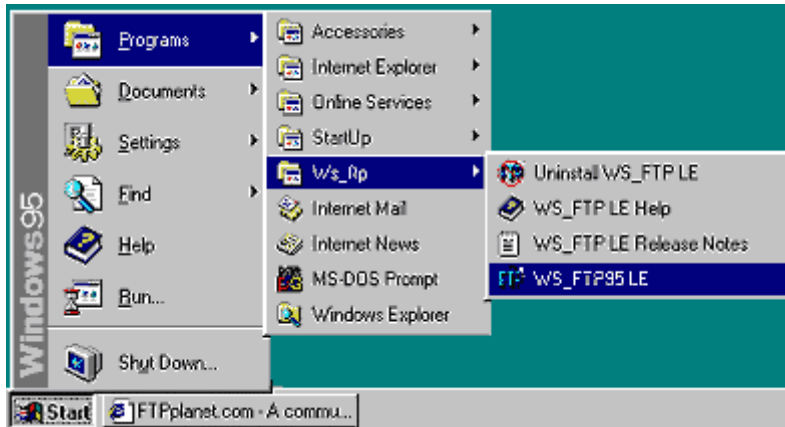


Section 1.0 How-To:

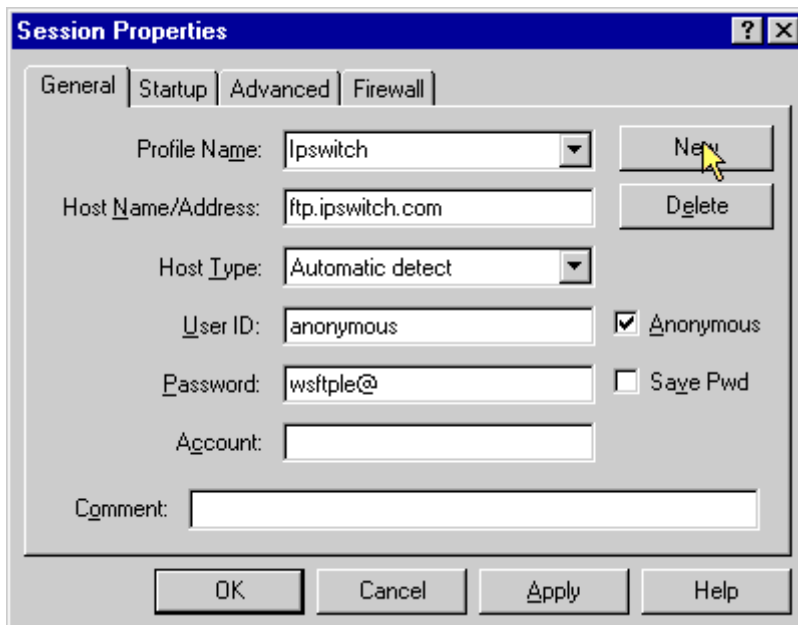
Connecting to Warrnambool on The Web Using WS-FTP LE.

This program can be downloaded from <http://download.com.com/3000-2160-10018456.html>

1. After installing you can launch the program by clicking on the **Start** button and then select **Programs**, then **WS_FTP LE**, and then **WS_FTP LE**.



2. When you open *WS_FTP LE*, you're taken directly to the **Session Properties Window**. This is where you select which FTP site you'd like to connect to. For this tutorial, we're going to connect to a new FTP site so please click on the **New** button located near the top right-hand side of the *Session Properties Window*.



