

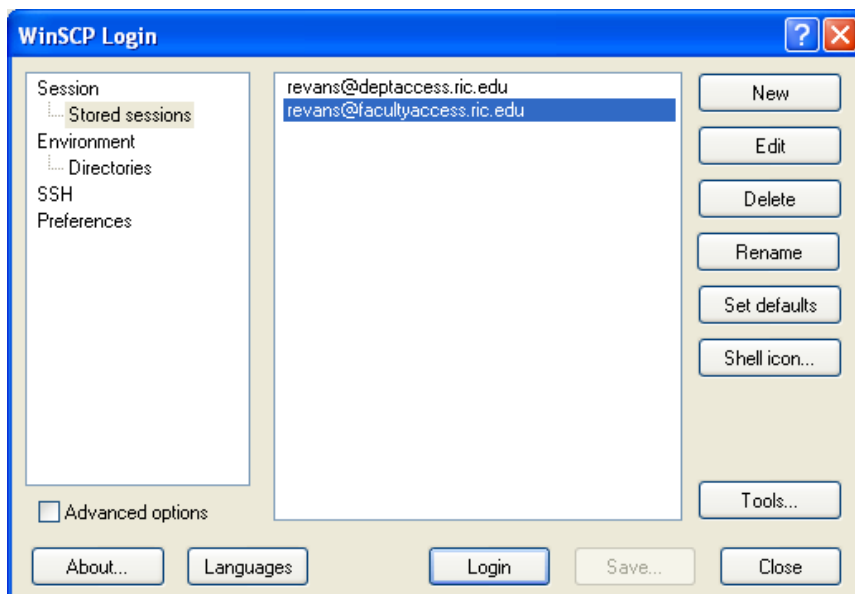
Updating Faculty Web Pages

By Dick Evans

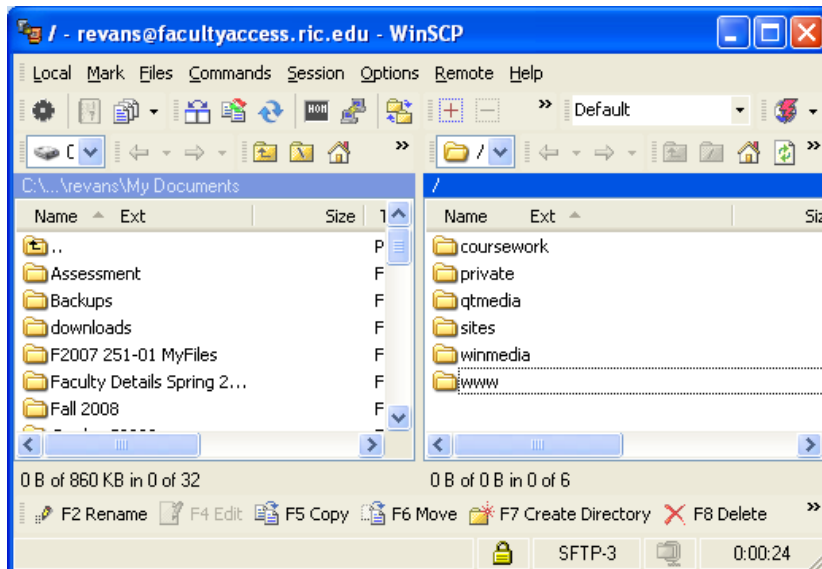
Faculty Web sites are located on the FDR (Faculty Data Repository) in the www folder. The “home page” should be named index.htm. If you have not established your site, the folder was created with a dummy home page with that name. Simply modify or replace it to make it yours.

To access the folder, use a secure FTP such as WinSCP found at www.winscp.net or (for a MAX) Cyberduck found at www.cyberduck.ch. The White Paper on Introduction to the FDR explains how to download, install, and use WinSCP. See www.ric.edu/toolbox to locate the White Papers.

