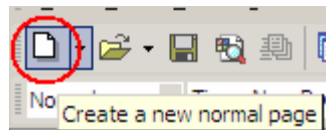

Posting a Welcome Letter For Distance Learning Instructors

1. **Create the welcome letter in Word.**
(Contact David Dowell for a welcome letter template.)

2. **Copy the welcome letter to FrontPage.**

- a. Open the welcome letter in Word.
- b. Launch FrontPage.
- c. If necessary, create a new blank page by clicking FrontPage's "**Create a new normal page**" button.
- d. Switch back to Word.
- e. Select the entire welcome letter by pressing [Ctrl]-[A].
All of the welcome letter in Word will be highlighted.
- f. Copy all of the selected text by pressing [Ctrl]-[C].
- g. Switch back to FrontPage.
- h. Paste the copied text in the new page by pressing [Ctrl]-[V].
All of the welcome letter will appear in the FrontPage document.



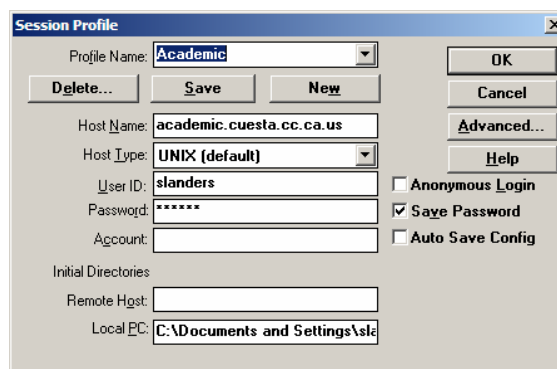
3. **Save the welcome letter in HTML using FrontPage.**

- a. Select **File > Save As** from the FrontPage menu bar.
The Save As dialog box will appear.
- b. In the "Save In" field, select the directory where you want to temporarily save.
Recommended locations are either "My Documents" or the local folder where the rest of your web files are stored.
- c. In the "Filename" field, type a name for your welcome letter.
*NOTE: Recommended naming convention is classcode_welcome_syy where "classcode" is the class identifier, "s" is the current semester ("S" = Spring, "F" = Fall) and "yy" is the current year.
(Example: mus38_welcome_S05)*
- d. Click the **Save** button.
The welcome letter will be saved as HTML.

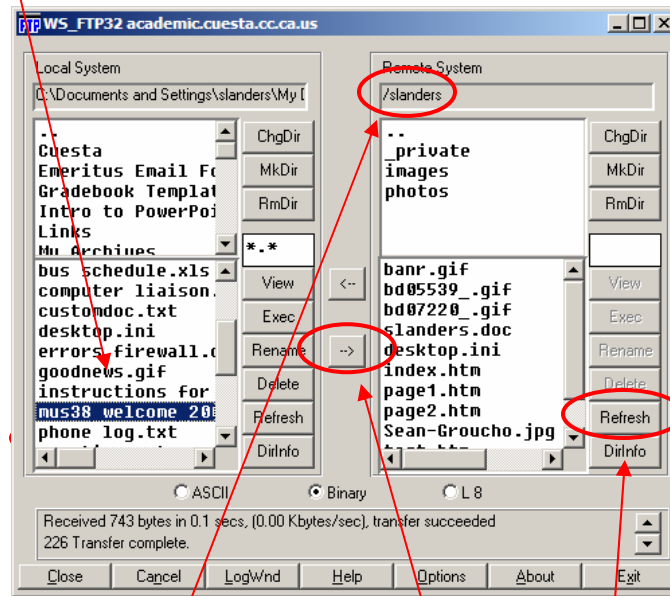
4. **Upload the HTML welcome letter to your website.**

NOTE: Typically Cuesta faculty web pages are located on academic.cuesta.edu, in a directory name consisting of the faculty's first initial followed by the last name.

- a. Launch WS_FTP.
The WS_FTP window will open, with the Session Profile dialog box in the foreground.
- b. At the Session Profile dialog box, click the **OK** button.
WS_FTP will connect to the web server where your web pages are stored.



- c. On the Local System (*left*) side of the WS_FTP window locate and select the welcome letter.



- d. On the Remote System (*right*) side of the WS_FTP window verify that you are saving to the proper directory.
The directory should probably be your first initial and last name.
- e. Click the right arrow to copy (upload) the selected file from the local system (your PC) to the remote system (the Cuesta web server).
- f. Click the Refresh button on the Remote System (right) side of the WS_FTP window.
The uploaded welcome letter file will appear in the Remote System file listing.

5. Email Kathy DeCou (kdecou@cuesta.edu) with the following information:

- **Class name and section number**
- **Your email address** for students to contact you
- **Your name** as it should be displayed to students
- **The URL of your course welcome letter**

Typically the URL will appear as

“http://academic.cuesta.edu/ilastname/filename.htm”, where “ilastname” is your first initial followed by your last name and “filename.htm” is the name of the file uploaded to the web server.

(Example: http://academic.cuesta.edu/jsmith/mus38_welcome_s05.htm)