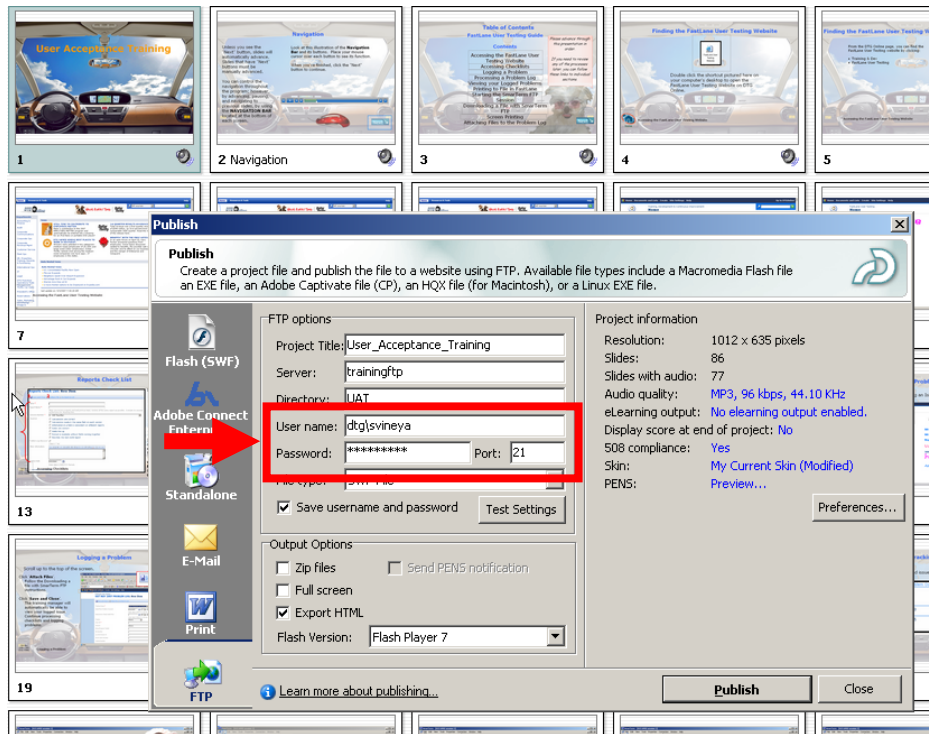
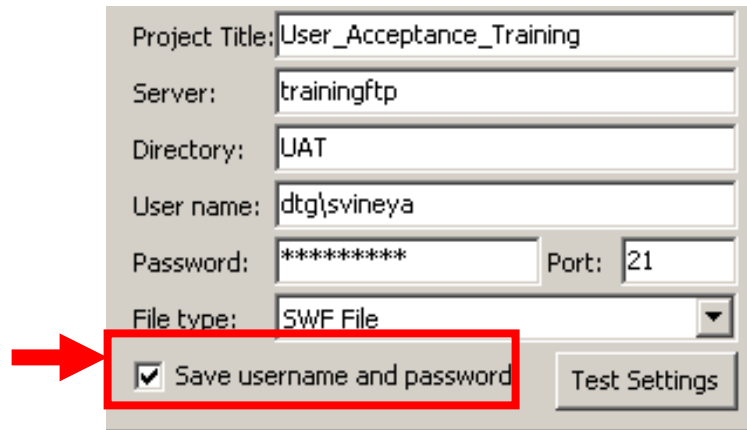


