

Instructions using your Facpub Account

1. Create file in Word – save file with no spaces in file name. (follow these instructions for any type of file you want to put in your facpub account)
2. Save As Web page – with no spaces in the file name; use _ for space if you wish
3. Go to Facpub Account: <ftp://facpub.stjohns.edu>
4. Username and password log in is the same as you account login
5. Copy or drag web page into facub folder
6. Double click on file to open it in IE
7. Edit the URL: by replacing ftp with http and add your username. It should look like this: <http://facpub.stjohns.edu/username/filename.htm>
8. The URL can be sent to someone to view on the Internet.

Instructions for adding a link to St. John's Central Course from Facpub Account

9. Copy the edited URL: (Select it and press ctrl + c or use the copy, paste method)
10. Open St. John's Central and click on My Courses Tab
11. Click on your course
12. Go to Manage Links – under Content Tools in the left pane
13. Click on Post a New Link
14. Select active or inactive, give it a title, paste the link from your facpub folder into the URL box, add a description or directions for the link
15. Click Post, click OK
16. Go to Links under Course Tools in the left pane to view the link