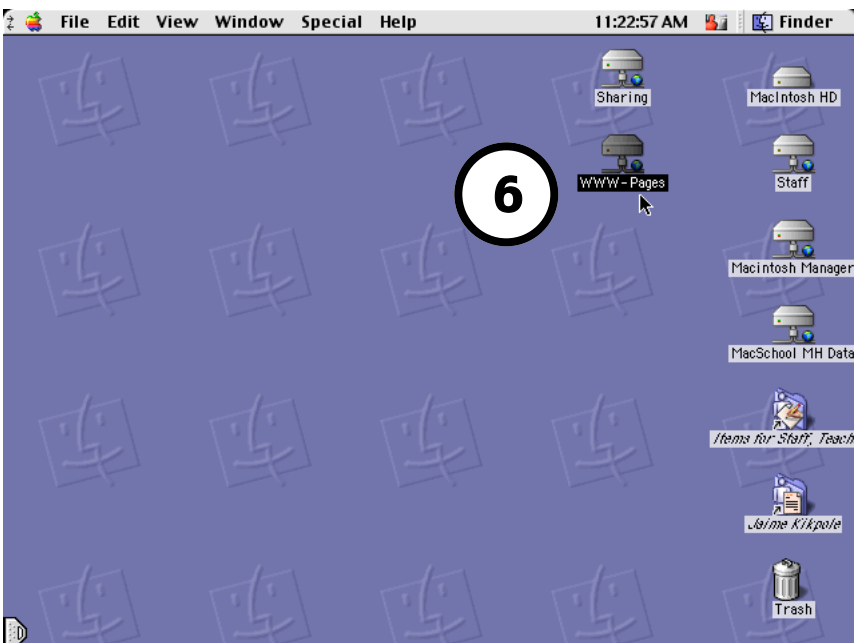
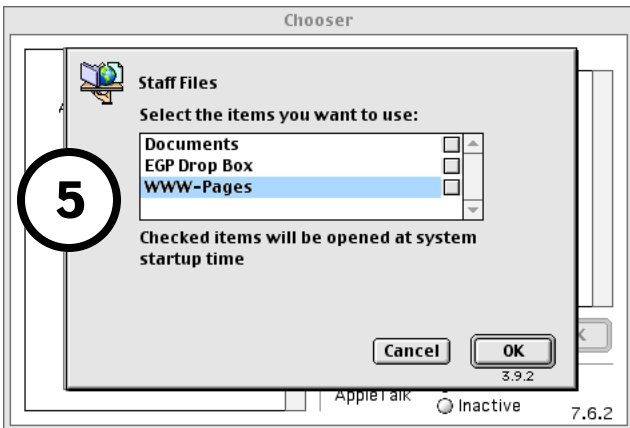
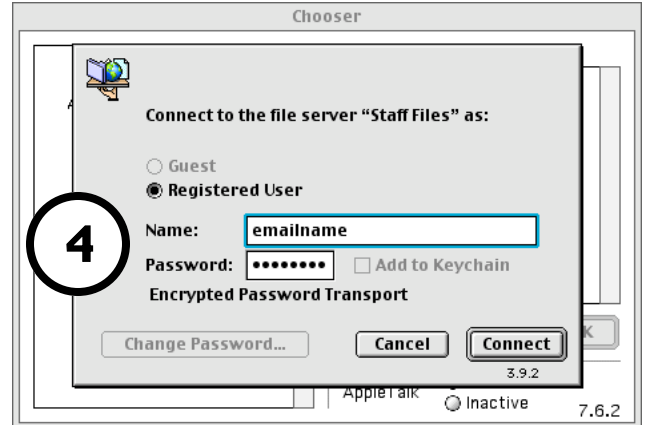
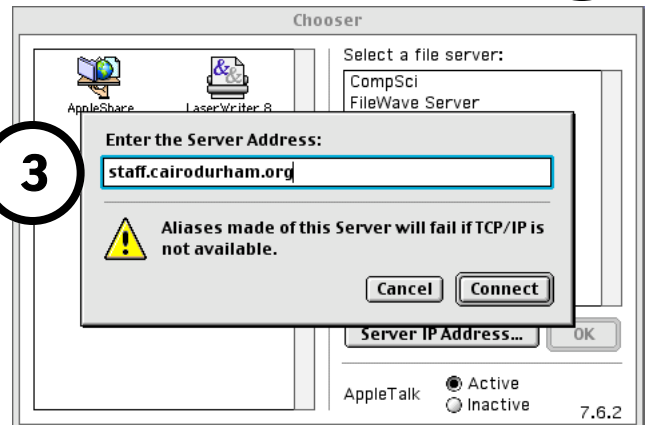
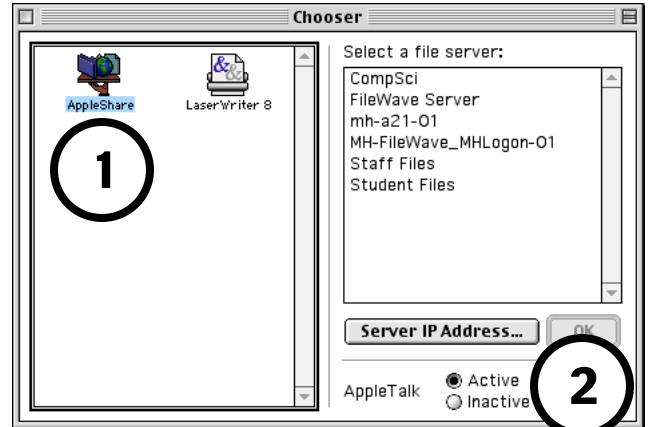