3. When you click the *New button*, all the fields will go blank. To connect to a new FTP site, you'll need to know the following information:

Profile Name: This is a nickname of sorts, use for storing all the information of your FTP site. It can be anything you like, but for this tutorial we'll use the *Profile Name*

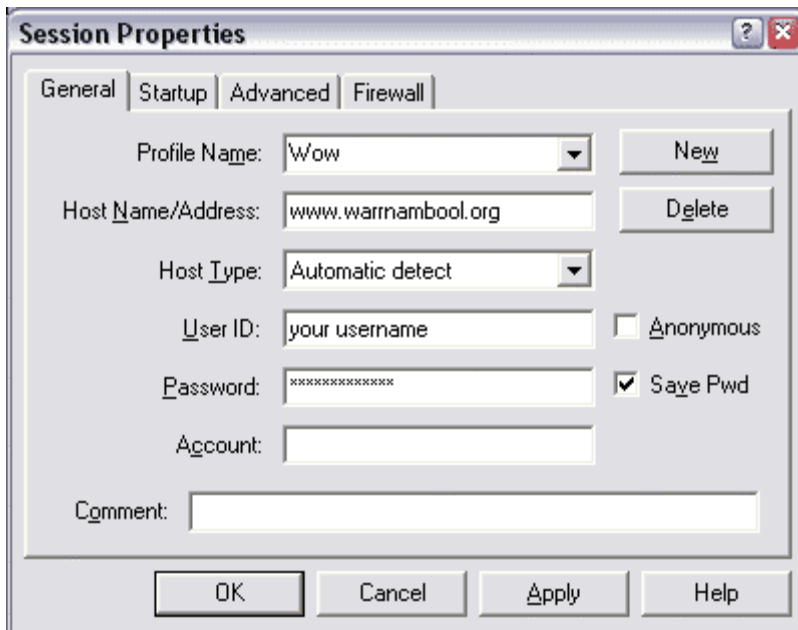
Wow

Host Name/Address: This is the Internet address of the FTP site you want to connect to. For this tutorial, the *Host Name* is **www.warrnambool.org**

User ID: This is a security feature for gaining access to an FTP site. To obtain your username and password if you do not already have it please contact webmaster@warrnambool.vic.gov.au.

Password: This is a security feature for gaining access to an FTP site. To obtain your username and password if you do not already have it please contact webmaster@warrnambool.vic.gov.au.

- Please type these values into the *Connection Window* as follows: **IMPORTANT** please make sure “your username” and password are replaced with the ones supplied to you by the Warrnambool.org website administrator.

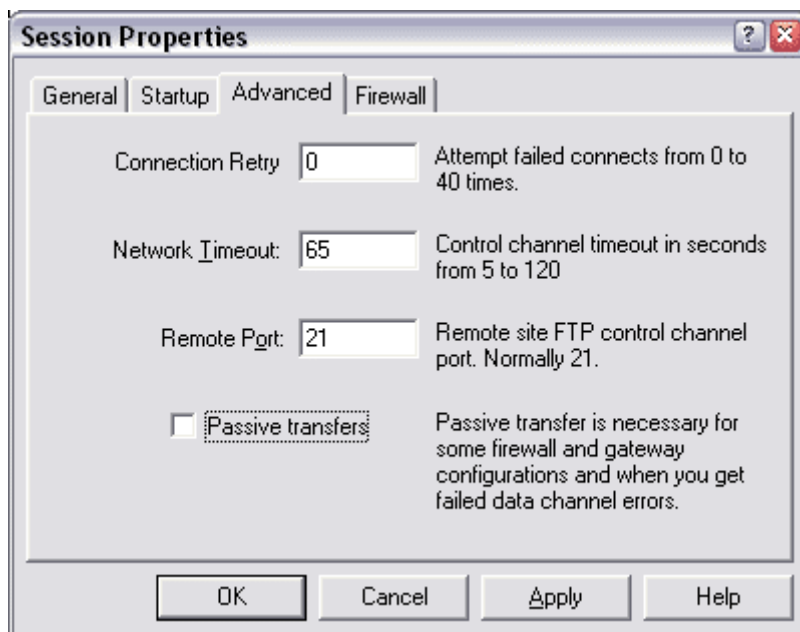


The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are filled with the following information:

- Profile Name: wow
- Host Name/Address: www.warrnambool.org
- Host Type: Automatic detect
- User ID: your username
- Password: [masked]
- Account: [empty]
- Comment: [empty]

Buttons: New, Delete, OK, Cancel, Apply, Help. Checkboxes: Anonymous (unchecked), Save Pwd (checked).

