

Easy FTP Access & Quick Fix for Web Site Content

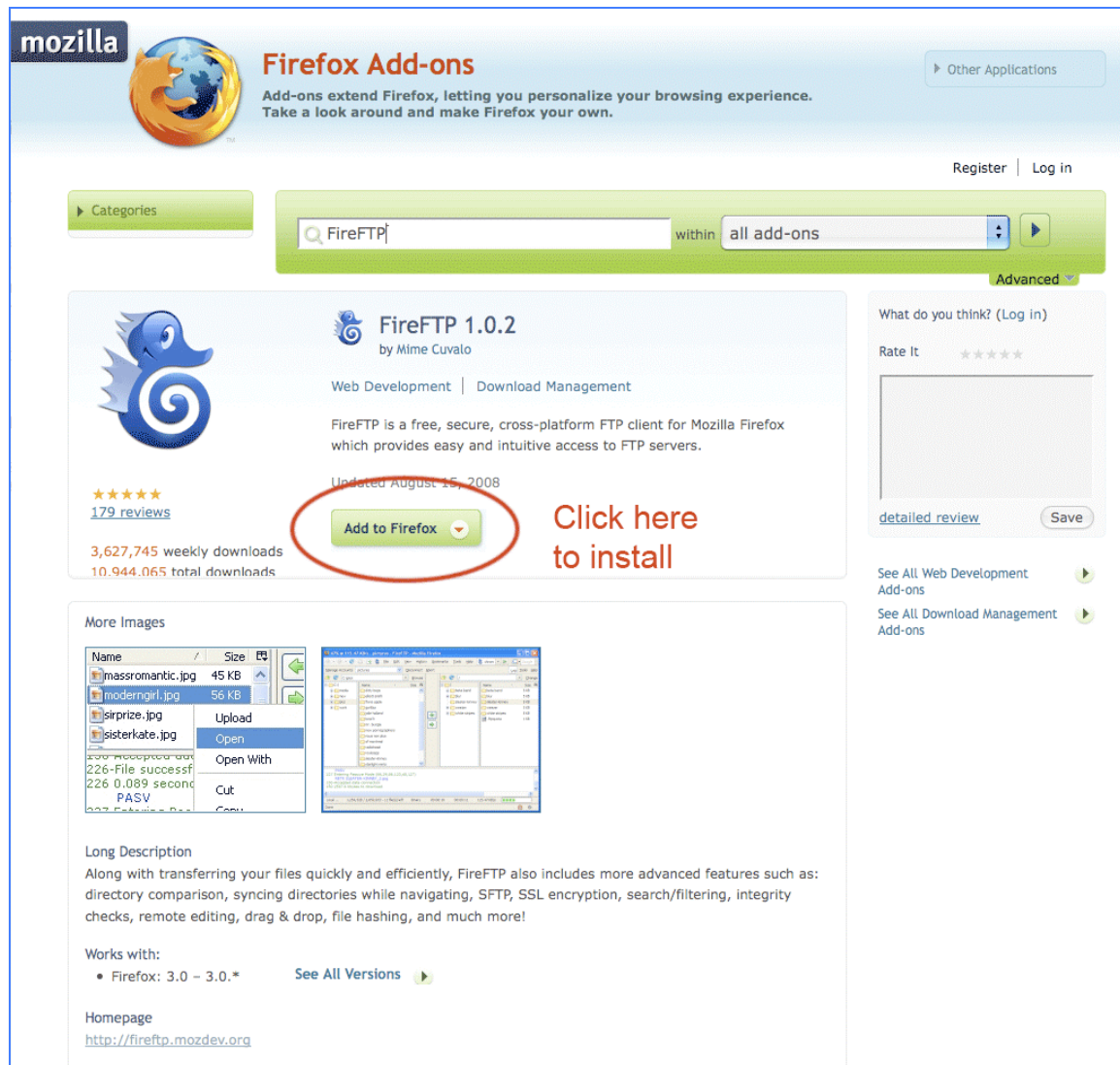
Step one: Use FTP* to connect to your web site and retrieve the file to be edited.

Mozilla Firefox offers an add-on that makes FTP very easy. FireFTP will create two panes in a new browser window that will show files on the web server in one pane and files on your own local computer in the other pane. You can drag and drop any files between the panes and navigate through the folders just like you would in Finder.

To use FireFTP, you must first install it in Firefox.

