Login to website

1. Click on "Site" from your top toolbar and select "Open Site."

Development server	ftp://dev.umkc.edu/www.umkc.edu/sitename	You can test changes here before they are viewable to the public.
Production server	ftp://www.umkc.edu/www.umkc.edu/sitename	This is the live web server. Never make edits here before testing them on the development server first.

2. You will set your site up as the development server. You will be asked if you want to edit the live site – select yes.

3. After you have opened your site, go to "Site" and select "Publishing Settings." Here you will enter the production server. You will just enter the first part – ftp://www.umkc.edu/www.umkc.edu and then under Directory, you will enter /sitename.

4. It is important that your development site is up-to-date to use these settings. If not, when you publish a page from the development server to the production server, it will overwrite any newer changes that you have made just on the production server.

Test and publish changes

1. Click **File > Save**.

2. Navigate to the page in a browser and change the **www** in the address bar to **dev**.

3. Check to make sure everything is formatted correctly and that there are no typos.

4. If everything is correct, go to Microsoft Expression Web and click on "Window" in your top toolbar. Select "Site View." At the bottom of the page, you'll have several options for which site view you want – select "Publishing."

5. Navigate within the development site to the page you have made changes to and make sure you have the production site in the same place. Now simply select the changed page, and drag and drop it from the development site side to the production site side.

6. Go back to your browser and change the dev to www to preview the changes.