- Now click on the Advanced Tab and ensure that “Passive Transfers” is unchecked, this is very important.



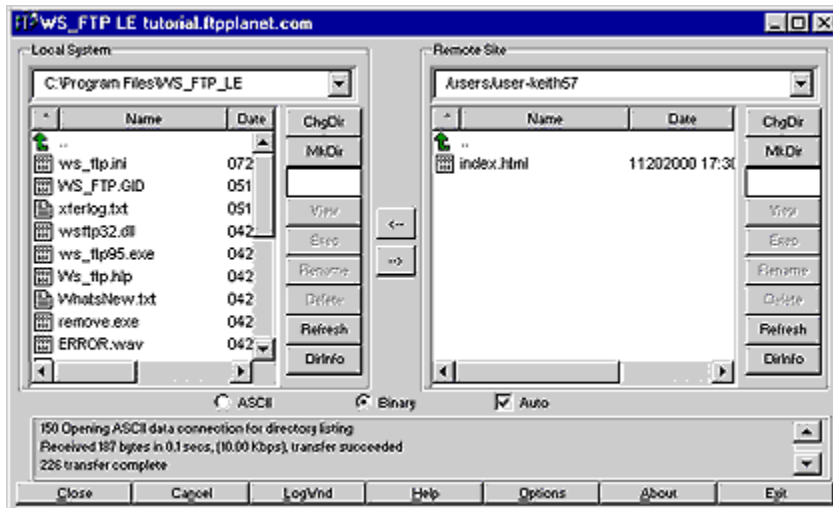
The screenshot shows the 'Session Properties' dialog box with the 'Advanced' tab selected. The fields are filled with the following information:

- Connection Retry: 0
- Network Timeout: 65
- Remote Port: 21
- Passive transfers: (unchecked)

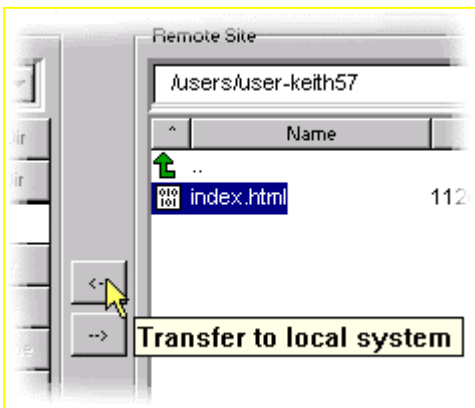
Buttons: OK, Cancel, Apply, Help.

- When your *Session Properties Window* and *Advanced* has the appropriate values entered (i.e. looks identical to the one above), you're ready to connect, press the OK button.

- You have successfully connected to your personal Web space. Your *WS_FTP LE* screen should now look like this:



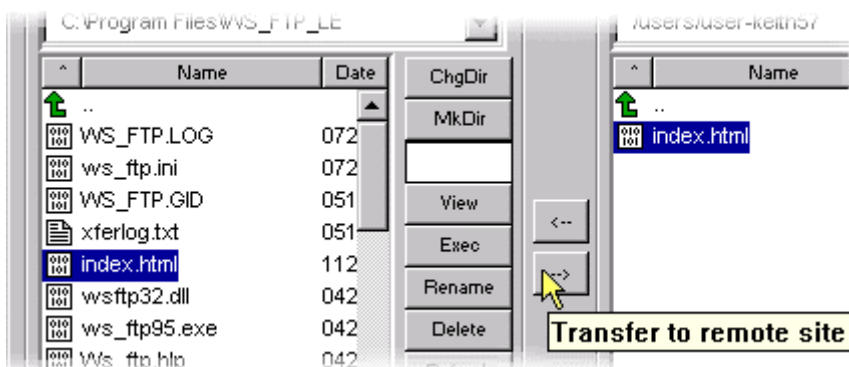
- The left side (or left pane) is a view of the files on your computer, or your **Local System**. The right side is a view of the files on temporary personal Web space or **Remote Site**. You'll notice that there is one file called **index.html**, in the **Remote Site** (right side). This is the first page users see when coming to your site. We're going to transfer this file from the **Remote Site** to your **Local System**.



