

WEBSITE CARE AND FEEDING

CAN I CHANGE A PAGE WITHOUT SPECIAL SOFTWARE?

Sure! Use your browser and go to ftp._____.com (e.g., <ftp.yourownsite.org>)

Enter your user name and password (see the last page)

Click on the folder with your website name (e.g., elfenworks.com)

Pull the file to the desktop (click and drag it there)

Edit it with wordpad or the Mac equivalent

Look for *here* -- [in wordpad, ^control^C is copy and ^control^V is paste]

Save and exit the file

Drag it from your desktop to the browser window where you got it

CAN I USE AN FTP PROGRAM FOR MY UPDATES?

Yes, that's even easier, once you get to know how. Start your FTP program, tell it the location (<ftp.whateveryoursitenameis.org>) your username and your password. For maximum security, don't store that password.

Once you've connected to your site

GET THE FILE

- click on the correct folder
- find the file you want to edit
- holding the mouse leftclick button down,
- pull the file to the desktop

EDIT THE FILE

- right-click on the file that's on the desktop
- and select 'open with' WORDPAD
- make changes as you wish, save and exit

BRING THE FILE BACK UP TO THE SITE

- holding the mouse leftclick button down again
- pull the file back to the site
- say 'yes' when it asks if you want to overwrite it

CAN YOU GIVE ME HTML EXAMPLES?

YOU CAN CUT AND PASTE THIS CODE IF YOUR PRODUCT IS AT AMAZON

...first, put the 'get_at_amazon.gif' image in your 'images' subdirectory using FTP
...then change the ASIN (B00001KET) to yours

```
<a HREF="http://www.amazon.com/exec/obidos/ASIN/B00113S9S0" TARGET="_blank">  
<img SRC="images/get_at_amazon.gif" border="0" WIDTH="76" HEIGHT="28" ALT="Get it at Amazon"></a>
```

YOU CAN CUT AND PASTE THIS CODE FOR MP3 CLIPS

...first, put the 'mp3' image in your 'images' subdirectory using FTP
...then put the mp3 audioclip in your 'clips' subdirectory using FTP
...then change the clip name (ar_bach.mp3) to yours

```
<a href="clips/ar_bach.mp3" target="audio"></a>
```

HOW DO I MAKE PAYMENTS FOR MY HOST AND URL?

Your site name is maintained by a registrar. Let's say for the purposes of this example that the registrar is registerwizards.

Visit the registrar's page (e.g., surf to www.registerwizards.com)

type your site name (the URL) and your user-name and password. Locate the payments option and fill it in. This does NOT help pay for your hosting, although some hopes give you the URL (value: \$15/yr)

PAYING FOR YOUR WEBSITE HOSTING (some \$ per month for a paid ad-free hosting environment)

www.whateveryoursitenameis.com/menu (or some other web-access link to your host)

type your user name _____

your password _____

navigate to the 'pay a bill' link, it should be very obviously and centrally located

HOW DO I...

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