How to Link to a Document on FTP Site from SharePoint

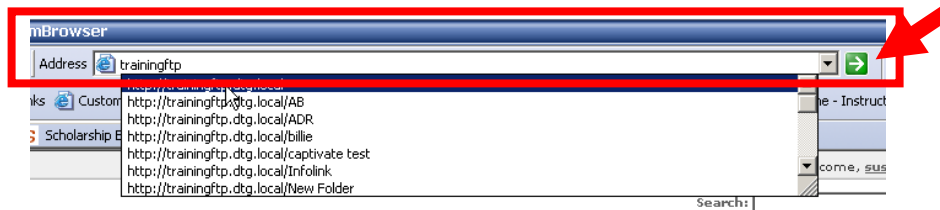


From Captivate, Publish to FTP

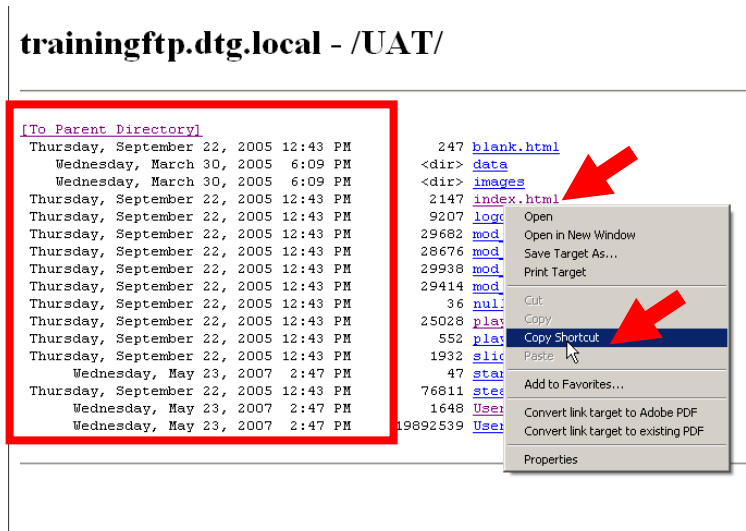
1. Click the FTP icon on your desktop to open the FTP Publish dialog box.
2. Enter your Username and Password.
 - Username: dtg\[your network userid] Example: dtg\svineyard
 - Password: Your network password
3. Check the box by "Save username and password," to save your settings for next time, when all you will have to do is change the title. (Remember to update your Password here each time you change it on the network).



4. In your browser, type "trainingftp" into the Address field
5. Click the green arrow to the right to advance to our ftp site.

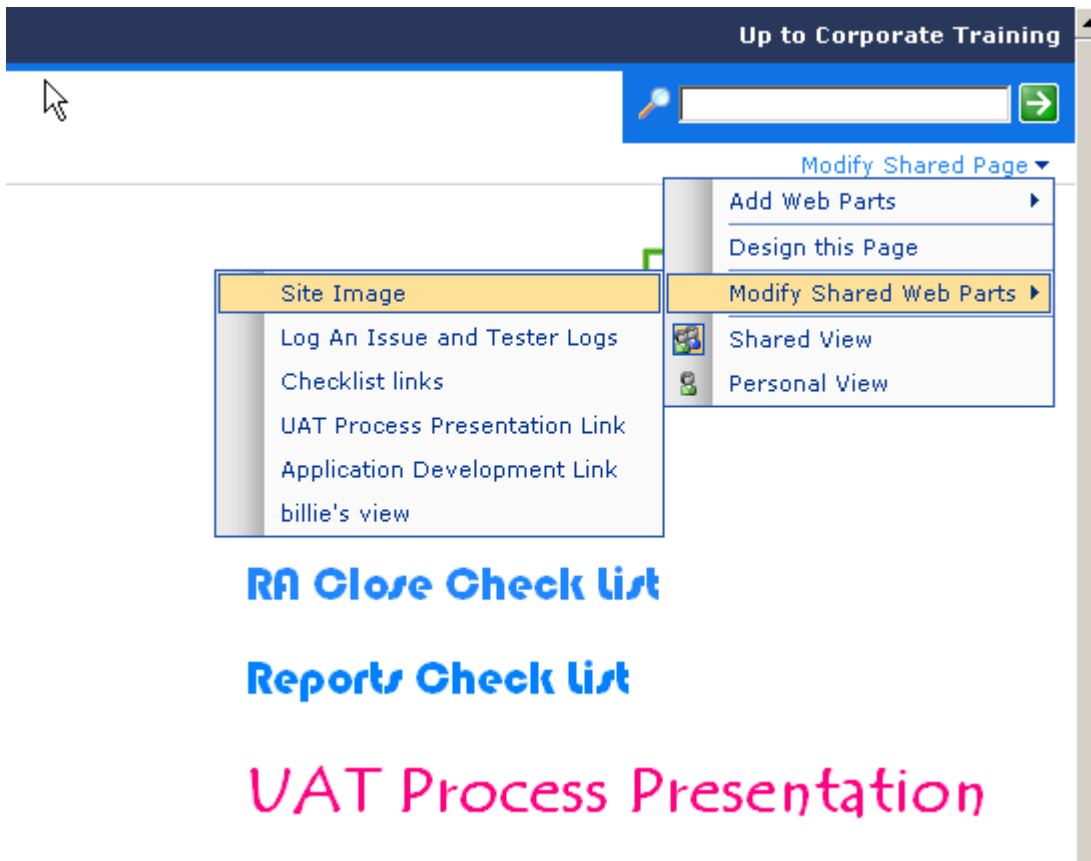


6. A directory will display, containing a list of files.
7. Locate and right click on the index.html file of the folder that contains the presentation to which you need to link.
8. Choose "Copy Shortcut" from the resulting menu.