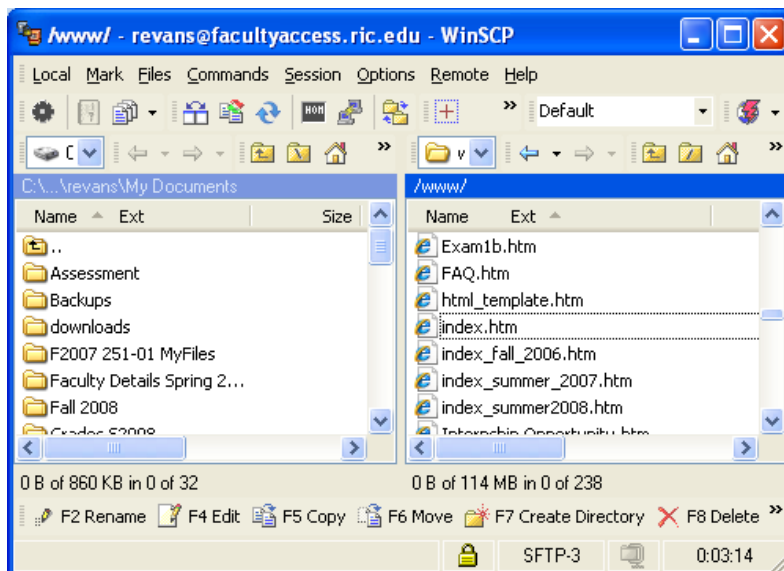
The following assumes you are using WinSCP on a Windows XP machine.



