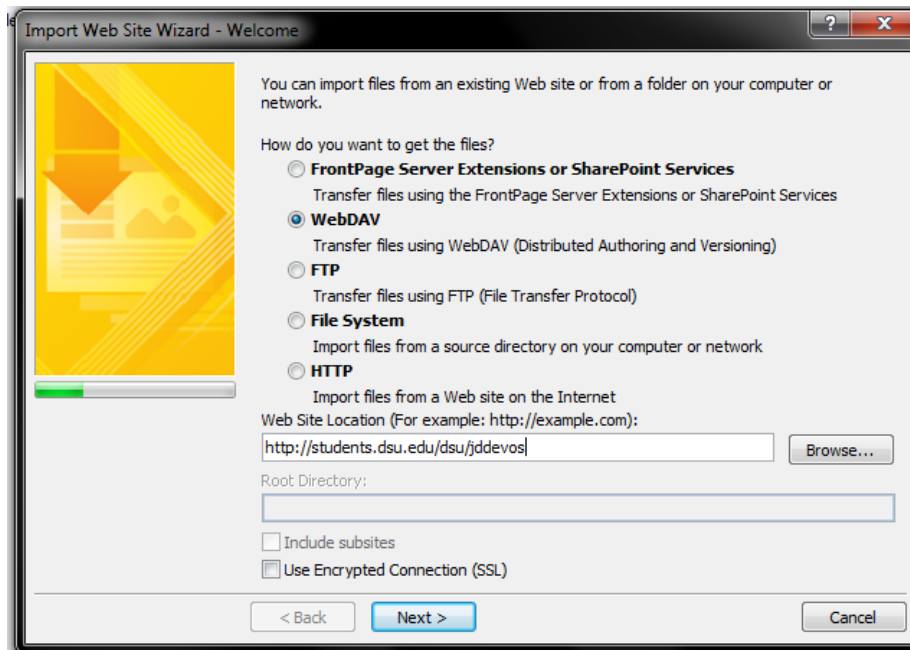


3. In the 'Web Site' tab, select 'General' and 'Import Web Site Wizard'. In the 'Specify the location of the new Web Site', specify a file path to where you want the local copy of your site. Click 'OK'.



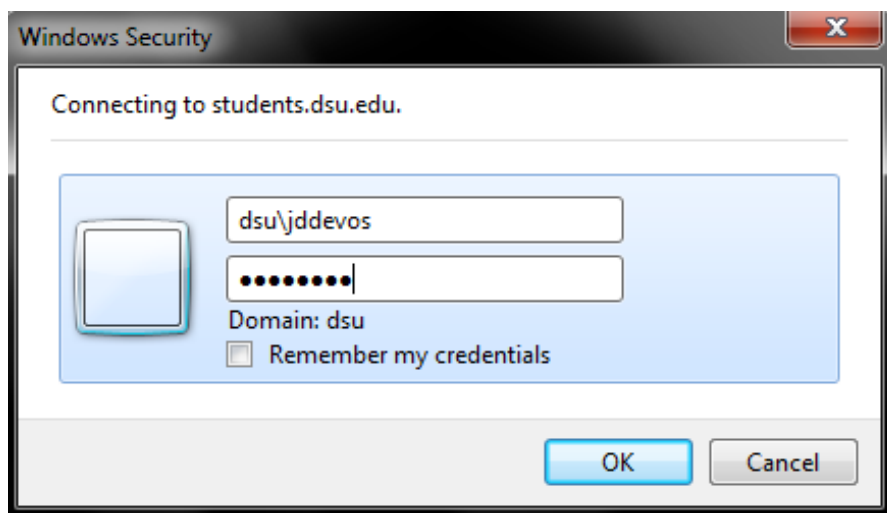
4. Select WebDav from the list, and enter your student website url in the 'Web Site Location' box. Then click 'Next'.

Check <http://www.students.dsu.edu/WhatIsMyWebAddress.htm> if you don't know your web address.

