

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## POSTING TECH TIPS TO THE WEB

### Purpose

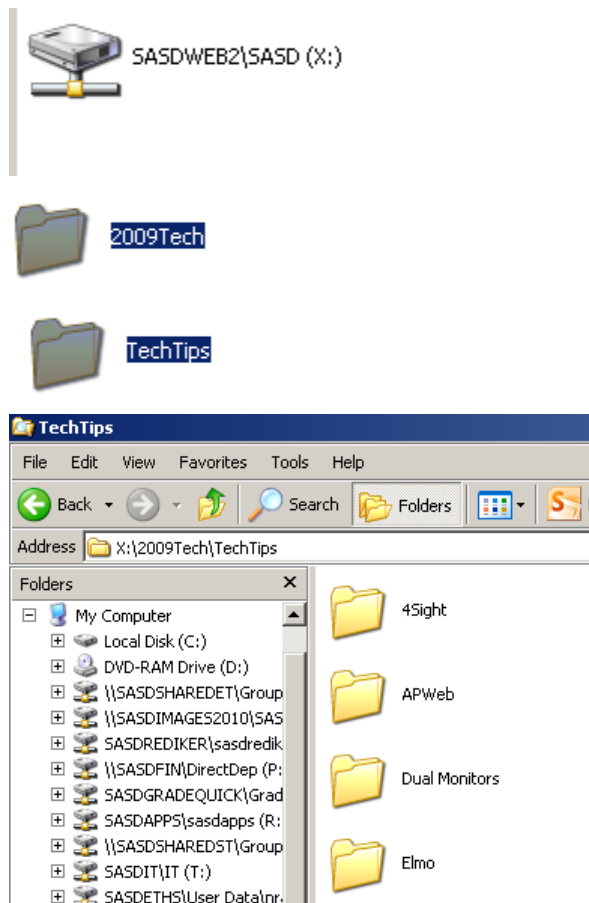
To show how to post Tech Tips to the Web. Please note that this procedure is only useful for Web students or Technology staff.

What is the difference between a Tech Tip and a SOP (Standard Operating Procedure)? Tech Tips are for the Web and should not have confidential information since the website is public. They should be relevant to students, staff, Web students, or teachers.

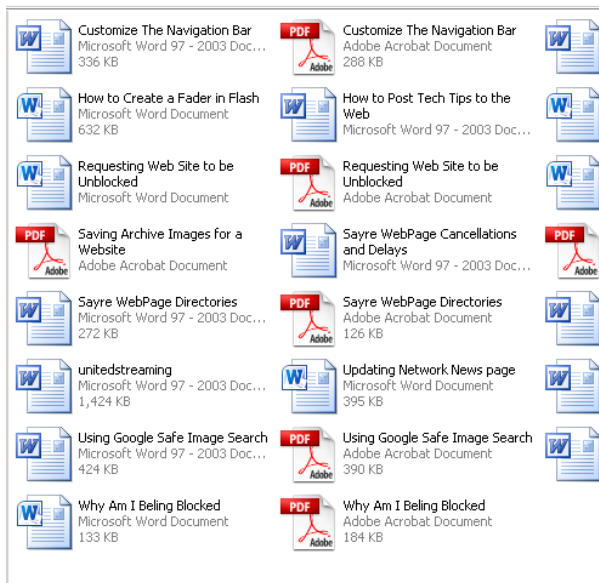
Why is this procedure not a SOP? Because it is for Web students in addition to Technology staff and Web students do not have access to the same network drives as Technology staff.

