

**POSTING TO THE FOLDERS:**

Visit the Webpage at <http://www.arch.ttu.edu/courses/2007/spring/5604/>

You should have Microsoft front page on your computer, so in the web browser, click the front page icon, or choose from the file menu, "Edit with Microsoft front page"

Enter your username and password

Your user name should be entered like this:

ttu\username

On the left-hand side of the screen will be the folder list. You can drop files from your computer into this side and the files will be uploaded to the web server (You can also accomplish this by using Import from the File menu).

Then, type out the text that refers to the document on the webpage, which should be open on the right. Highlight the text, and press control-K to create a hyperlink. Choose the document from the list that is presented.

To create a folder with images, create a new folder on the left, highlight the images you wish to put on the web within your computer and drag those onto this new folder.

In order to upload work to your personal folders, click on your name from the arch 4601/5605 page. This will load a blank page and then you need to edit that page by pressing the Frontpage icon. Then you can add work to your folder, and make links to that work on the initial "home page" of your folder (the blank page that was created to get you started).

**UPLOADING WORK TO THE TEAM FOLDER AND/OR STUDIO FOLDER:**

Uploading work to the team folder, and to the studio folder is essentially the same process. From the Team Page or Studio Folder Page:

Click the link, open in front page, drag and drop files into the folder list, or choose Insert -> File from the Frontpage main menu. Every student in the team, or the studio will have access to these folders, and be able to edit the team folder page, and studio page. It is best when you are finished adding files, to create links to those files on the "home page" for the team or studio folder as appropriate.

REMINDER: to edit pages on our webserver their username needs to be in this format

TTU\username

Also: To view folder list, use the View tab or click Alt-F1 on the keyboard.