Using Firefox, go to this link: <https://addons.mozilla.org/en-US/firefox/addon/684>

Or <http://fireftp.mozdev.org> *If you are unable to access these links, you can simply search the Firefox site for “add-ons” and “FireFTP”.*

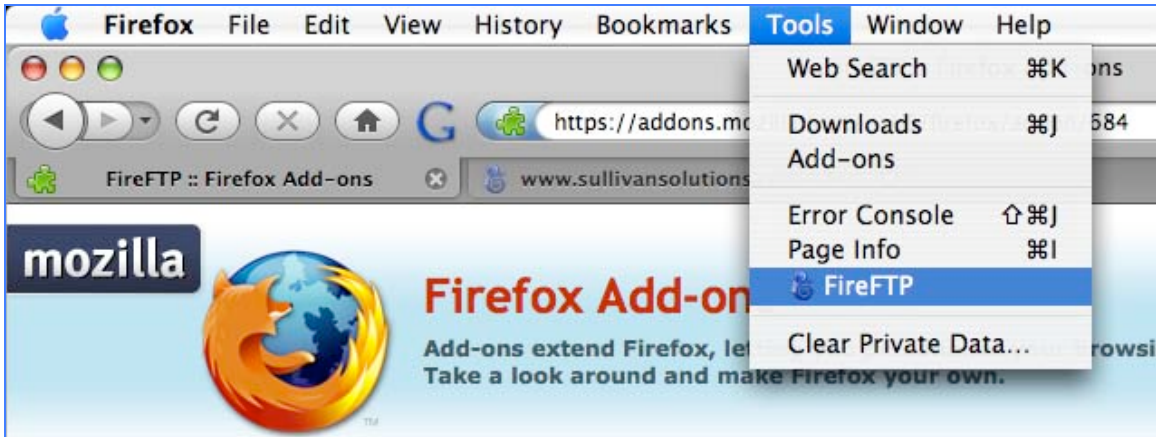


The screenshot shows the Mozilla Firefox Add-ons page for FireFTP 1.0.2. The page features the Mozilla logo, the title "Firefox Add-ons", and a search bar containing "FireFTP". The add-on card for FireFTP 1.0.2 by Mime Cuvalo is highlighted, with the "Add to Firefox" button circled in red. To the right of the button, the text "Click here to install" is displayed. The add-on card also shows a 5-star rating, 179 reviews, and 3,627,745 weekly downloads. Below the add-on card, there are sections for "More Images" (showing a file manager interface) and "Long Description" (describing the add-on's features). The "Works with" section indicates compatibility with Firefox 3.0 - 3.0.*.