### Procedures

Create a document, like the one which you are reading (note that all Tech Tips should have the red title “Sayre Area School District Technology Tips” and the Subject, ex. “How to Post Tech Tips to the Web”, as well a Purpose statement and headings like “Procedures” or headings for specific steps). Save the document under



Select the appropriate folder depending on the Tech Tip subject



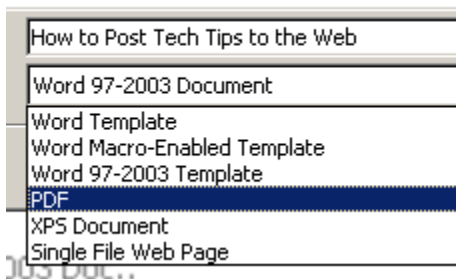
Save the file in the appropriate folder. In this case, the appropriate folder is Web Site

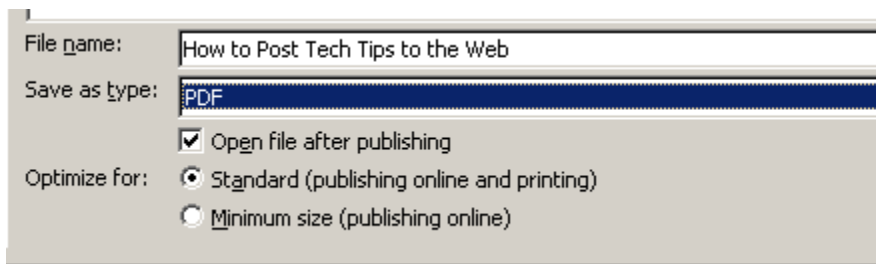


With the document open, go to File→Save As

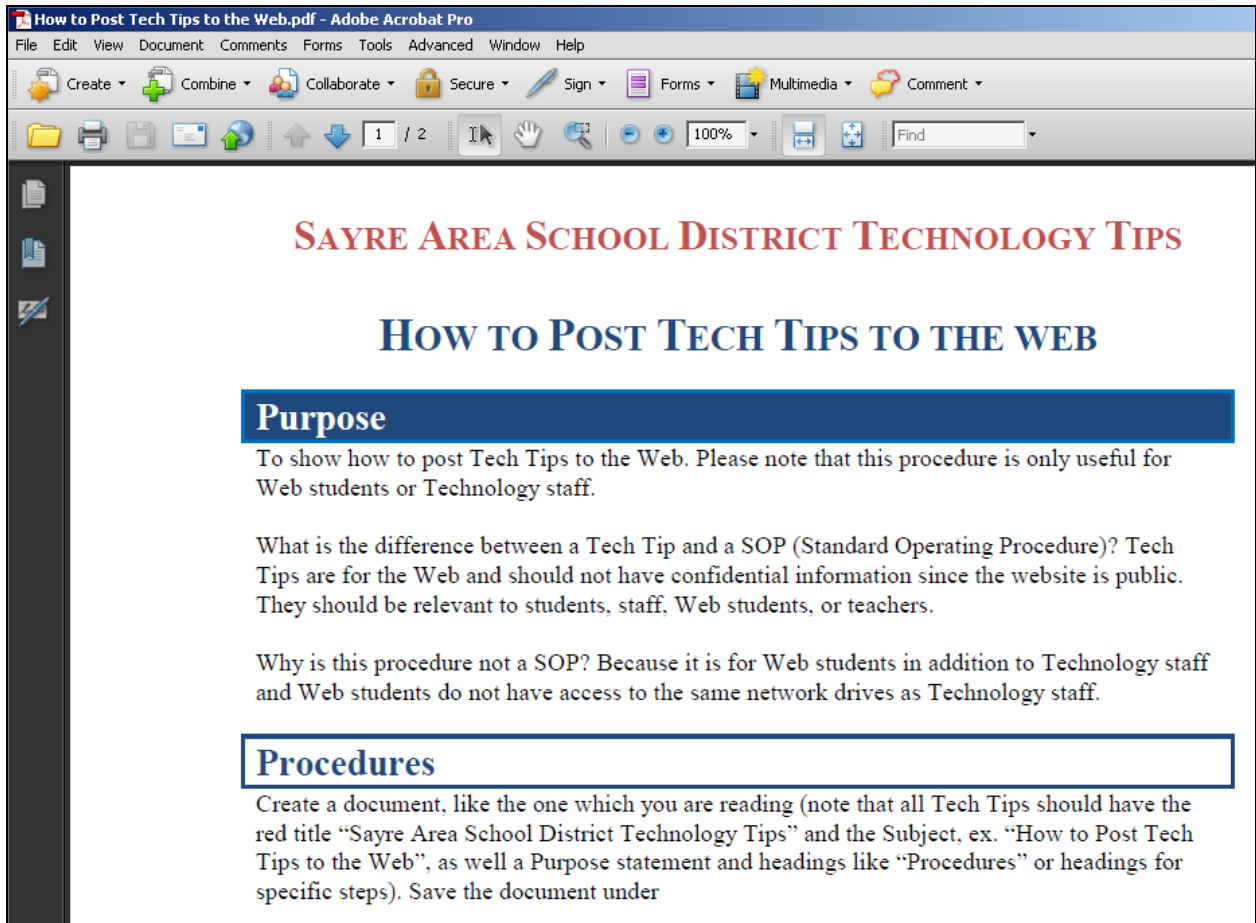


Save as Type, PDF



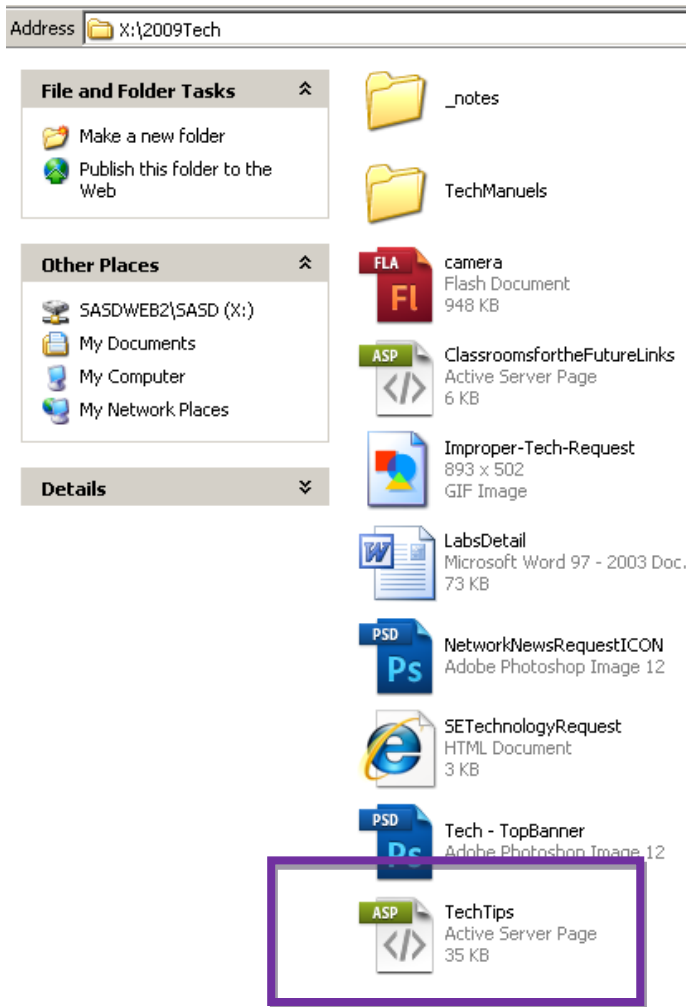


Click Save, the document should appear in PDF format



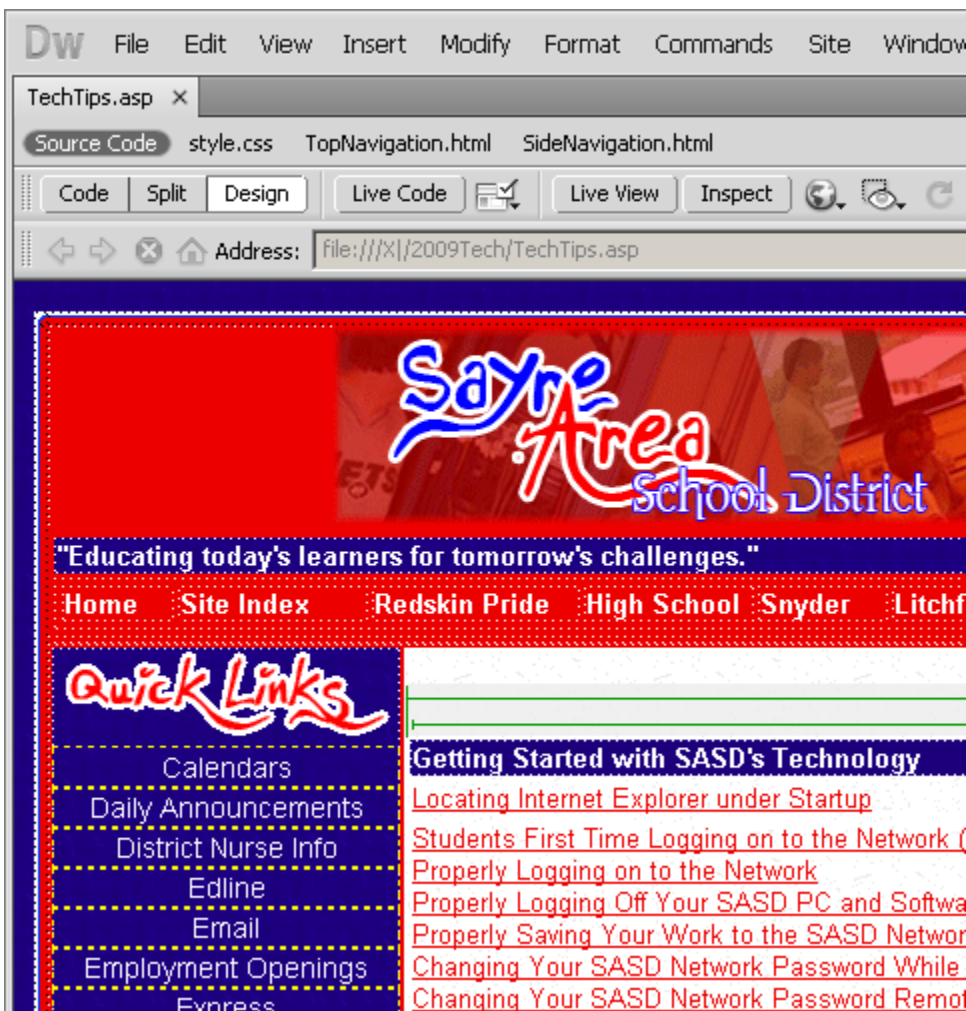
The document is now ready to be posted to the Web

Now, open the Tech Tips page in Dreamweaver

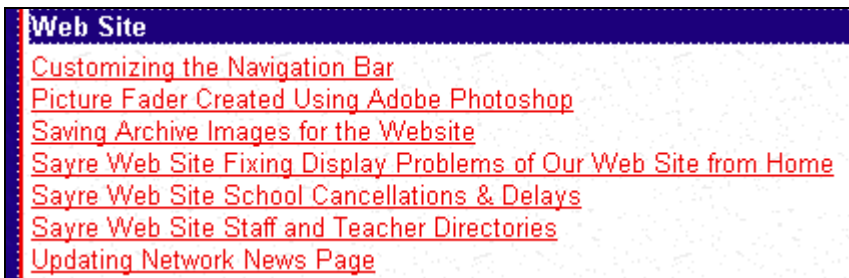


Notice the location (<X:\2009Tech>) and the ASAP file, Tech Tips

Click on this file



Scroll down to the Web Site heading



Place your cursor above the location you wish to place the new Tech Tip, in alphabetical order. In this example we place it above Picture Fader, at the end of the first Tech Tip