### Connect To Your Web Server

- Open the Chooser.
- Click on AppleShare. (1)
- Click on “Server IP Address...” (2)
- Enter “staff.cairodurham.org”. (3)
- Enter your email username and password. (4)  
(e.g. example@cairodurham.org has a username of example)
- Select “WWW-Pages”. (5)
- “WWW-Pages” is now on your desktop. (6)



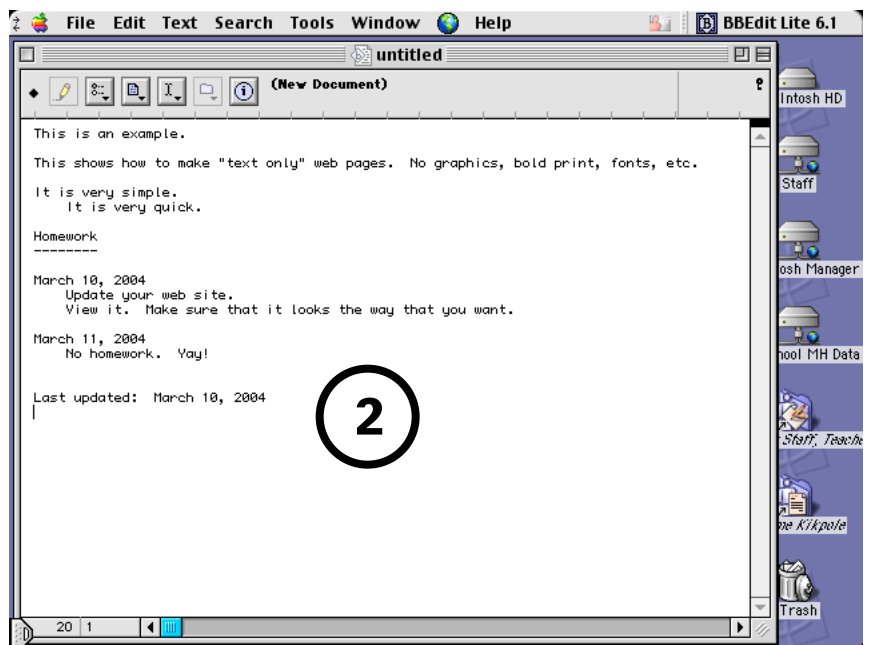
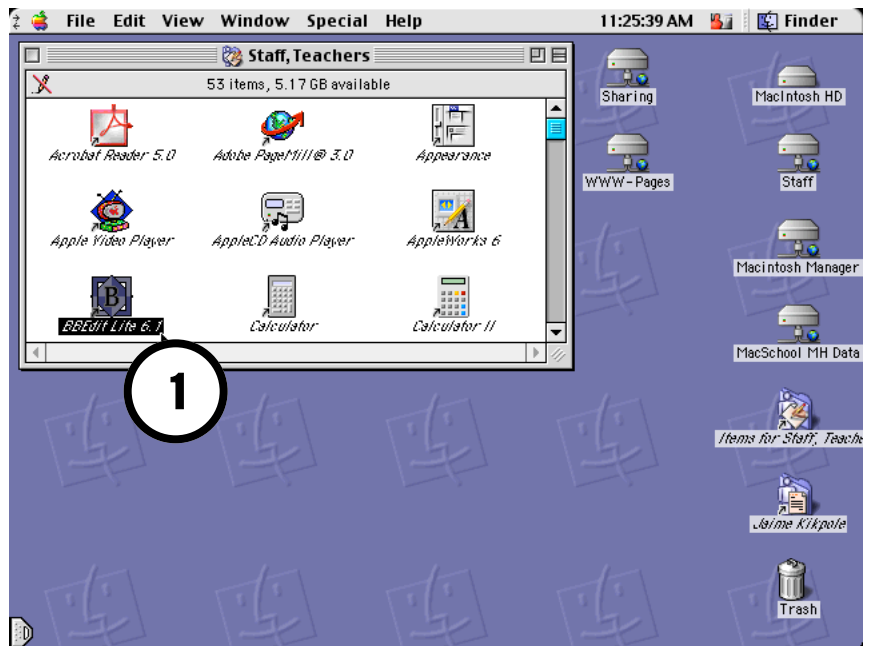
# Create New Document - or - Edit Old Document