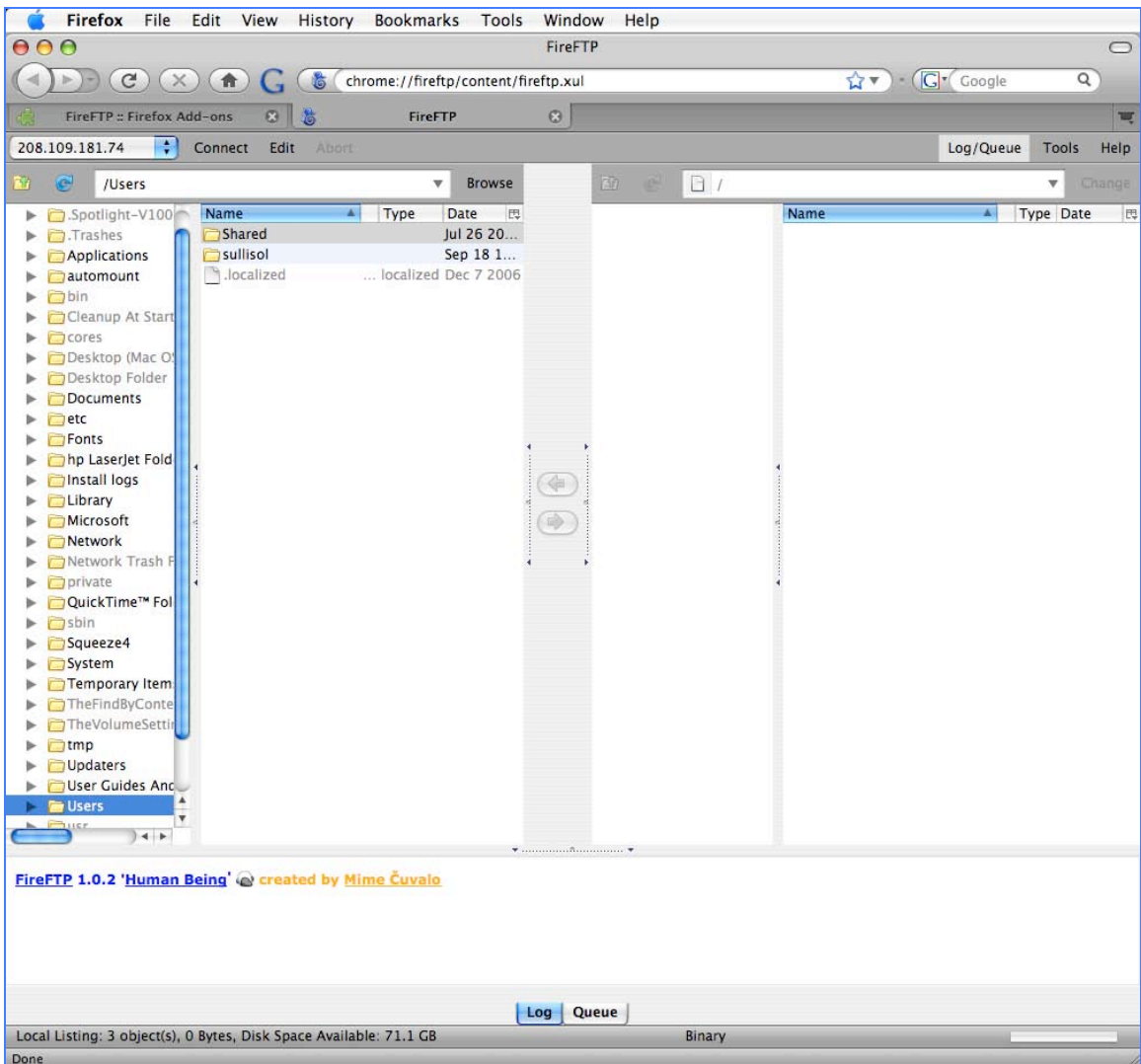
** FTP is File Transfer Protocol and generally refers to the method of directly transferring files between a local computer and a web server.*

Click the “Add to Firefox” button and the installation will be automatic. You will need to close and re-start Firefox to enable the new add-on.

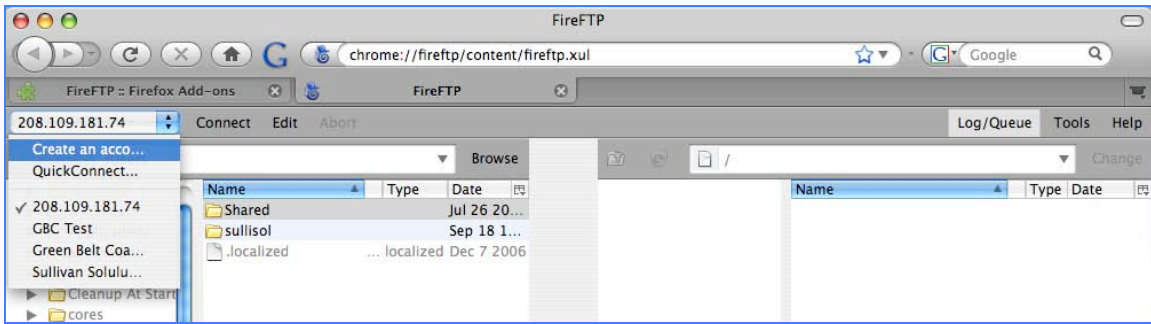
To start your FTP session, select “Tools / FireFTP” from the Firefox menu bar.



Firefox will open a new browser tab that will display your local files and folders in the left pane of the window.

