



## Special Instructions for Creating Links to Documents with Publisher 2003

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## CREATING A WEBSITE FROM THE BEGINNING

If you are just starting to create a website using Publisher you should do the following:

*NOTE: If you've already created your website and used "Publish to the Web" you can skip this step and just go to the next section: CREATING LINKS TO DOCUMENTS*

1. Create a folder on your Jump Drive. For this tutorial we'll name it "website"
2. Open Publisher 2003
3. Choose New Publication > Web Sites and E-mail
4. Select from the list of website types. For this tutorial we'll choose 3-Page Web Site
5. Select a Design Template from the 3-Page Web Site thumbnails
6. Use FILE > SAVE AS and save the Publisher document into the website folder created in Step 1. Name it, publisherfile  
Note: I'm naming it "publisherfile.pub" in this tutorial so you will know that this is the publisher document and NOT YOUR WEBSITE. However, in order to edit your Publisher website, you will need to use this document, not your website document, so **it's important to hang on to it.**
7. Now choose FILE > PUBLISH TO THE WEB.
  - a. A Publish to the Web window will open. Make sure you're still saving to the website folder you created in Step 1. Leave the File name = index.htm. That's the default.

OK. You've successfully created a basic 3-Page website from a template and saved it as a Publisher document. Then, when you used "Publish to the Web" you converted and saved the Publisher document as a website.

Look in your "website" folder. It will now contain the following:

- The "publisherfile.pub" file you saved in Step 6 above (or whatever you named it) This is your Publisher document. You must keep it because you will need it to edit your website, add links, add or delete pages, replace text or pictures, etc.
- An "index.htm" file. This filename **MUST** be index.htm... all lower-case. This is the current state of your website. As you edit the publisherweb.pub document you will re-publish the publisherfile.pub to update it with your changes.
- An "index\_files" folder. This folder name **MUST** be index\_files all lower-case. This folder holds all of your website's images and web pages. However, it doesn't have the documents or media files in it that you will need if you want to create links from your web pages to them.

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## CREATING LINKS TO DOCUMENTS

**If you don't follow these directions VERY CAREFULLY and EXACTLY as described, links to documents or media files will not work after you upload the website to the server.**

If you want to create links to documents in Publisher you must **FIRST** place them all **INSIDE THE index\_files FOLDER** that was automatically created when you used **PUBLISH TO THE WEB**. After doing this, you can continue.

With your "Publisher" document open.

1. Select the text or an image that you are going to use as the link.
2. **Right click on selected text or image and choose HYPERLINK**
3. Choose "**Existing File or Web Page**" in the left pane.
4. Navigate to the "index\_files" folder
5. Choose the document file you want to link to.

\* At this point, in the Address: type-in box there will be a lot of text indicating the full "path" to your document. This "path" won't work after you upload your website to the server. You need to "fix" this.

### THE "FIX"

1. Select all the text **BEFORE** the filename of the document you're linking to and delete it.

**For example**, if your document's filename was "resume.doc" and the "path" in the Address Type-In box reads:

E:\website\index\_files\resume.doc

You would **delete** E:\website\index\_files\

This would leave just, **resume.doc** in the Address Type-In window

2. Click **OK**

Essentially, as long as you placed your document into the index\_files folder before you created the link to that document, the hyperlink to that document would just be the filename of the document.

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## **RE-SAVE AND RE-PUBLISH TO THE WEB**

Save your Publisher document one last time with all the changes you made. To save the Publisher document just select FILE > SAVE. This will over-write the original Publisher file, publisherweb.pub (or whatever you named your Publisher document).

Now you need to update your website with the new links (and any other changes you made since you last “published to the web”. Do this by selecting FILE > PUBLISH TO THE WEB.

The Publish to the Web window will open. Make sure that you are saving into the “website” folder you created above.

The default filename, index.htm, will still be the filename.

Click SAVE. You will be warned that this file already exists and asked if you want to replace the existing file. Choose YES.

At this point you can now upload your website to the server. To do this go to the end of this tutorial under the section: **UPLOAD YOUR WEBSITE TO THE SERVER**

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## **PROBLEMS PREVIEWING LINKS TO DOCUMENTS USING “WEB PAGE PREVIEW”**

**Links to documents don’t work or can’t “preview” at all when I use Web Page Preview in Publisher....**

You “generally” can select **FILE > WEB PAGE PREVIEW** to view your webpage in a Browser Window BUT when you do this links to documents or media clips may not work properly.

If this happens, you should open the index.htm file from the “website” folder by just double clicking on the index.htm file. All the links should work.

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## UPLOAD YOUR WEBSITE TO THE SERVER

1. Type **ftp://mail.kent.edu/public\_html** into Internet Explorer's address bar.
2. Login to the server using your Flashline User Name and password.
3. Resize the Internet Explorer and "website" folder windows so you can see both of them on your desktop.
4. Drag and drop the **index.htm** file and the **index\_files folder** from the website folder on your local computer into the open Internet Explorer window.

NOTE: If you already have a website on your server space, you might want to place the folder containing your website onto the server so you don't overwrite your existing website. For more information about this see the Note below or see the SMS Tutorial "USING INTERNET EXPLORER TO UPLOAD FILES AND WEB PAGES TO YOUR KENT PERSONAL SERVER SPACE" available on-line at: <http://www.library.kent.edu/page/11294>

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## VIEWING YOUR WEBSITE ON THE INTERNET

1. Open a new Internet Explorer window
2. Type **http://www.personal.kent.edu/~yourusername\_** into the IE address bar.  
(Replace "yourusername" with your own flashline username after the ~ character)
3. Hit ENTER
4. Your website should open and everything "SHOULD" work.

Note: If you uploaded a folder that contained your publisher website into the public\_html folder on the server, then you would need to include the folder's name in the URL. For example: If the folder you created your website in was named, website, and you placed the folder, website, with the index.htm file and index\_files folder inside it into the public\_html folder on the server then the URL to your website would be:

**http://www.personal.kent.edu/~yourusername/website**