Press Shift plus Enter, Shift+Enter



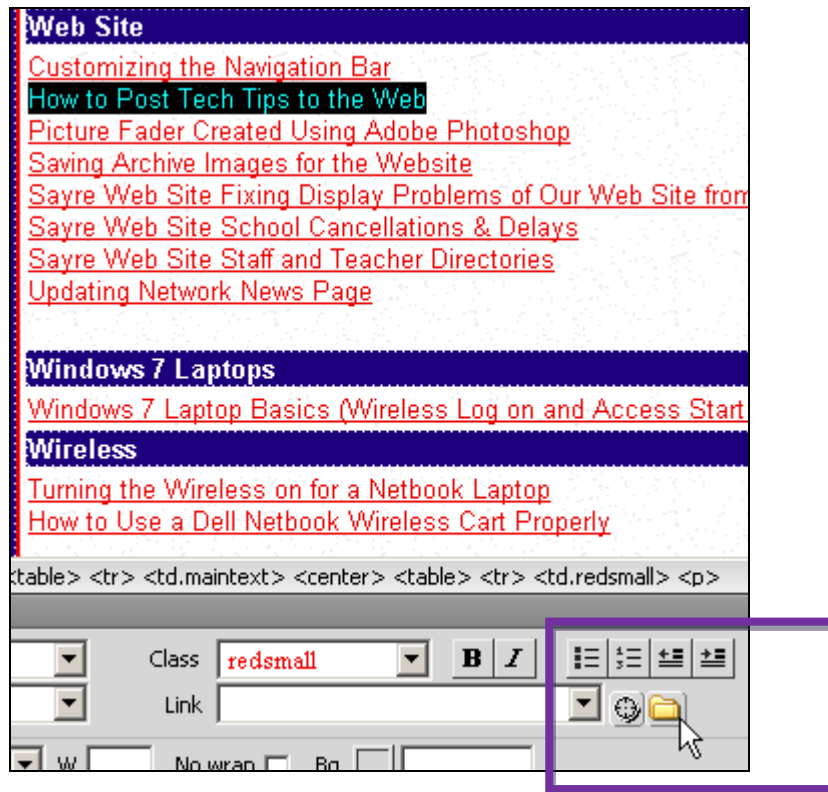
Enter the title of the Tech Tip, word for word as it is in the document

[Customizing the Navigation Bar](#)  
[How to Post Tech Tips to the Web](#)

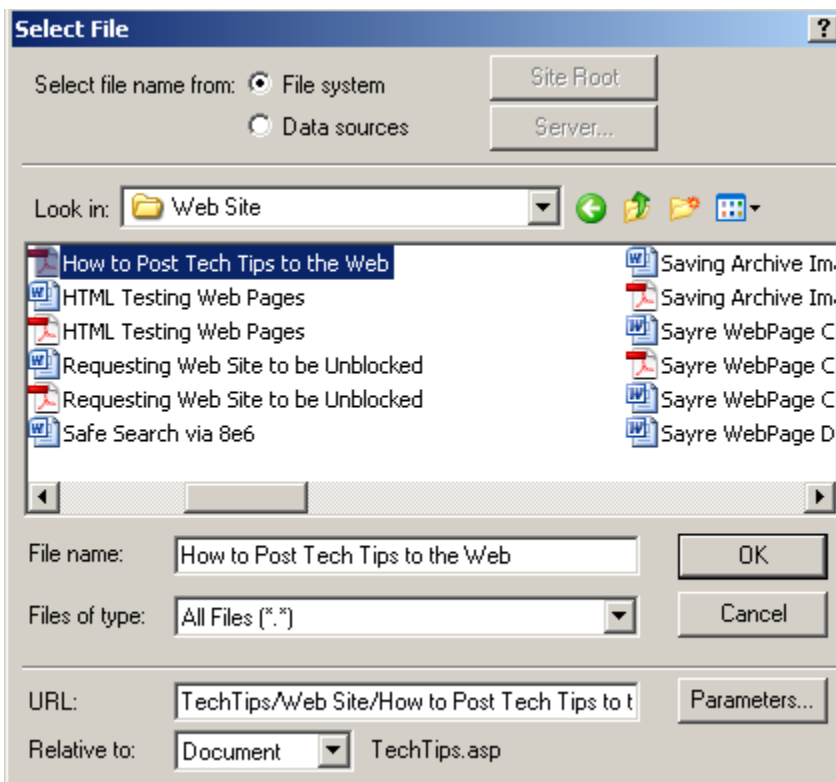
Highlight the title

[Customizing the Navigation Bar](#)  
[How to Post Tech Tips to the Web](#)  
[Picture Fader Created Using Adobe Pt](#)