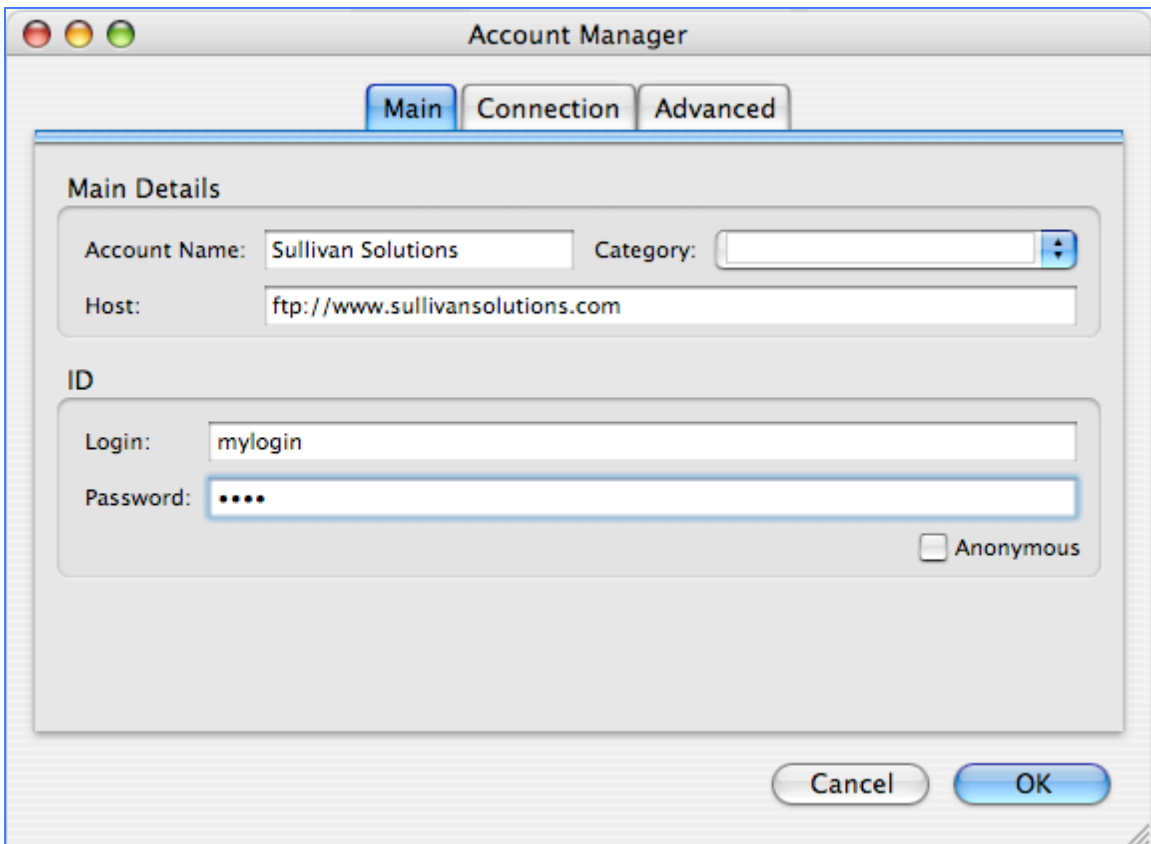


To connect to your remote web server, select "Create an account..." from the drop-down menu above the left pane.



