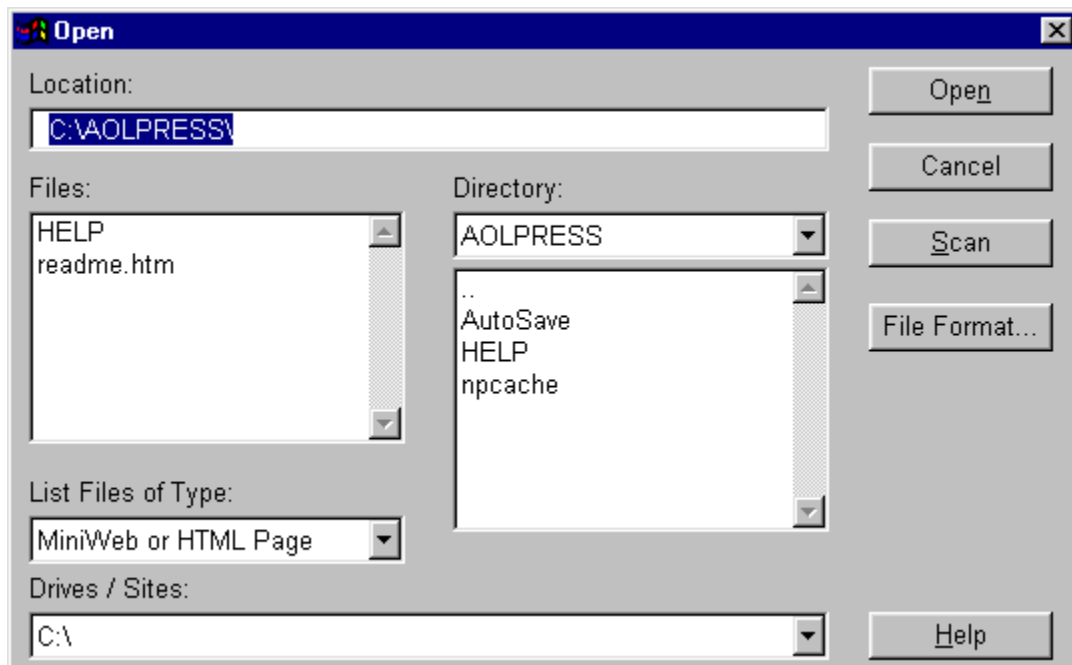
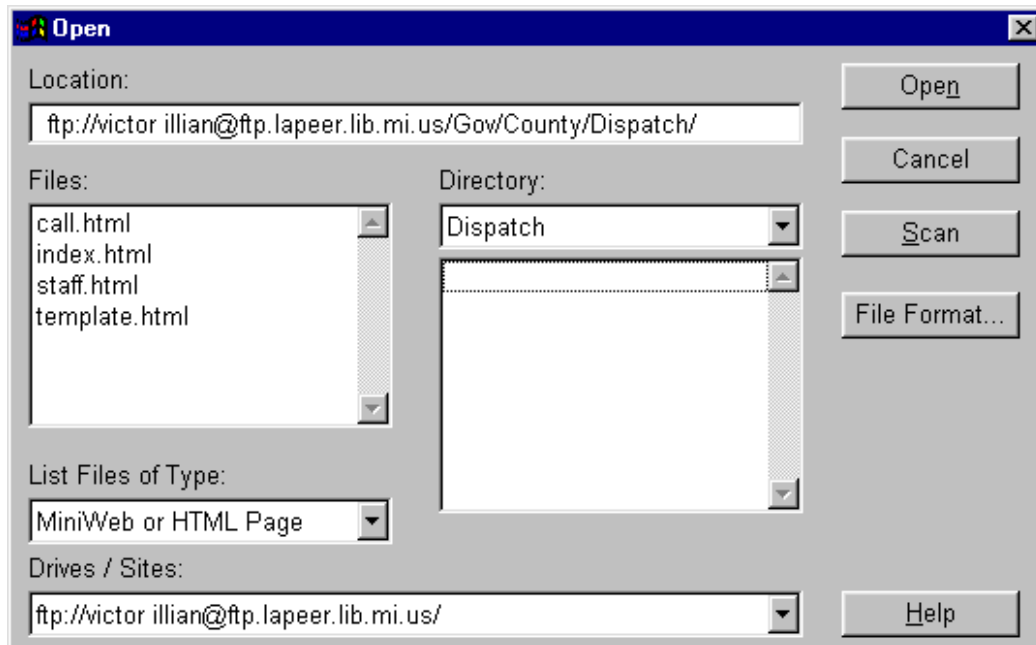