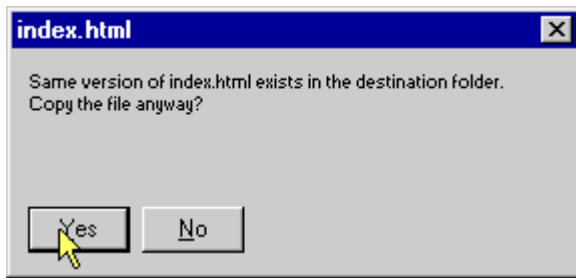
First, highlight the file **index.html** in the **Remote Site** by clicking on it once. Then click the left transfer arrow located between the right and left panes.

WS_FTP LE will then transfer the **index.html** file from your **Remote Site** to your **Local System**. If you have speakers on your computer, you'll hear the sound when you've successfully transferred.

- You should now see a new file named *index.html* on your **Local System**. Any changes you wish to make can now be made to the file you have just downloaded. The file can be edited with Microsoft Word and then transferred back to your *Remote System*.
- With your changes saved to your **index.html** file on your **Local System**, it's time to transfer the file back up to the **Remote Site**. Highlight the file **index.html** on your **Local System** by clicking on it once. Then click the right transfer arrow located between the right and left panes.



11. *WS_FTP LE* will then transfer **index.html** file from your *Local System* to your *Remote Site*. *WS_FTP LE* will inform you that there is already a file on your **Remote Site** named **index.html**, and ask you if sure you'd like to overwrite it.



12. Click the **Yes** button, which will overwrite the existing **index.html** file that is already on your **Remote Site** with the modified **index.html** file you're uploading from your **Local System**. If you have speakers on your computer, you'll hear the sound when you've successfully transferred.
13. You can now repeat this process for the rest of your web sites pages.

Section 2.0 How-To: Editing your Web Site using Microsoft Word.

1. After downloading the page you would like to edit open Microsoft Word and go to file – open, and browse to the location where your html page resides. Once you have found the page simply double click on it to open.
2. To create a new html document use one of the below methods:

Method 1

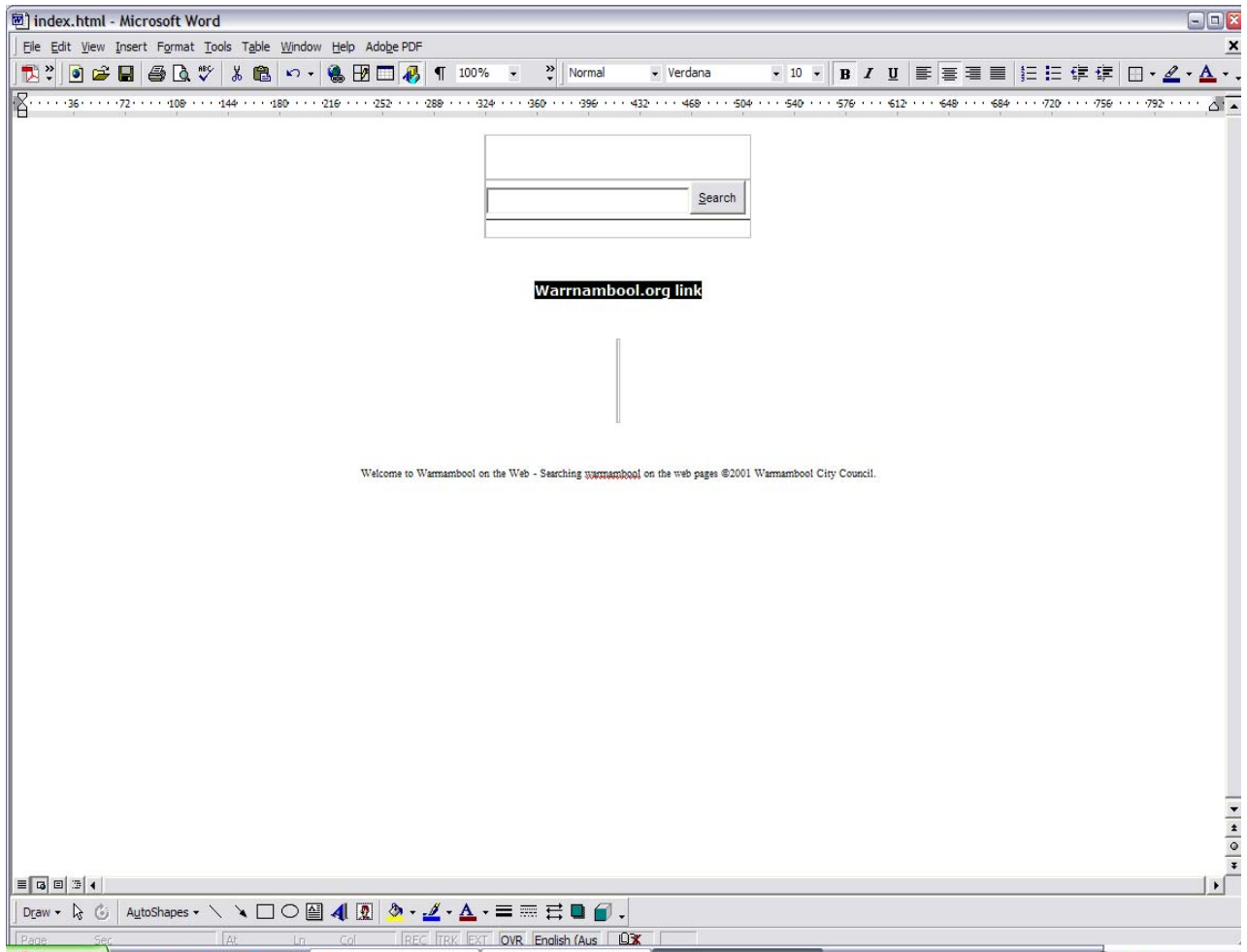
- a. Start Microsoft Word.
- b. In the **New Document** task pane, click **Blank Web Page** under **New**.
- c. On the **File** menu, click **Save**.
NOTE: The **Save as type** box defaults to **Web Page (*.htm; *.html)**.
- d. In the **File name** box, type the file name that you want for your document, and then click **Save**.