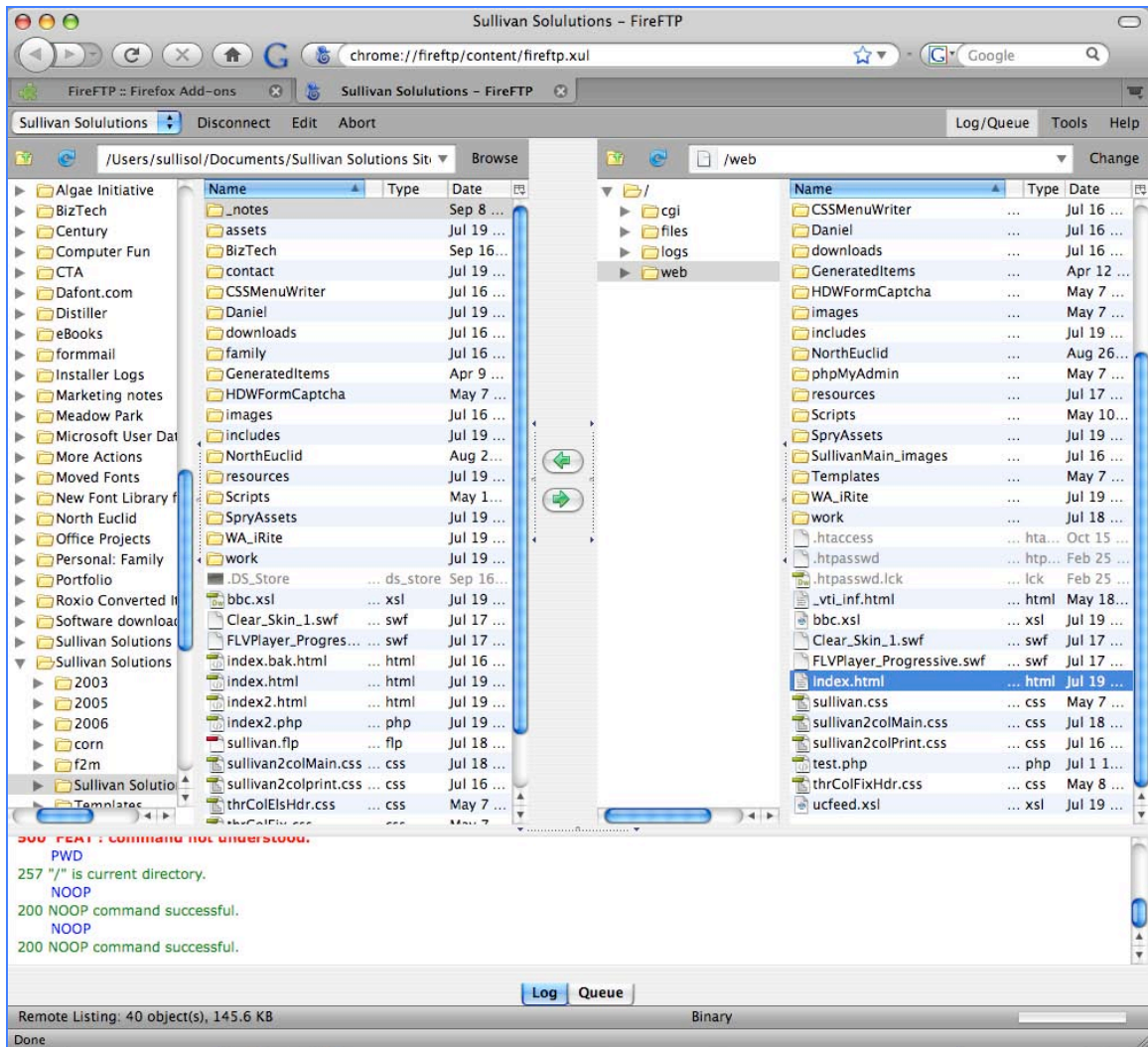
FireFTP will ask you to enter your web account information to access your site. Give this account a name you will be able to reference in the drop-down menu, then enter the Host, Login, and Password.

The Host will be "ftp://" followed by either your web site name or IP address. The IP address would be numbers formatted like "ftp://12.34.56.78". The Login and Password will be those provided by your web site hosting company for accessing your site.



Once you have added the Main account information, you can click on OK.

FireFTP will then populate the right pane of the window with the files that are located on your remote web server.



To retrieve any of the files from the web server, all you have to do is click on the file(s) to highlight, then drag from the right pane onto the file location on the left pane where you want to save the file(s).

You can navigate through the folders in either winder just as you would in Finder to locate the files or folders you want.

Once you have saved the file to you local hard drive, you can open, edit and re-save it anytime.

