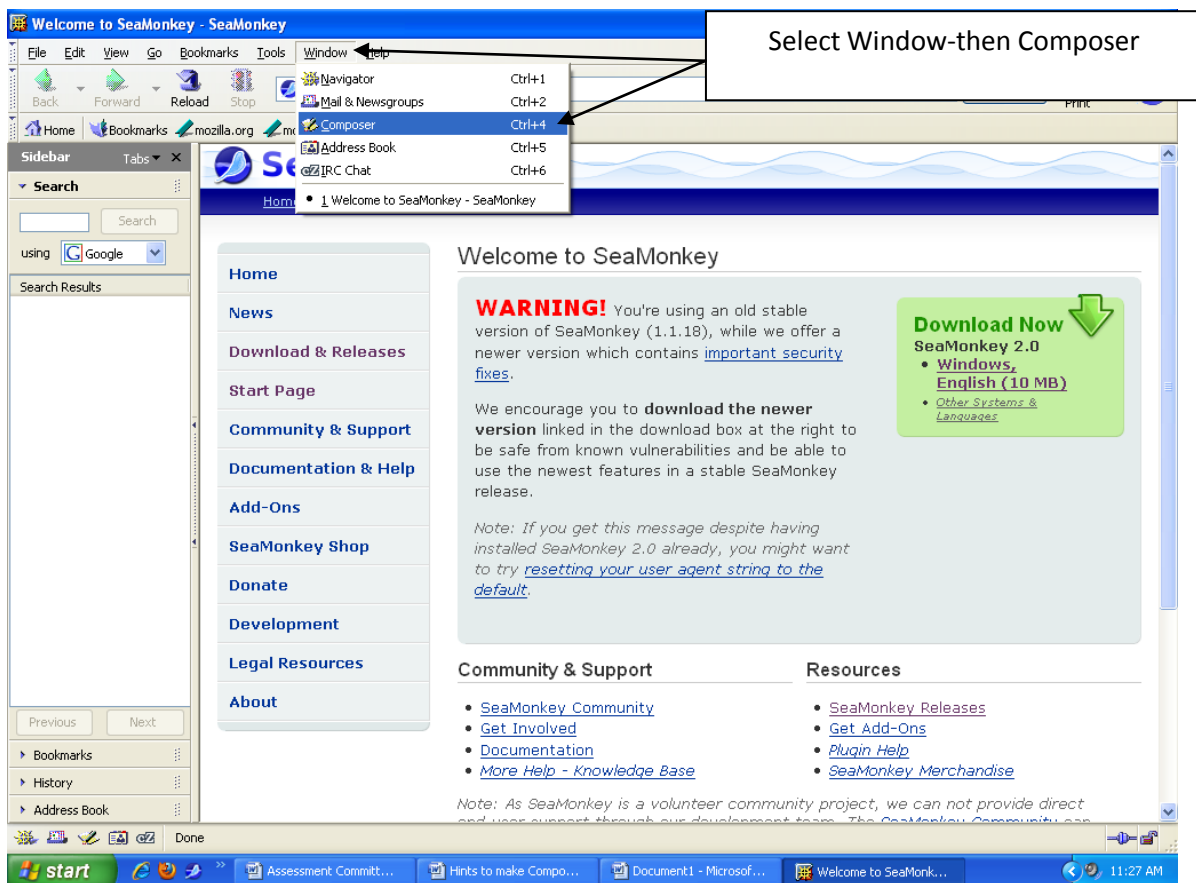


Making Changes to Your Web Page

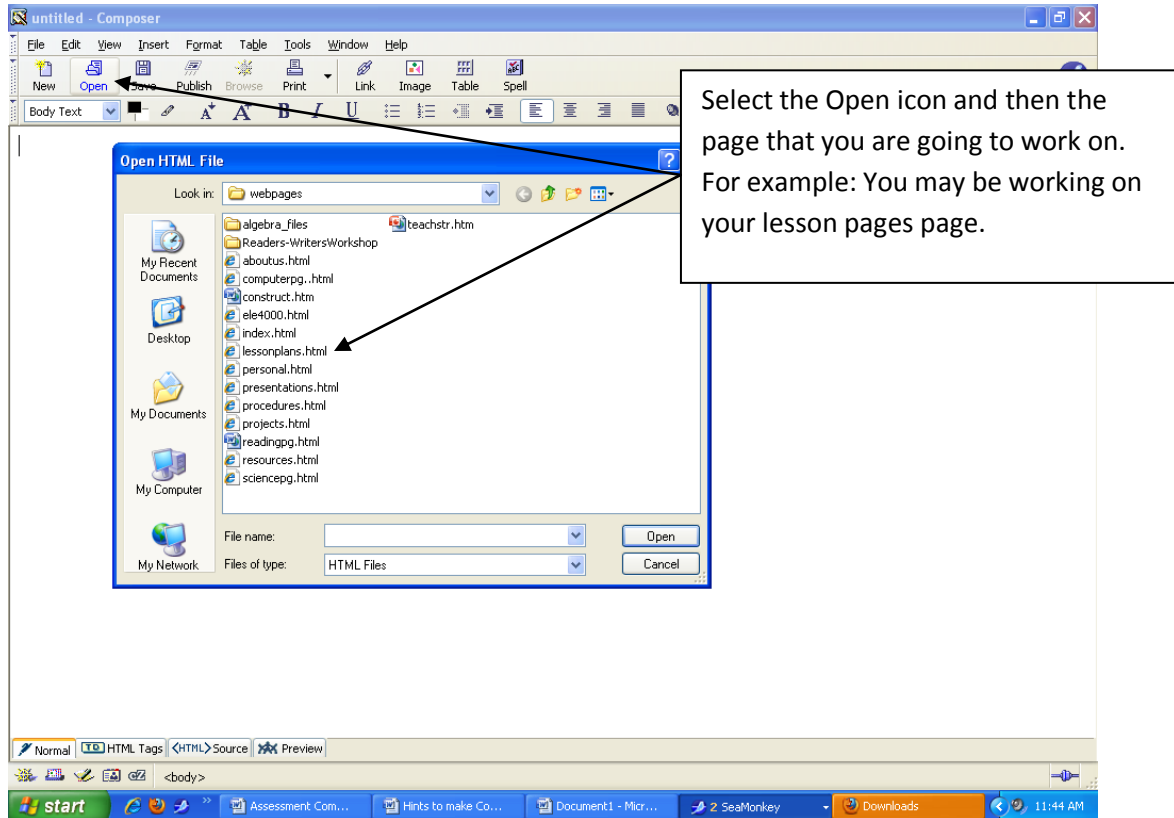
Some very important things to remember!

- DO ***NOT*** LEAVE ANY SPACES IN THE NAMES OF ANY DOCUMENT OR WEB PAGE THAT YOU ARE POSTING TO YOUR WEBSITE!!!
- Be sure to name new web pages with short words or letters. For example: You may want to name your Procedures