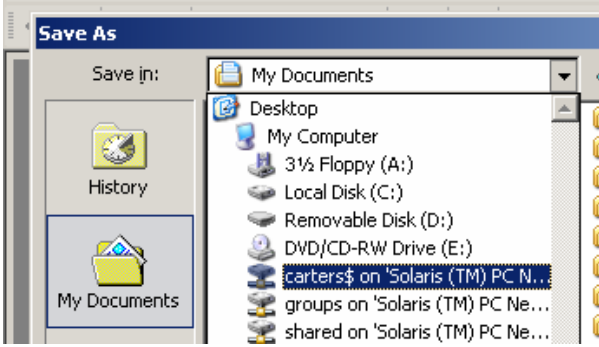



Quick Guide: Putting Files on the Web at WOU

Step-by-Step	Notes
<p>1. Open your document.</p> <p>2. Choose File, Save As . . .</p> <p>3. Change the drive to your network drive.</p>	<p>Although HTML documents are best because all browsers can open them, you can actually put any file on your Web site. Just remember that the person on the other end must have a program that can open the file. Word, PowerPoint, and Excel files are usually fine for people on campus because most faculty, staff, and students have access to these programs.</p> <p>We will be saving a copy of this file into your Web folder.</p> <p>Here on campus this is generally your "H" drive. The drive begins with your user name and is followed by a dollar sign.</p>
<p>4. Open the "public_html" folder.</p> <p>5. Choose Save.</p>	 
<p>6. Open your browser and view the file.</p>	<p>Any file saved into the public_html folder is automatically available on the Web.</p> <p>Your Web site will be <a href="http://www.wou.edu/~<username>">www.wou.edu/~<username>. For example, if your user name is smithj, then your Web address would be www.wou.edu/~smithj.</p> <p>If you don't have a an "index.htm" file located in the site, then a list of files will be displayed. Students can access the file they want by clicking on it.</p>