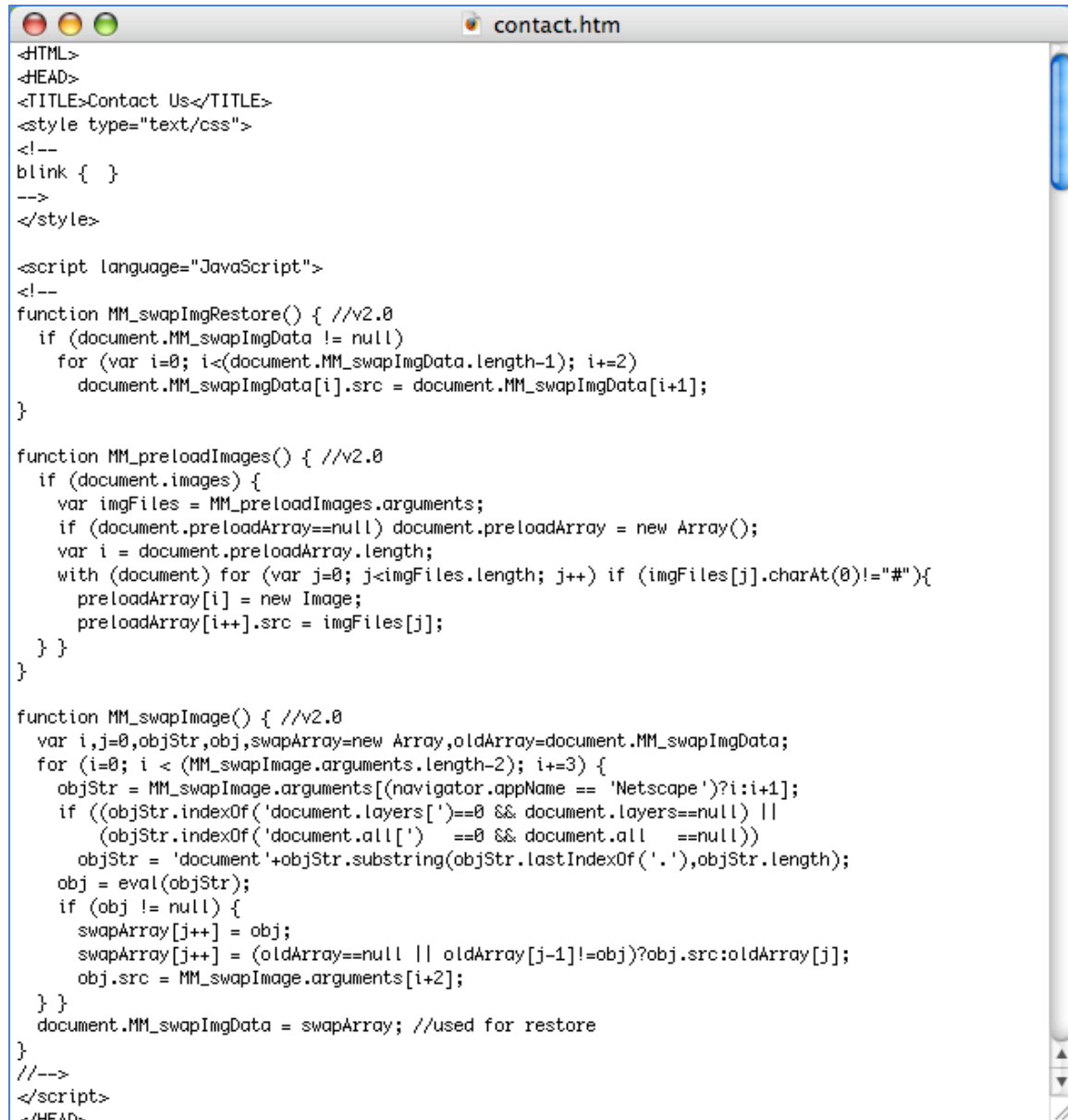
Note: It is highly recommended to save these files to your local hard drive for editing in order to minimize the possibility of deleting or overwriting the live files on the web server with errors. By editing ONLY files that are on your local hard drive, you can visually test them before you overwrite your live files to make sure your edits look the way you want them to. If you accidentally delete code or force text to run too long, you will be able to see it first and have a chance to fix it. You will always have the live version as a back up to use until you are sure your edits are complete and error-free.

Step two: Edit your HTML files in TextEdit.

Once you have saved the files that you want to change to your local hard drive, you can open the HTML files in any text editor, including TextEdit, Microsoft Word or Notepad. The critical step will be that you MUST re-save the changed files as TEXT-ONLY and you must use exactly the same name and extension as the original file.

For example, your home page will be the **index.html** or **index.htm** file in the top level directory of the site files on your remote web server. If you open the file in TextEdit or Word, you MUST save it as index.html or index.htm NOT index.txt or index.doc.