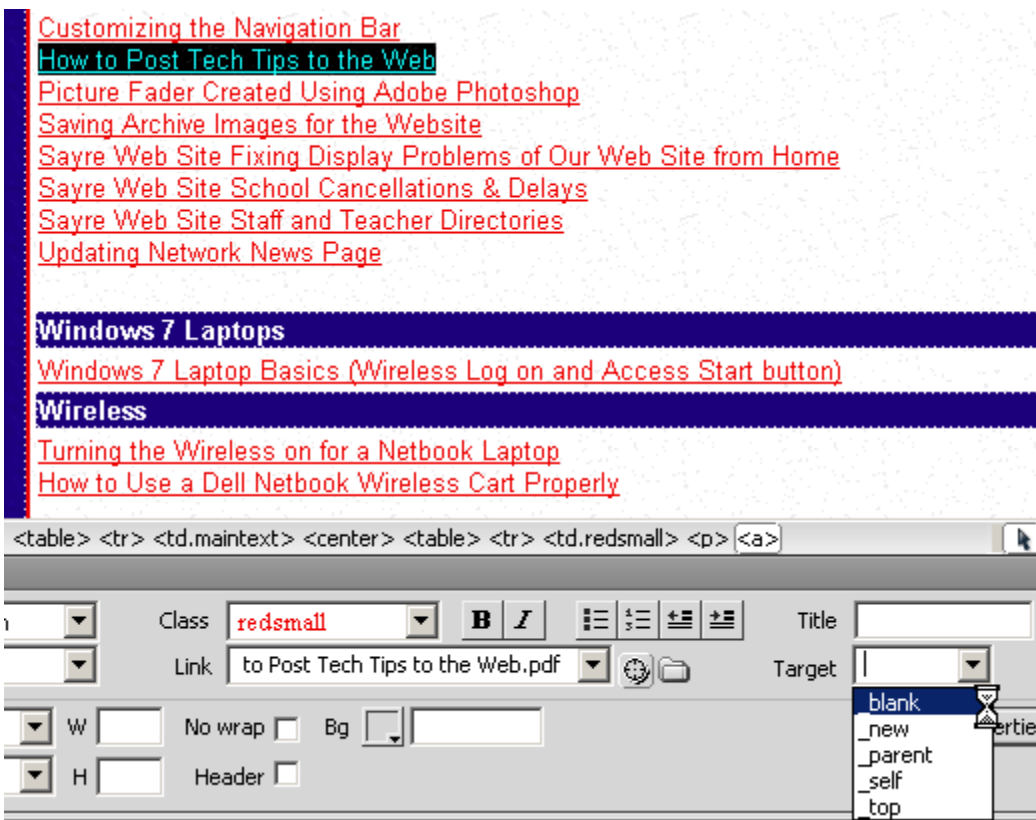
Go to browse



Go to the location where you stored the PDF version of the Tech Tip. Remember it needs to be in the appropriate location



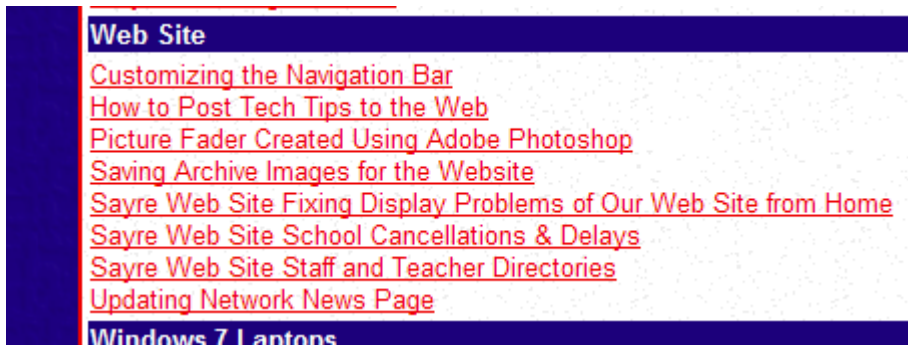
Click OK



Change the Target to blank (this makes the Tech Tip appear in a new window)

Ctrl+S

Last, test the Tech Tips page to see if this worked



Click on the Tech Tip