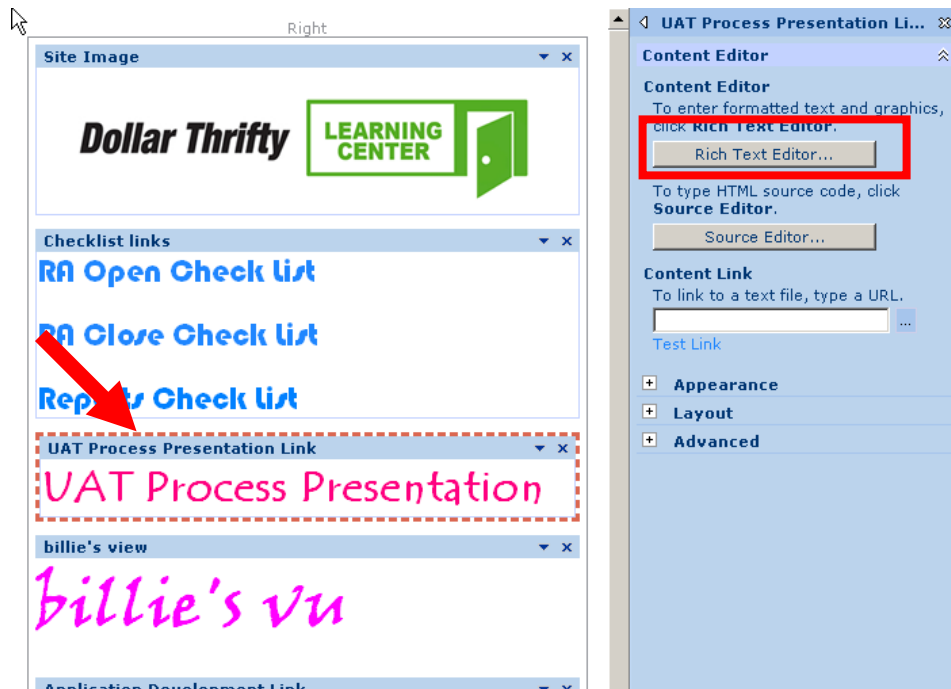


9. Back on the Instructional Design SharePoint, navigate to the page where you want to paste the link.

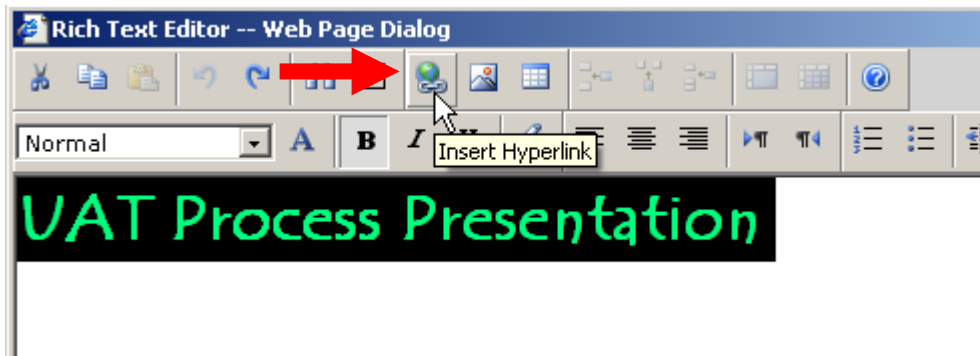
10. Choose "Modify Shared Page" > "Modify Shared Web Parts" > "[the link you want to change]."



11. A red dashed line will display around the item you have selected.
12. Click the Rich Text Editor button in the right pane.



13. The Rich Text Editor will open.
14. Highlight the words to which you want to add or change a link
15. Click on the Insert Hyperlink icon.



16. A Hyperlink dialog box will open.
17. Paste the shortcut to the index file that you copied earlier into the URL: field.
18. Click OK.