When you open the file, all you will see is code, but you will be able to scroll through the code to find the text or the links that you want to change.



```
<HTML>
<HEAD>
<TITLE>Contact Us</TITLE>
<style type="text/css">
<!--
blink { }
-->
</style>

<script language="JavaScript">
<!--
function MM_swapImgRestore() { //v2.0
  if (document.MM_swapImgData != null)
    for (var i=0; i<(document.MM_swapImgData.length-1); i+=2)
      document.MM_swapImgData[i].src = document.MM_swapImgData[i+1];
}

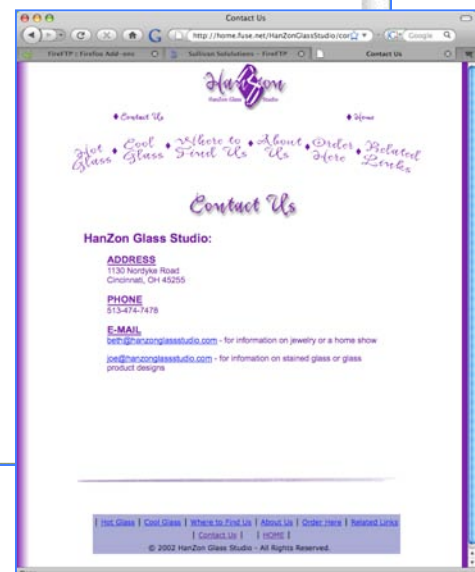
function MM_preloadImages() { //v2.0
  if (document.images) {
    var imgFiles = MM_preloadImages.arguments;
    if (document.preloadArray==null) document.preloadArray = new Array();
    var i = document.preloadArray.length;
    with (document) for (var j=0; j<imgFiles.length; j++) if (imgFiles[j].charAt(0)!="#{
      preloadArray[i] = new Image;
      preloadArray[i++].src = imgFiles[j];
    } }
  }
}

function MM_swapImage() { //v2.0
  var i,j=0,objStr,obj,swapArray=new Array,oldArray=document.MM_swapImgData;
  for (i=0; i < (MM_swapImage.arguments.length-2); i+=3) {
    objStr = MM_swapImage.arguments[(navigator.appName == 'Netscape')?i:i+1];
    if ((objStr.indexOf('document.layers[')==0 && document.layers==null) ||
      (objStr.indexOf('document.all[') ==0 && document.all ==null))
      objStr = 'document'+objStr.substring(objStr.lastIndexOf('.'),objStr.length);
    obj = eval(objStr);
    if (obj != null) {
      swapArray[j++] = obj;
      swapArray[j++] = (oldArray==null || oldArray[j-1]!=obj)?obj.src:oldArray[j];
      obj.src = MM_swapImage.arguments[i+2];
    } }
  document.MM_swapImgData = swapArray; //used for restore
}
//-->
</script>
</HEAD>
```

You can easily replace strings of text that need to be updated, like addresses or telephone numbers.

Do NOT change the special characters or any of the code in between the special characters. The highlights here show the text that can be changed. Note the position of the scroll bar on the right to indicate the position within the long file of code that generates single page (see inset).

```
contact.htm
<td width="635" colspan="3" valign="top">
  <blockquote>
    <p align="left"><font face="Arial, Helvetica, sans-serif" size="4"
color="#660099"><b><font size="5">HanZon
Glass Studio:</font></b></font></p>
  </blockquote>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099"><u><font size="4">ADDRESS</font></u><br>
</font></b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099">
  <font size="3"> 1130 Nordyke Road<br>
Cincinnati, OH 45255<br>
</font></font> </p>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099"><u><font size="4">PHONE</font></u><br>
</font></b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099">
  <font size="3"> 513-474-7478</font></font></p>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099"><u><font size="4">E-MAIL</font></u><br>
</font></b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099">
  <font size="3"> <a href="mailto:%
20beth@hanzonglassstudio.com">beth@hanzonglassstudio.com</a>
- for information on jewelry or a home show</font></font></p>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5" color="#660099"><font
size="3"><a href="mailto:%20joe@hanzonglassstudio.com">joe@hanzonglassstudio.com</a>
- for information on stained glass or glass product designs</font></font></p>
  </blockquote>
</blockquote>
<center>
<center>
<p>&nbsp;</p>
<p>&nbsp;</p>
<p>&nbsp;</p>
<p>&nbsp;</p>
<p>&nbsp;</p>
</center>
</tr>
</table>
<center>
<center>
</center>
</td>
</tr>
</table>
<p></p>
<p align="left"><font color="#330066"></font></p>
<p align="left">&nbsp;</p>
<!-- #BeginLibraryItem "/footer.lbi" -->
<table width="525" border="0" cellpadding="1" bgcolor="#9999CC">
<tr>
```



