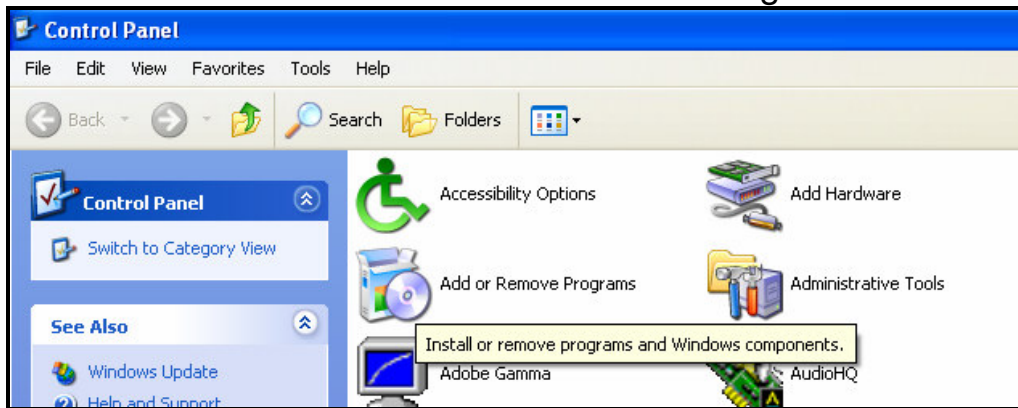


FrontPage: Getting a Newsletter on Your Website

Install CutePDF on your computer

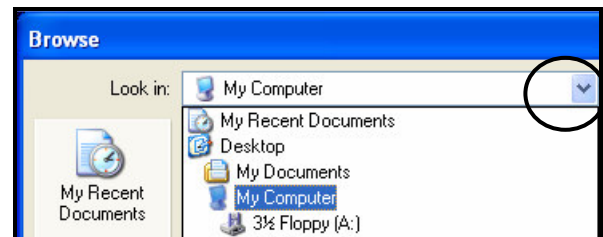
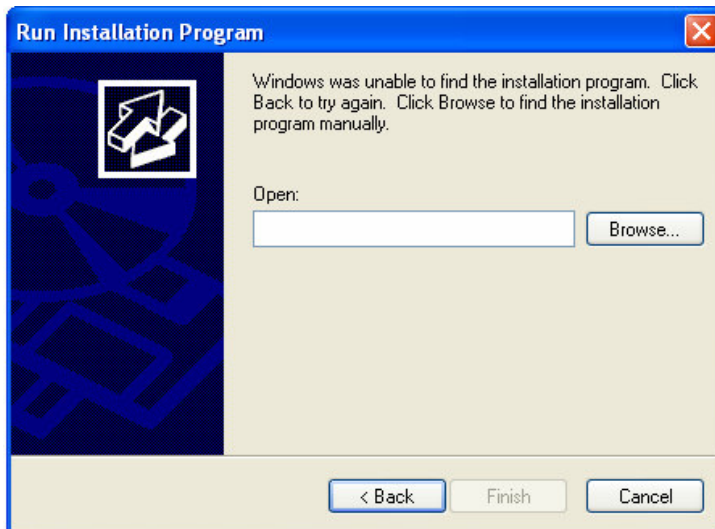
Use Start>Control Panel>Add or Remove Programs



Click on Add New Programs. Click on CD or Floppy even though the file will be on the network.

Click on Next.

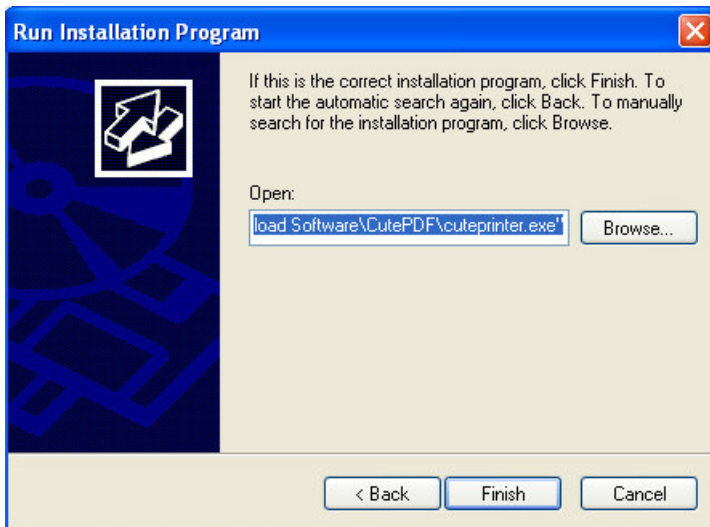
When you get the message that Windows cannot find the file in a CD or Floppy, click on the Browse button.