Method 2

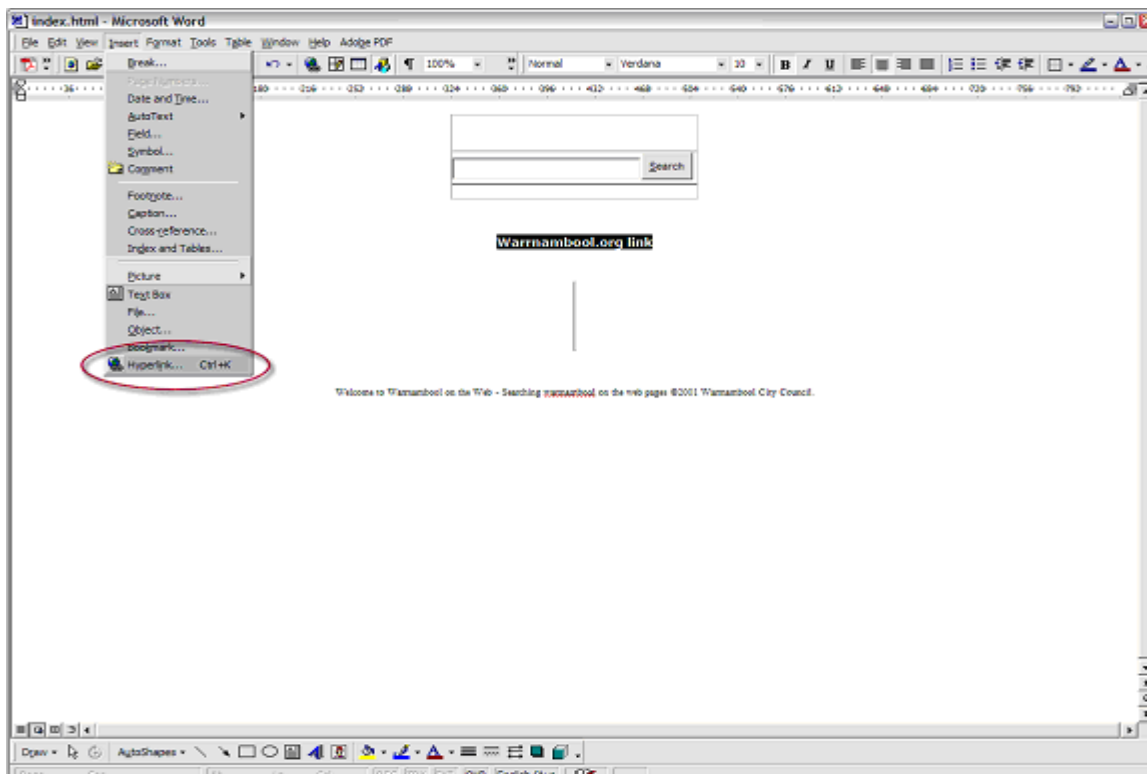
- e. Start Microsoft Word.
- f. Create a new blank document.
- g. On the **File** menu, click **Save as Web Page**.
- h. In the **File name** box, type the file name that you want for your document, and then click **Save**.

Creating a Hyperlink

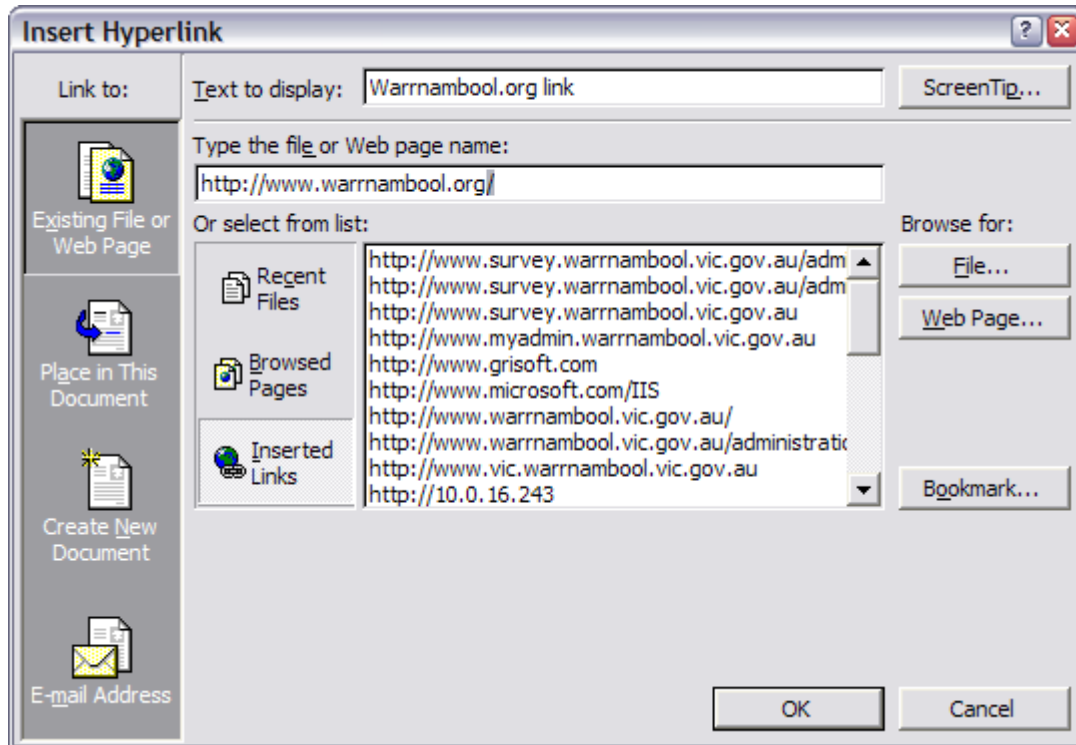
- i. To create a hyperlink, select the words that you would like to be the link.