Downloading HTML files with AOL Press

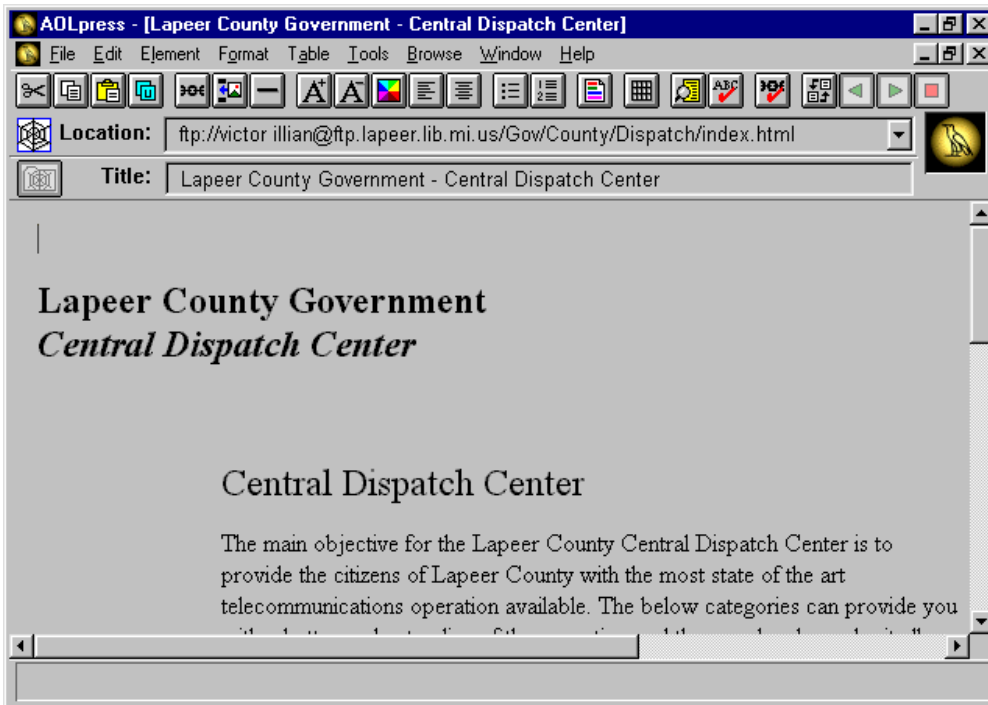
- **NOTE!:** Whenever you want to make a change to a page that is already on the Internet you **MUST** download a copy of that page. **DO NOT** use a copy of the page that you have on disk.
- The reason for this precaution is that changes may have been made to the copy that is on the Internet causing it to be a newer version than the one you may have on your computer.
- To download the page use AOL Press.
- Once in AOL Press, click on *File* then *Open*.
- Notice the *Location* box.



