

Directions to create and upload a web page to your BW website

If you have a document formatted in a word processor that you would like to post to your BW website, the best way to maintain the formatting is to save the document as a webpage. Then upload the webpage file using BW and then link to your uploaded file on your BW webpage. This will not work if your document has graphics or Word Art.

Step-by-Step instructions:

1. Create web page file from a word-processed file

From your word processor program after you are all done creating your document, do a File → Save As Web Page (.htm)

- a. Select directory to save your web page
- b. Type a file name

Naming convention:

- First two digits – your initials (lowercase)
- Next six digits – the date in mmddyy format – date of event or date of upload
- Anything you want that describes the document, i.e. newsletter, parentletter, etc.
- File extension: .htm

Having a standard naming convention keeps it easier to track files not being used anymore for cleanup purposes. Example of filename:
kw101204newsletter.htm

- c. File type should be Web Page (.htm or .html)

2. Upload File to BW website

Display your BW webpage – go into edit mode (click on blue wrench on bottom right) and enter your password

- Scroll to the bottom of the screen and select the upload icon (black icon)
- <browse> to where the file is stored on your computer, find the desired htm file (hopefully named as suggested above), highlight it with your mouse, and click <open>
- Press <upload>
- If the upload works, “File Successfully Loaded!” displays
- Click on “Return to webpage” and enter your password again

3. Create code to link to uploaded page

Scroll to the area on your page where you want to display the link to your uploaded file

- Click on the image icon to display the instruction window and copy the line with the code, (highlight the line and CTRL-C) and then go to your edit webpage and in the desired location, paste the line of code (CTRL-V)
- OR type the following code: `Link to Newsletter`
- Then replace the xxxxx.xxx with your file name.extension, i.e. kw101204newsletter.htm and change the words “Link to Newsletter” to what you want the link to say on the screen
- Scroll down to the bottom of the screen and press <Update Page>
- Scroll down to the bottom of the edit screen again and click on display page (the magnifying glass) and your picture should now appear on your webpage.

This could also be used to upload web pages created by other programs, but they must be simple in their layout and creation or you will lose elements (programs such as PowerPoint and Publisher have Save As webpage capabilities but they will save much of the page as a graphic in a separate directory and that will get lost in the upload). You can always try it out and see what you get! You're best off to keep it simple and stick with basic fonts like Arial, Helvetica, Times New Roman, Verdana, and use color, bold, and italic to spice it up. If your document has graphics and/or Word Art, you could delete them before you Save As Webpage and that way have a formatted page for your website.