- ii. On the Insert menu, click Hyperlink.

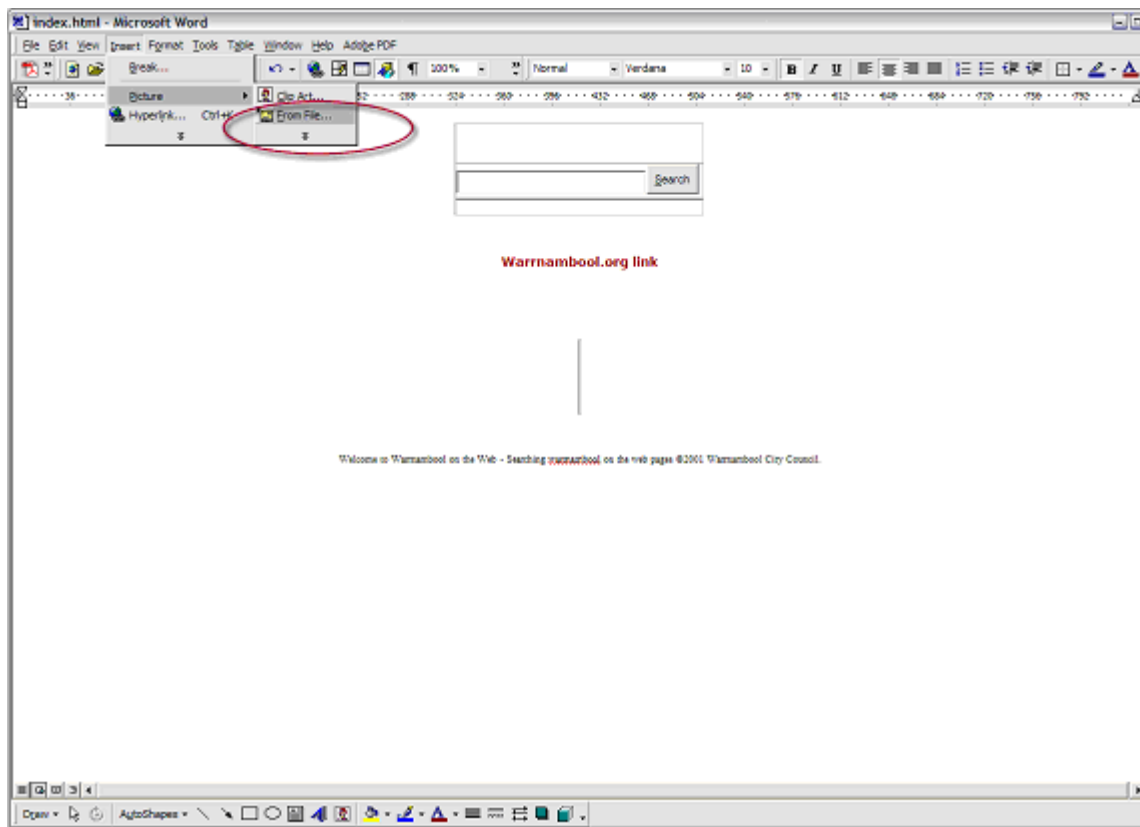


- iii. In the Insert Hyperlink dialog box, type for example **http://www.warrnambool.org** in the Address box, and then click OK. (Note this address should be substituted for the actual address you would like the link to go to.