1. Open WinSCP to facultyaccess.ric.edu.

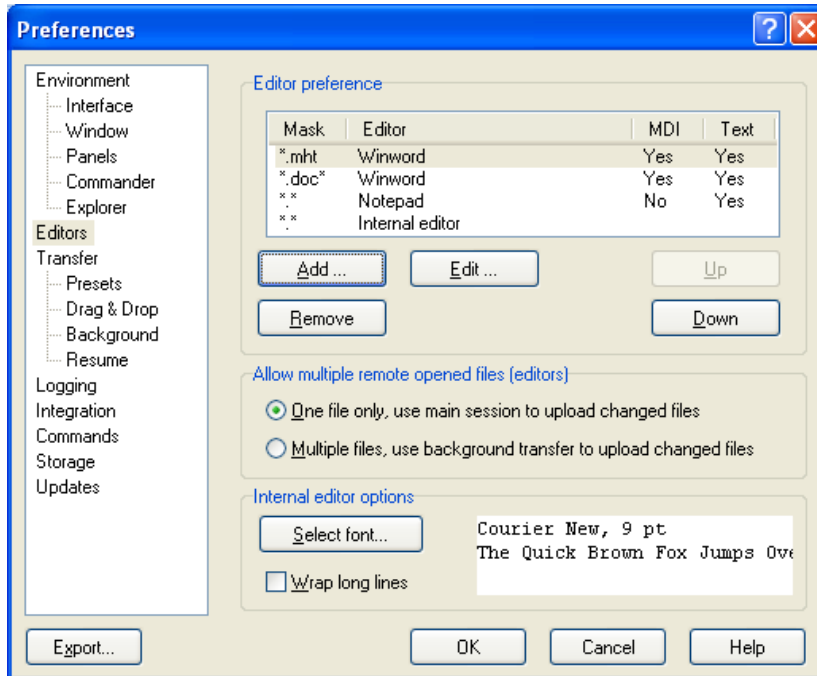


2. Open the www folder.

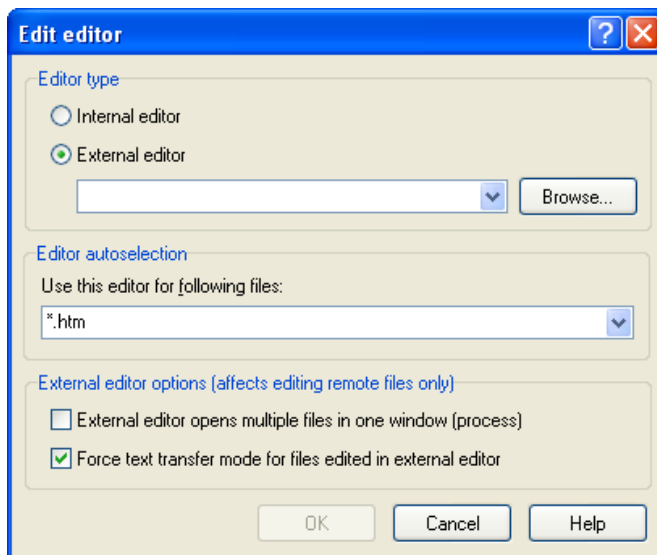


3. Locate the index.htm file.

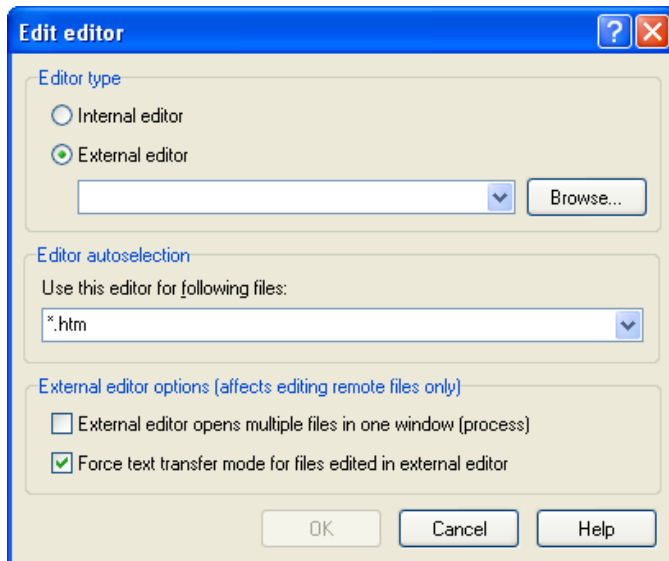
Setting the Default Editor



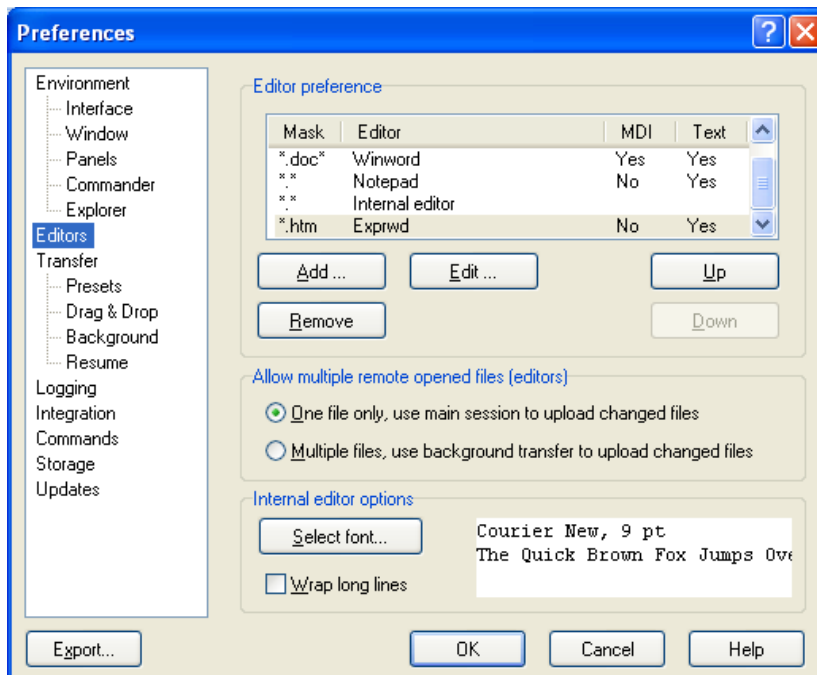
4. Ctrl + Alt + P to open the Preferences dialog box. In the left panel, select Editors. Then under Editor preference, click Add.



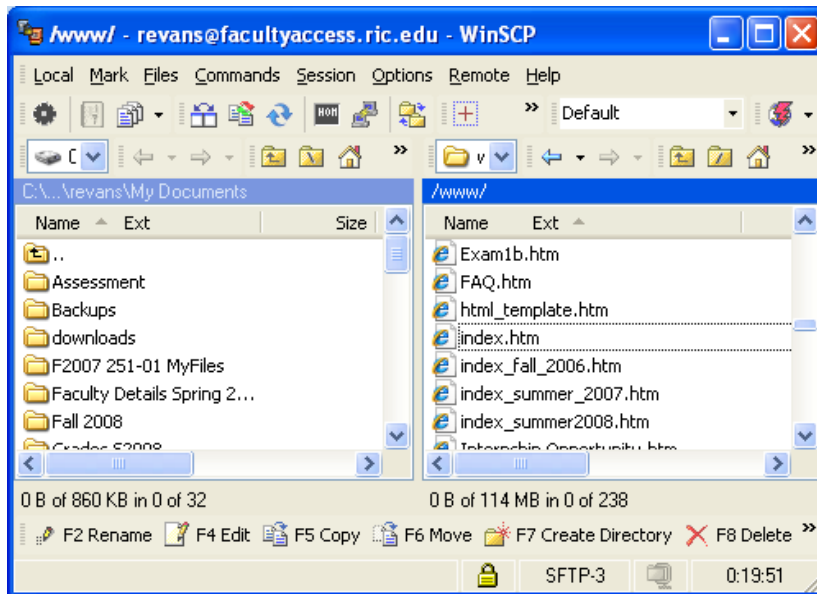
5. Under Editor type, select External editor. Under Editor autoselection, type *.htm. Click Browse.



