

POSTING TO THE FOLDERS:

Visit the Webpage at: <http://www.arch.ttu.edu/courses/2009/spring/5202/>

You should have Microsoft front page on your computer (if not, you need to download this from the TTU site), 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.

If you do not receive immediate access to your folder when posting work, click on your name from the arch 5604 page. Enter your eraider user name and password. 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 SHARED FOLDER:

Uploading work to the shared folder is essentially the same process. From the Shared Folder Page in Front Page:

Drag and drop files into the folder list, or choose Insert -> File from the Frontpage main menu. Every student in the studio will have access to these folders, and be able to edit the shared folder page.

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