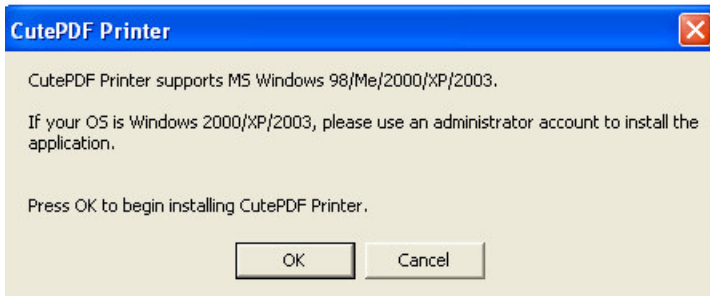
Look in: My Computer and click on the dropdown arrow which shows the list of places where a file could be. Select the public drive and look for the cute printer

file.  Double-click the file.

(If you are on a computer that cannot get to the public drive but can get to the Internet, go to <http://www.cutepdf.com/>. Click on CutePDF Writer which is free. Download both the Writer and the Converter. Save them both in the same folder & install them both.)

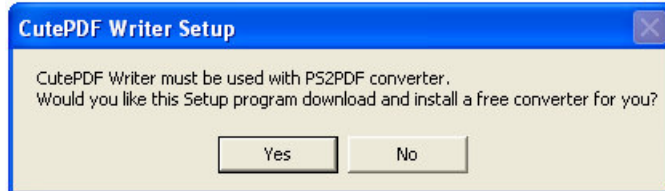


The file should be listed in the Open box. Click on Finish. You may see the following message.

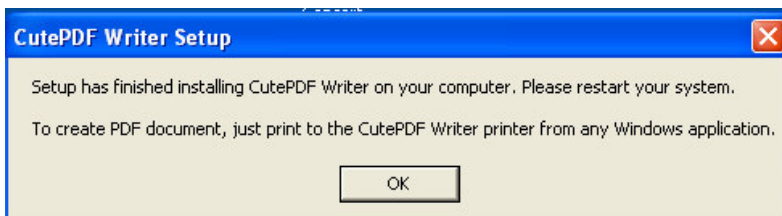


Click OK to install the printer driver.

Click on Yes to continue. Click Yes to the agreement.



Click Yes to the converter message.

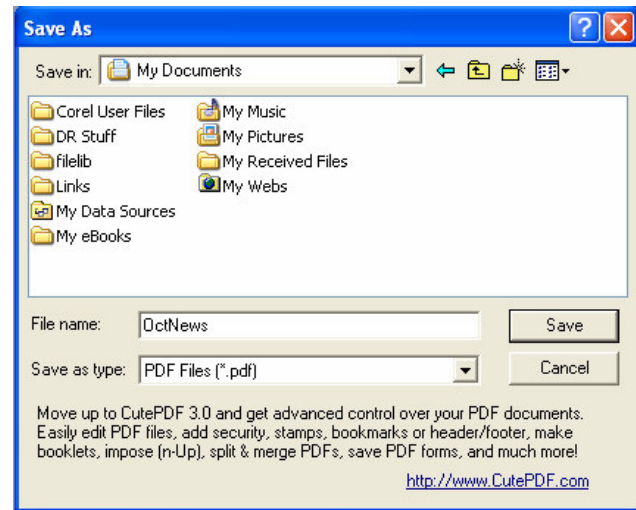
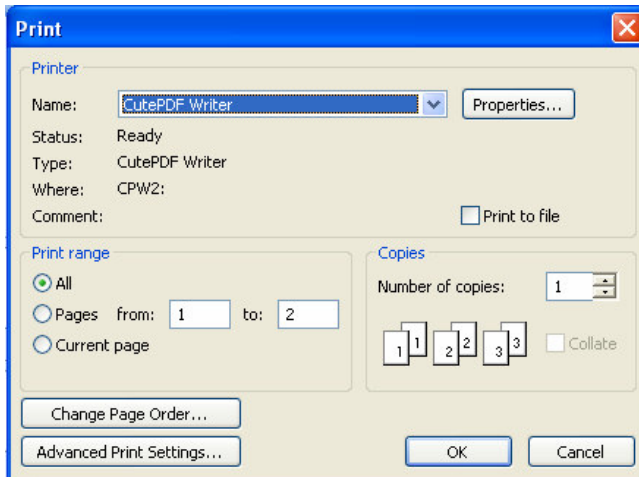


Click OK & restart the computer.

