

C O N N E C T A T
T R A D E T E C H



TITLE V INSTRUCTIONAL TECHNOLOGY

Instructional Technology Workshops:
Using FTP to put your documents online

Agenda

- Using FTP
- Creating a web page
- Questions/Discussion

Using FTP

- Open Internet Explorer
- Type in your **ftp address**
 - For LATTC URL's, use the following example:
 - URL: **http://www.lattc.edu/dept/titlev/tapiabj**
 - FTP: **ftp://dept.lattc.edu/titlev/tapiabj**
- Enter your **user name** and **password**
 - For LATTC URL's, use the following example:
 - User Name = folder name i.e. **tapiabj**
 - Password = **Set by MIS**

Creating a Web Page

- Open Microsoft Word
- Create a Home Page as you would a Word Document
 - Include:
 - Name
 - Course Name
 - Room Number
 - Course meeting times
 - When document is complete, click **File**
 - Click **Save As**
 - Under **Save as**, type **index**
 - Under **Save As Type**, select **Web Page**
 - Click **Change Title**
 - Type in title of page
 - Click **OK**
 - Click **Save**

Creating a Web Page

- Log on to your FTP folder
- **Drag** index.htm file to your FTP folder
- Go to your FTP folder URL
 - For LATTTC FTP folders, use the following example:
 - FTP: **ftp://dept.lattc.edu/titlev/tapiabj**
 - URL: **http://www.lattc.edu/dept/titlev/tapiabj**
- Index page should now show on the web

Questions/Discussion

- Questions/Discussion