



Posting Documents to Your Website

You can post documents to your website in their original Word, Excel, or Publisher formats. This is useful if you want students or parents to be able to download documents for editing. If you want your website viewers to see a PowerPoint presentation, you can save it in web format and post it. This way, they won't have to have PowerPoint on their home computer to view your presentation.

POWERPOINT

PowerPoint allows you to output slides to the Web, from one slide to a whole slide show. The slide shows require no special plug-ins to view, and can be seen by anyone with a browser. Your presentation will appear with a table of contents down the left side, and slides on the right.

To save a PowerPoint slide show to the web, choose FILE>SAVE AS WEB PAGE. Give the presentation a file name with no spaces and make sure under Save as Type you choose Web Page. The new file name should have the extension .htm on it. When you save a PowerPoint as a web page, a folder will be created with files relevant to that page, so save directly to your web template folder. This will ensure your PowerPoint works properly on the web.

WORD, EXCEL, or PUBLISHER

Preparing a Word, Excel, or Publisher document for posting to your web page is easy.

POSTING DOCUMENTS TO BE DOWNLOADED FOR EDITING:

If you have a file you want users to be able to download and edit (assuming they have the correct program), you simply save it to or copy it to your web template folder. For organization purposes, it's suggested you make a folder within your web template folder called documents or filecabinet, etc, in which to store your files. Then, follow these steps:

LINKING TO THE DOCUMENT IN YOUR WEBSITE

1. Open your website in FrontPage.
2. Open the page you want to include the document link on.
3. Type in the name of the file.
4. Highlight the name you've typed, right-click on it and select hyperlink.
5. In the Hyperlink dialog box, browse to the document in your web folder, and highlight it.
6. Click OK. Test your link by going to File > Preview in Browser. Save your page if asked to.
7. Save and publish your updated page.

If you want to post a document for informational purposes, but you don't want anyone to be able to edit it, you will want to convert it to a PDF before posting. See the next pages for instructions!