Change a Newsletter to a PDF

After you have created your newsletter in Publisher, save the file. Keep Publisher open. Use File>Print. In the Print dialog box, click on the dropdown list and choose CutePDF Writer. Click OK.

After the file is changed to a PDF, you be asked about saving the file. Give the file a name & save it in the My Documents folder.



Put a Newsletter on a FrontPage website

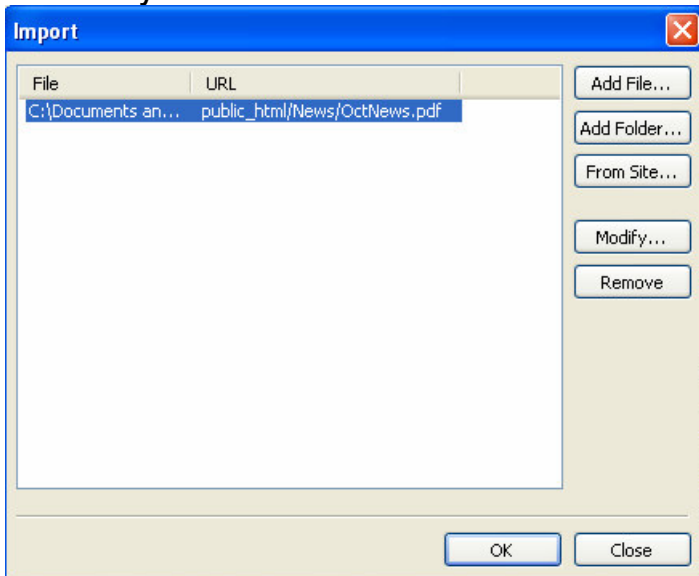
Open the FrontPage website.

Use View>Folders to see the website folders.

In the Public folder, create a “News” folder. Select that folder.

Use File>Import. Click on Add File button.

Go to My Documents & select the newsletter in PDF form.

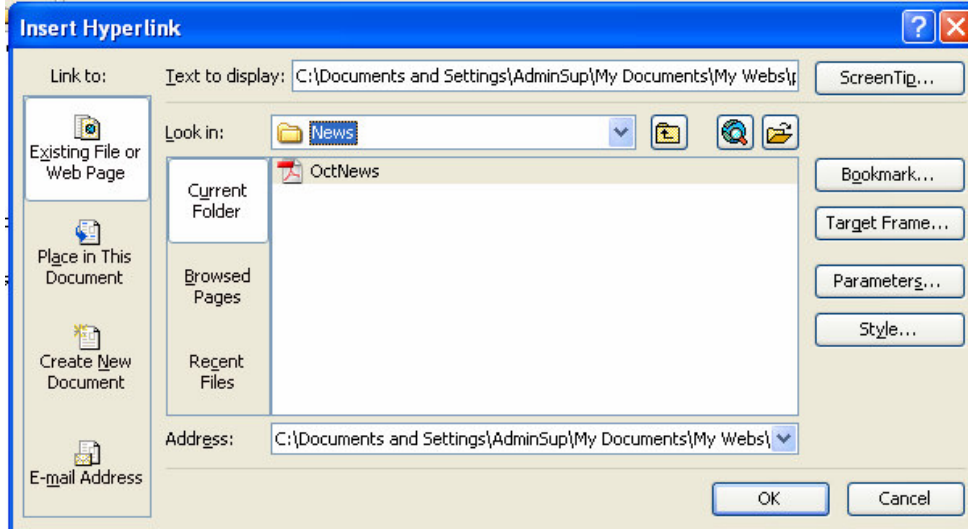


Click OK.

The newsletter should be listed in the folder. If you have other newsletters, add them at this time.

Create a new page & save it as newspaper.htm. Make sure that it is in the Public folder & in the same location as the index.htm page. Use Insert>Hyperlink to create a link to the Home page, index.htm.

On the page, type in the name of the newsletter, such as October 2004. Select the type & use Insert>Hyperlink to link to the newsletter. Find the newsletter in the “News” folder within the website. Select the newsletter & click OK.



Add links to other newsletters in the “News” folder until all newsletters are mentioned on the page & linked.

Open the home page, index.htm. Use Insert>Hyperlink to create an active link to newpage.htm.

Save your website. Check the links in an internet browser, such as Internet Explorer, Netscape, Opera, or Mozilla Firefox.

If you want to save past newsletters in an archive folder, move them to a folder created & named “Archives” within the “News” folder. You can list the archived newsletters on a different page, in a table on the same page, or with the current newsletters. Make sure you update the links.