and Routines page **procedures**. You cannot use any characters such as !, %, @, &, etc.
- Be sure to save everything that is on your web page in one folder, do not make subfolders.

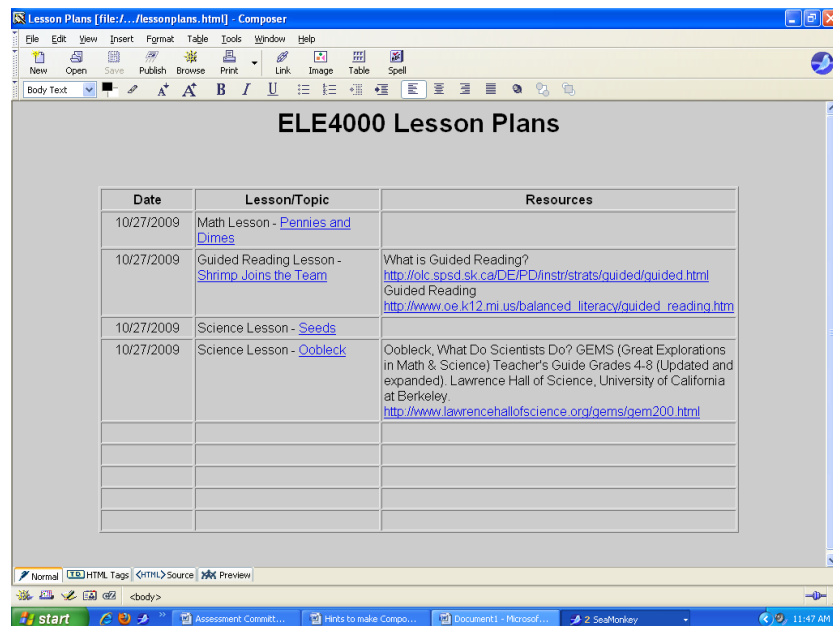
In order to make changes to your web page, you will need to open the page in Composer. It does not matter if you are using Seamonkey or Netscape 7.2.