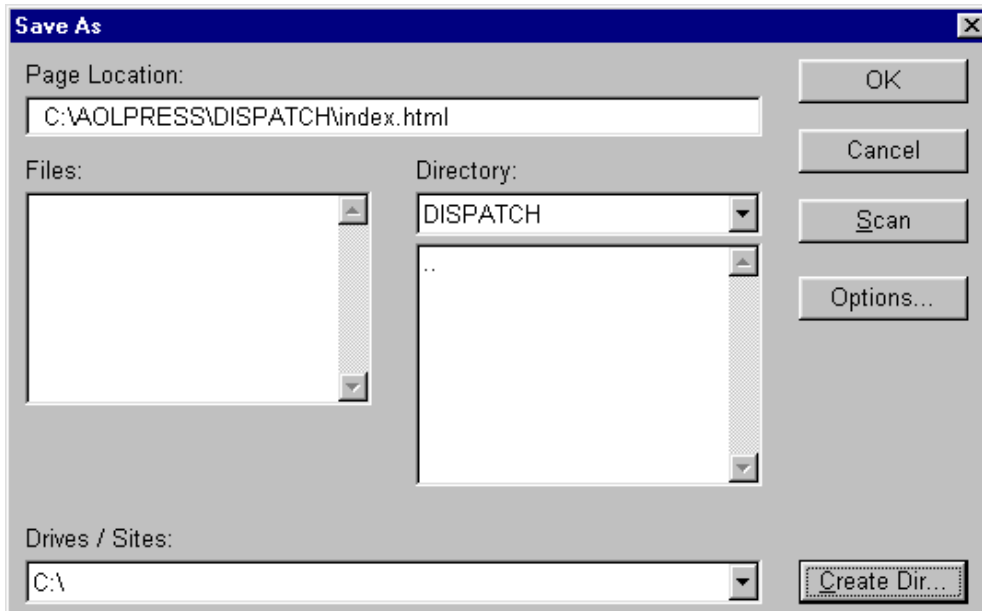
- If it shows the C:\ drive (as in the example above) you must change the *Drives/Sites:* to your ftp site.
- If you have not yet set up the ftp site refer to [Setting up your FTP site directory](#) to find out how.
- Once you have selected your ftp site directory you will be prompted for your username and password. (This will be the username and password provided to you for uploading/downloading files)
- Now that you are in your ftp site directory (the place on the server where your HTML files are located) you should see a listing of your files in the *Files:* box.



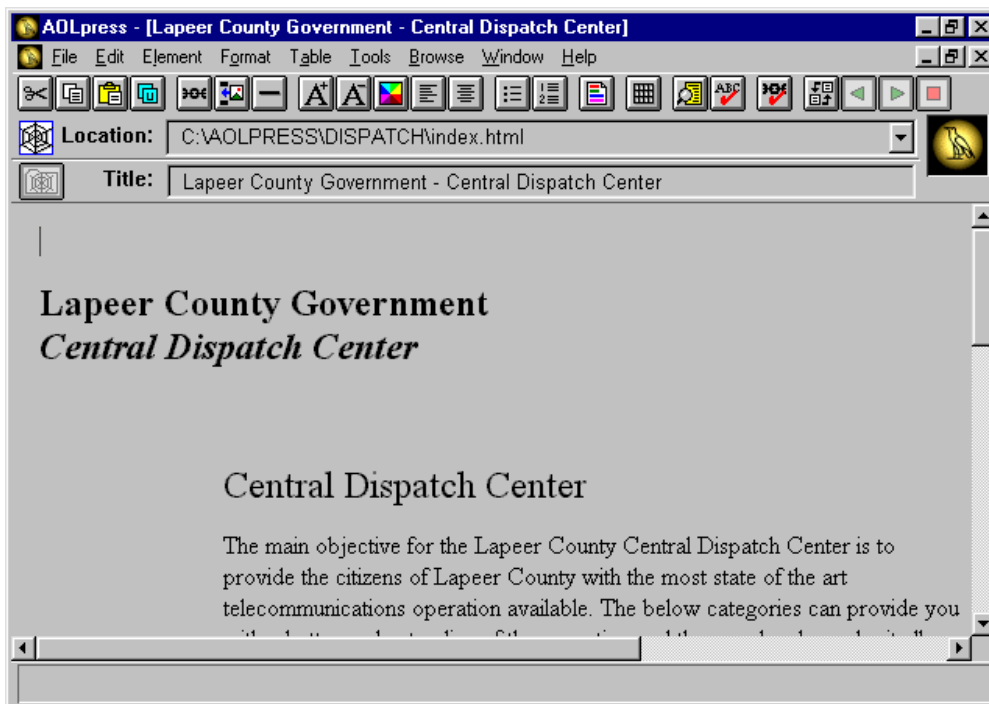
- (I am using the Central Dispatch (9-1-1) directory as an example).
- Notice the index.html file in the *Files:* box.
- This is the 'HomePage' or the first page that someone will come to when they link to Central Dispatch.
- All the departments will have a similar 'HomePage'.
- From here, just click on the file you want and click *Open*.
- (I chose the index.html file from the dispatch directory).