There are other quick fixes, too.

```
contact.htm
<td width="635" colspan="3" valign="top">
  <blockquote>
    <p align="left"><font face="Arial, Helvetica, sans-serif" size="4"
color="#660099"><b><font size="5">HanZon
Glass Studio:</font></b></font></p>
  </blockquote>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099"><u><font size="4">ADDRESS</font></u><br>

      </font></b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099">
        <font size="3"> 1130 Nordyke Road<br>
Cincinnati, OH 45255<br>
        </font></font> </p>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099"><u><font size="4">PHONE</font></u><br>
      </font></b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099">
        <font size="3"> 513-474-7478</font></font></p>
  <p><b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099"><u><font size="4">E-MAIL</font></u><br>
      </font></b><font face="Arial, Helvetica, sans-serif" size="5"
color="#660099">
        <font size="3"> <a href="mailto:
20beth@hanzonglasstudio.com">beth@hanzonglasstudio.com</a>
- for information on jewelry or a home show</font></font></p>
  <p><font face="Arial, Helvetica, sans-serif" size="5" color="#660099"><font
size="3"><a href="mailto:%20joe@hanzonglasstudio.com">joe@hanzonglasstudio.com</a>
- for information on stained glass or glass product designs</font></font></p>
  </blockquote>
  </blockquote>
  <center>
  </center>
  <p>&nbsp;</p>
  <p>&nbsp;</p>
  <p>&nbsp;</p>
  <p>&nbsp;</p>
  <p>&nbsp;</p>
  </td>
</tr>
</table>
<center>
</center>
</td>
</tr>
</table>
<p></p>
<p align="left"><font color="#330066"></font></p>
<p align="left">&nbsp;</p>
<!-- #BeginLibraryItem "/footer.lbi" -->
<table width="525" border="0" cellpadding="1" bgcolor="#9999CC">
<tr>
```

Colors of any HTML element can be adjusted as long as new colors always use six-digit hexadecimal format. For more information, http://en.wikipedia.org/wiki/Web_colors

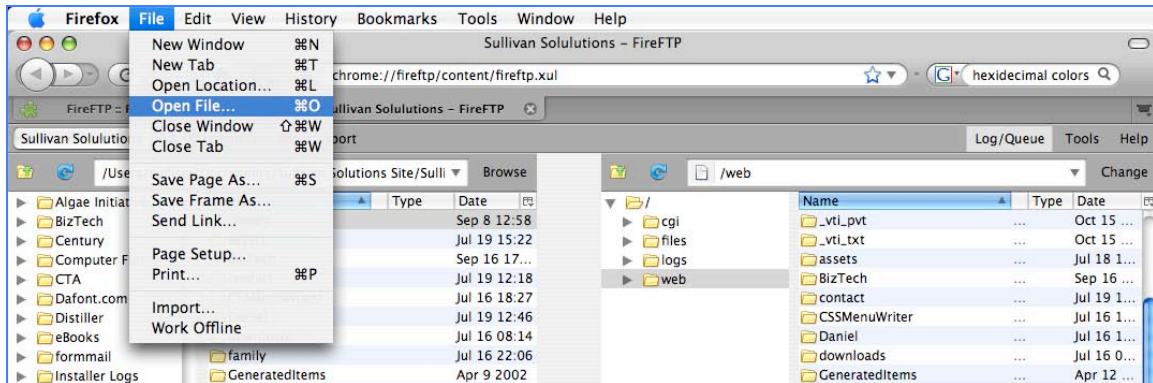
Change bold to regular by removing the codes. The code **** signals the beginning of bold text and the **** signals the end. You can add or remove as needed, as long as you have the pair.

Photos can be changed in two ways. Either FTP a new image onto the web server with the exact same name and size OR you can change the HTML code to reference the new image.

Either way, it is critical that the new image is placed in exactly the same location on the server, i.e., in the same exact folder, as the image it is replacing. If the location is changed, the file name (file path) will have to be changed to include the new location.

Once you have made all of the changes that you need, save the file. Do not change the name or allow the name to be changed. Do not accept any formatting or style.

Preview the saved file using your browser. From the Firefox menu, select “File / Open File ...”. This will allow you to select the file from your hard drive.



When the file opens in your browser, you should see the changes that you have made to verify text, type style and color. However, since the images are most likely not present on your local hard drive, the images will display as broken links.

Step three: Use FTP to place the edited file on the web server.

If everything looks as it should, you can drag and drop the new file onto the web server using FireFTP, dragging from the left pane onto the correct position on the right pane. Be sure to place the file exactly in the same place as the old version.

Step four: View your changes online.

As a final test, open your new web page online in your browser. If you have kept the page open in your browser while you made the changes, you may need to click on the refresh button to force Firefox to reload, thereby displaying the new file instead of the old one.