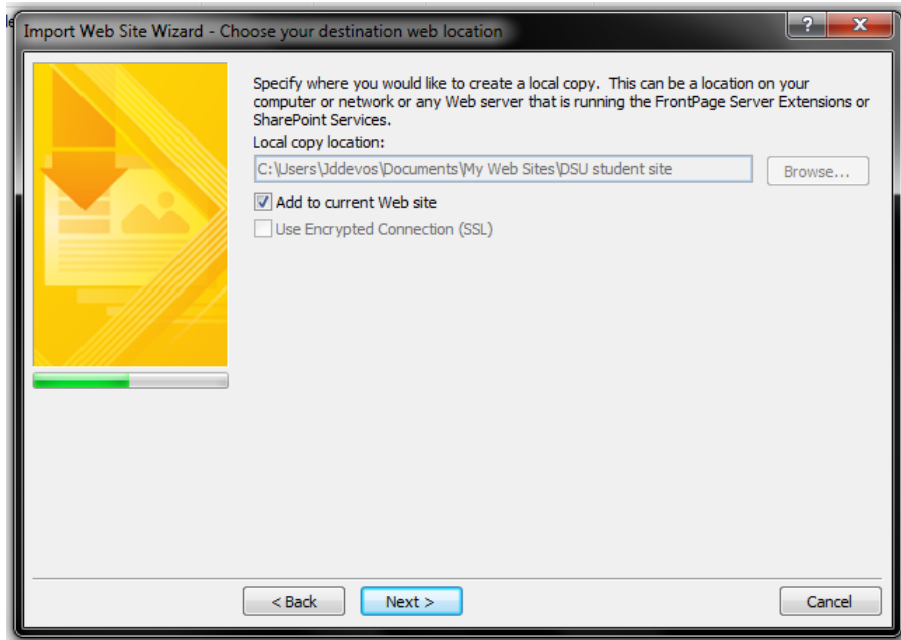


5. Sign in using your university username and password.

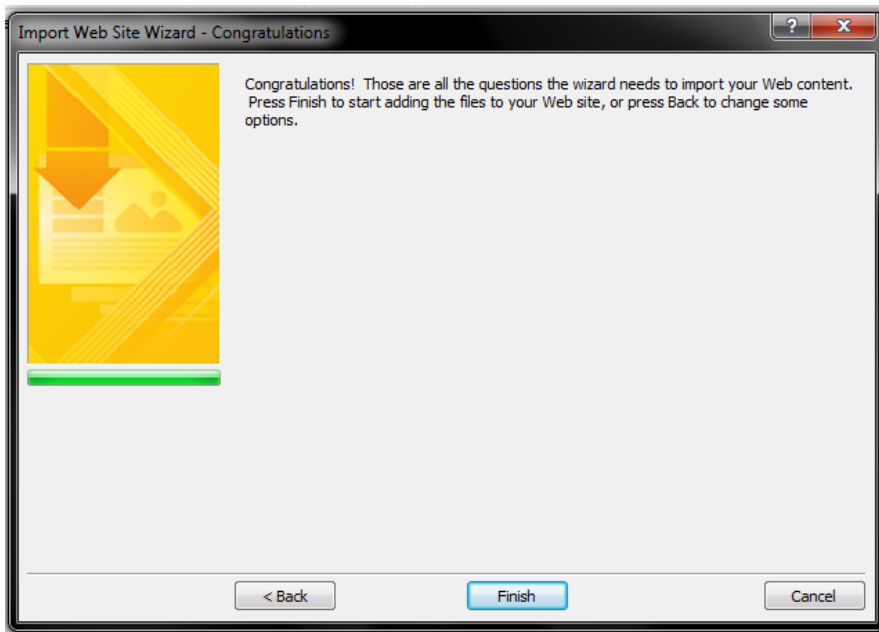
If you don't know your login, visit <http://students.dsu.edu/WhatIsMyLogin.htm>