- Once you have done this, notice the *Location:* box at the top.
- It shows the ftp address you used.
- This means that you are still looking at the page on the server and have not saved it to your computer.
- Click on *File* then *Save As...*
- Select the appropriate directory to save in. (in the case of the WindowsNT workstation at the Clay Street building select the AOLPRESS directory then the appropriate subdirectory)
- **NOTE!** You **MUST** save the page to your computer. Make sure to change to the correct directory and not to just click *OK*.

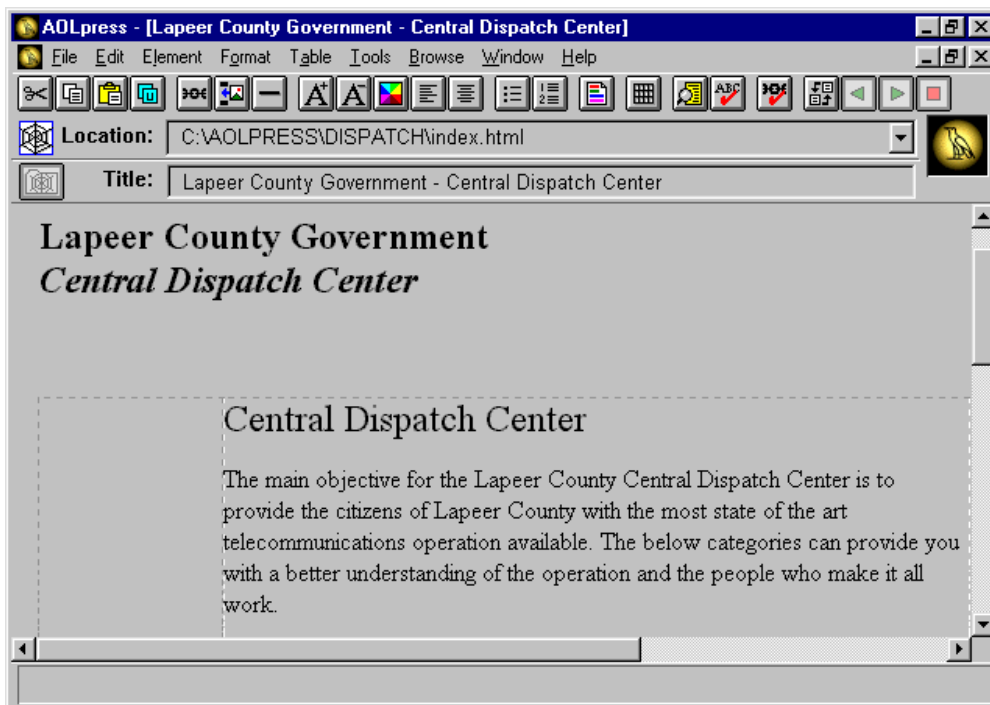


- Now make sure that you see the correct directory in the *Location:* box.



- From here you can do any editing you would like but remember some guidelines.
- Stay in the center portion of the page where you see the indented information.
- This is a table and sometimes you might notice your cursor go all the way to the left of the screen.
- Do not edit in this blank area.

- The code that places the list of links down the side is being hidden there.
- **NOTE!:** A good technique to keep in mind is the *Show Border* option.
- Select *Format* then click *Show Border*.
- This will put a dotted line around the two areas so you can see where you need to be editing.
- Also you can make changes to the italicized title which, in the above example, is *Central Dispatch Center*.



- Once you are finished click *File* then *Save*.
- You are now ready to upload your page. (refer to [Uploading HTML files with AOL Press](#)).

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