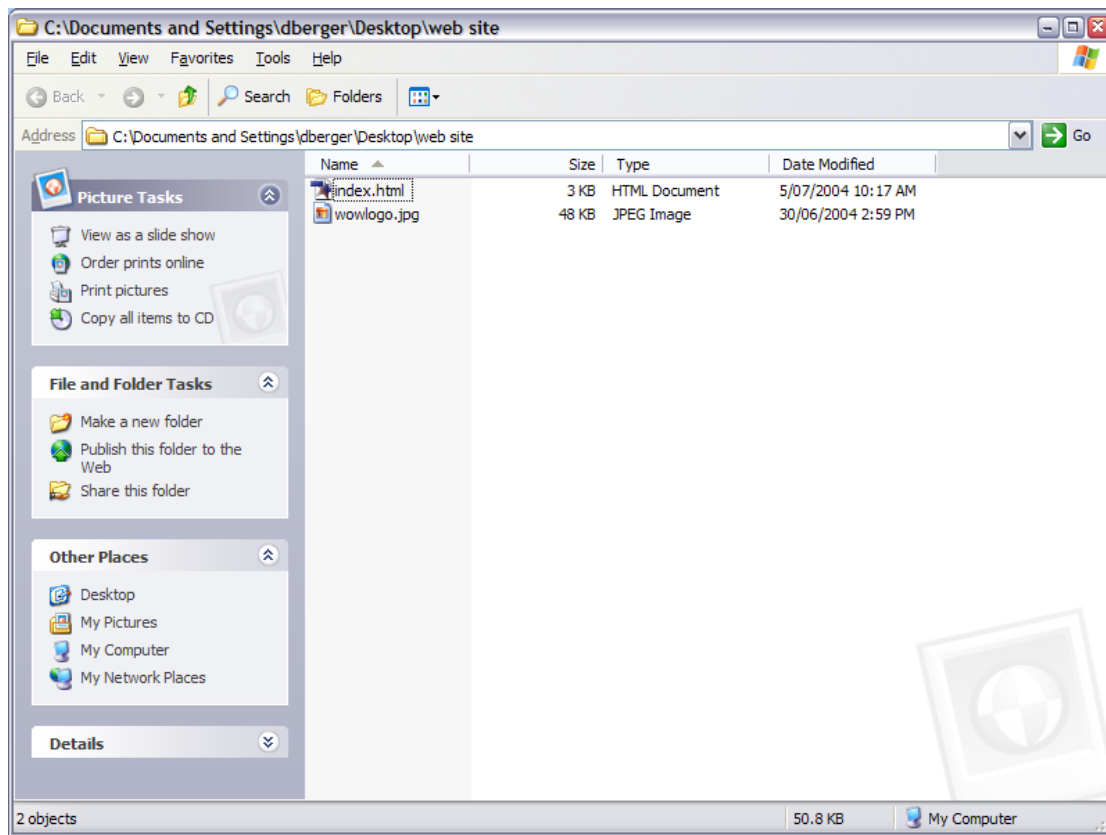


Add an Image to Your HTML Document

1. Place your insertion point where you want to place an image in your document.
2. On the **Insert** menu, point to **Picture**, and then click **from file**.



3. Browse to where your images are stored, select the image and click ok. (**Note** To eliminate errors in your html document when it is uploaded you images should be placed in the same directory as your html document)



4. Don't forget to save your document.

For more information about HTML support in Word 2000/2002, follow these steps:

1. Open Microsoft Word 2002.
2. On the Help menu, click Microsoft Word Help.
3. Click the Answer Wizard tab.
4. Type HTML in the What would you like to do? box, and then click Search.
5. Related topics will be displayed. Click any item to display the information.