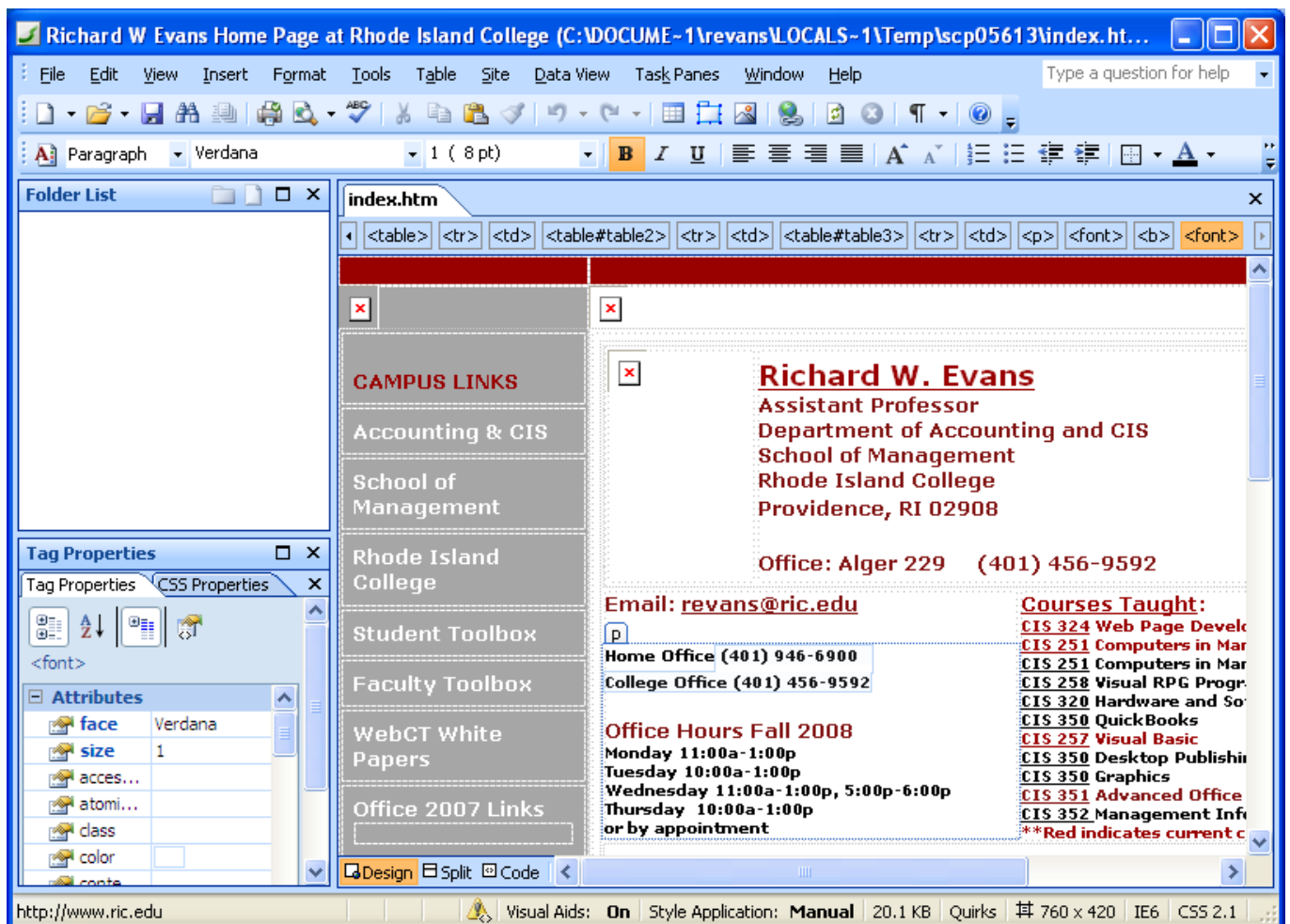
6. Locate the executable for the Web page editor to be used. Expression Web is located at C:\program files\Microsoft expression\web designer\. SharePoint Designer is located under C:\program files\Microsoft Office\Office 12\. Select the appropriate .EXE file and click OK, and OK.



7. Use the Up button to move the *.htm entry to the top of the list, and then click OK.



8. Double-click index.htm to open it in the selected application.



9. Notice that the images do not show. All you have access to is the indes.htm file. Make the changes needed, and then click the Save button (or Ctrl+S). The changes are made to the live Web site. Open a browser and check your work.

Note: If you want access to your entire Web site with all images, copy the contents of the www folder to a www folder on your local drive. Then open the application program first. From that program, open the Web site (the www folder) and proceed to make changes. When you have finished, copy the files and folders back to your FDR www folder.