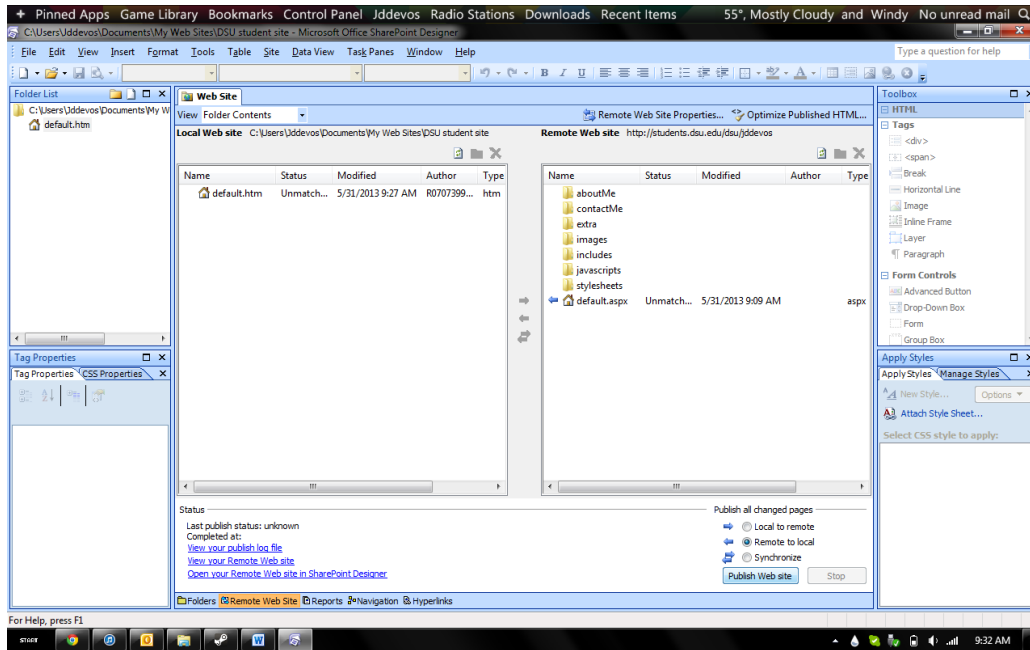
6. Leave the default steps the same and click 'Next' again.