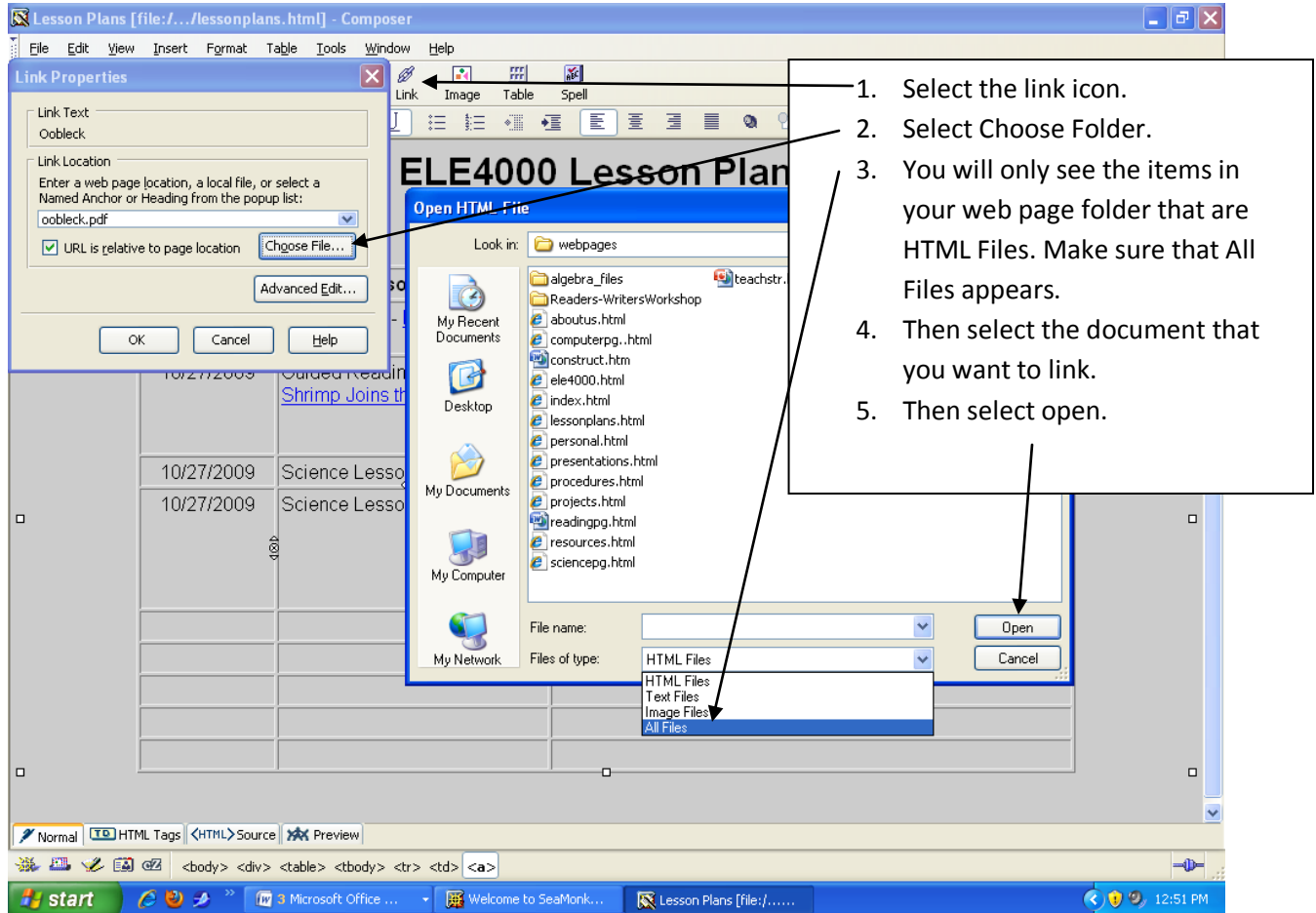
The following screen will appear. It looks very similar to a Word Document. Select Open and then open the page that you are going to be working on.



Your lesson plans page will be ready for you to work on. Type in the new date, lesson plan title, etc.



After you added your date, lesson plan title, and resources, etc. you are probably ready to link the lesson plan to your page. **REMEMBER THE LESSON PLANS HAVE TO BE SAVED IN THE FOLDER WITH ALL OF YOUR WEB STUFF!** Select the Link Icon—it looks like a piece of chain link.



Once you have made all the changes. You need to Save your work. Now you will need to repost your lesson plans page using WinSCP. The directions are in the folder on the ELE4000 WebCT homepage in the Web Page Information folder.