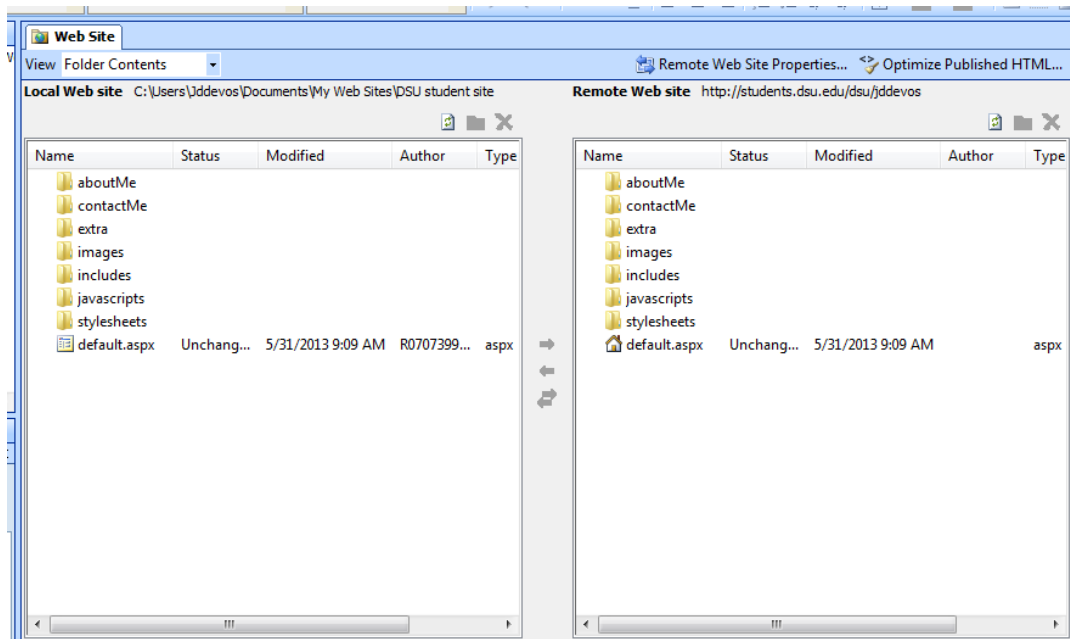
7. Click Finish



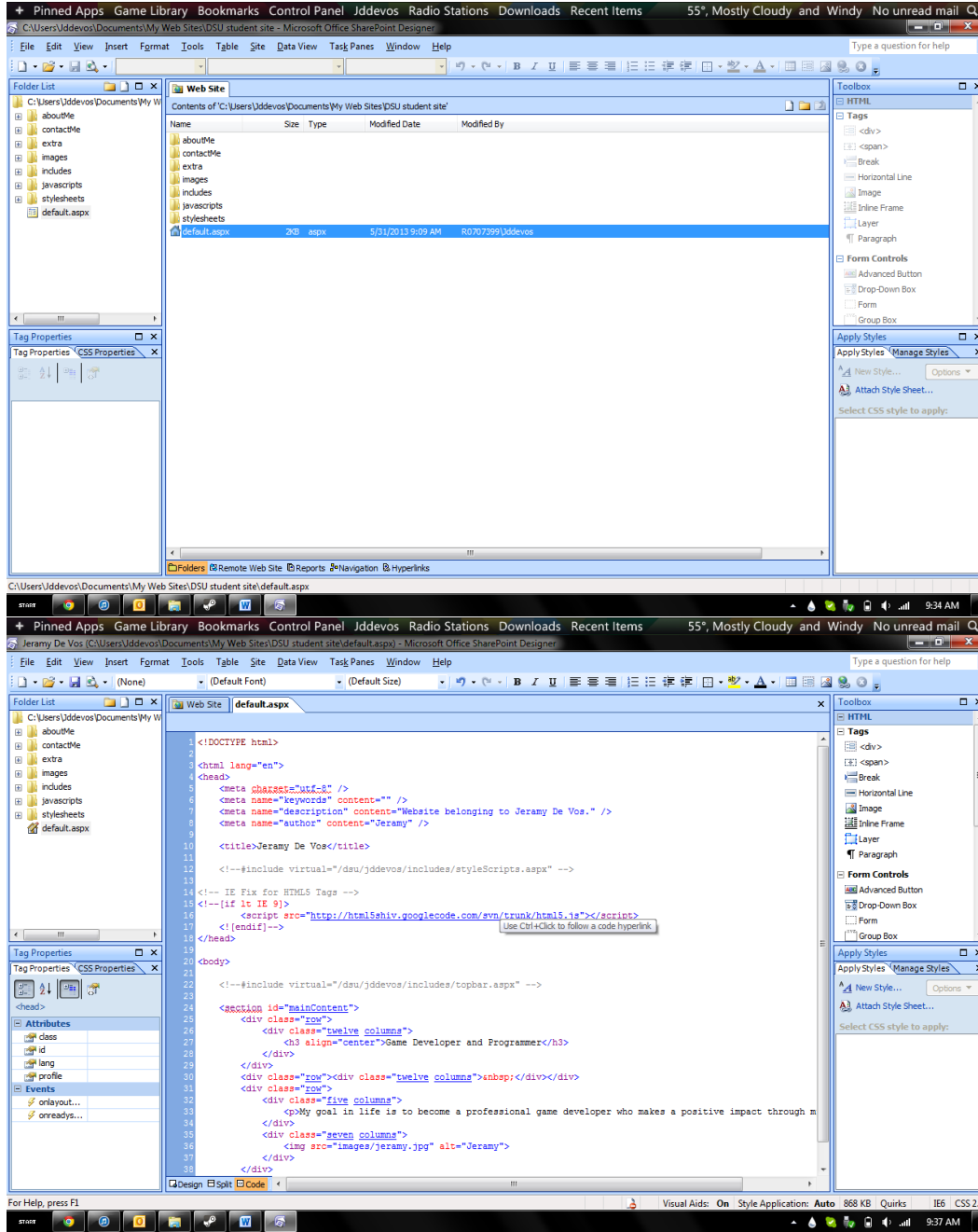
8. Check the 'Remote to Local' radio button, which will transfer the contents of your website to the local folder specified earlier. Then click 'Publish Web Site' to begin the transfer.



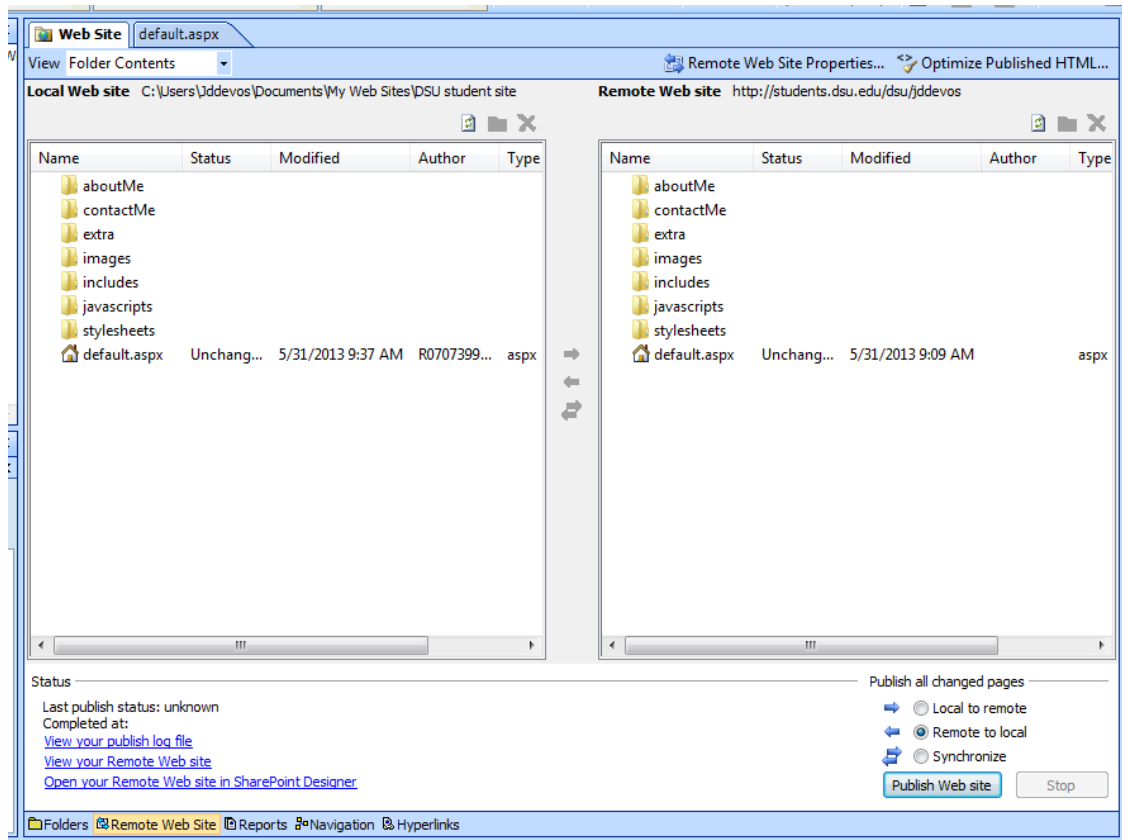
9. After copying your website to your local machine, the contents in the 'Local Web Site' and the 'Remote Web Site' panes will be the same.



10. Click the Folders tab (bottom of the screen) and edit your website to your liking.



11. When you are finished editing your site, save your pages. Then go back to the Web Site tab (top of the page) and then the Remote Web Site Tab (bottom of the page).



12. Click the 'Local to Remote' radio button, which will transfer your site from your machine to the server. Then click 'Publish Web Site' to begin the transfer.