## New Document

- Run BBEdit Lite. (1)
- Type what you want. (2)

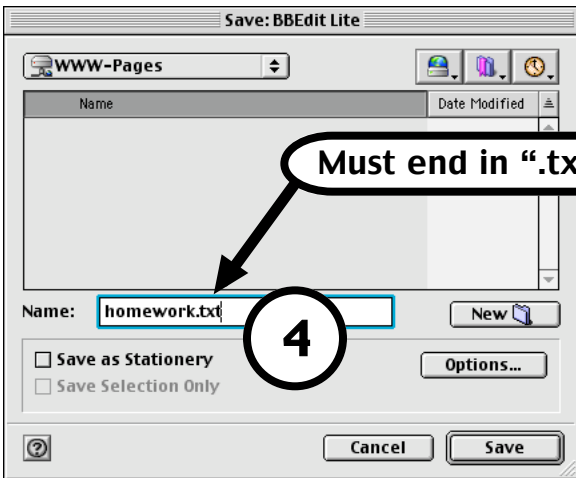
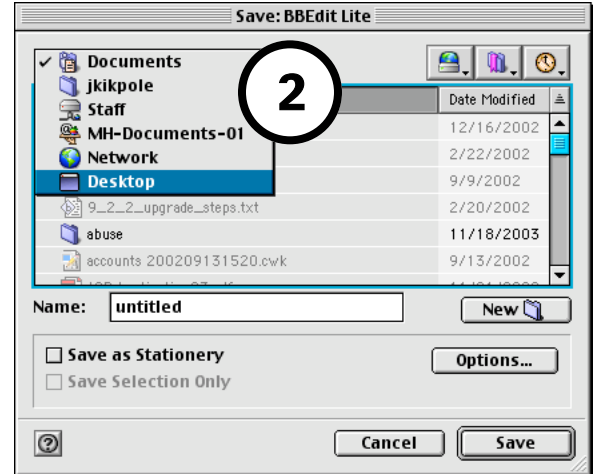
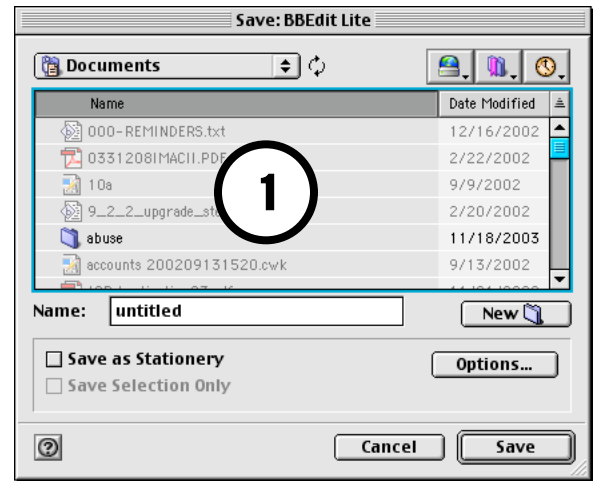
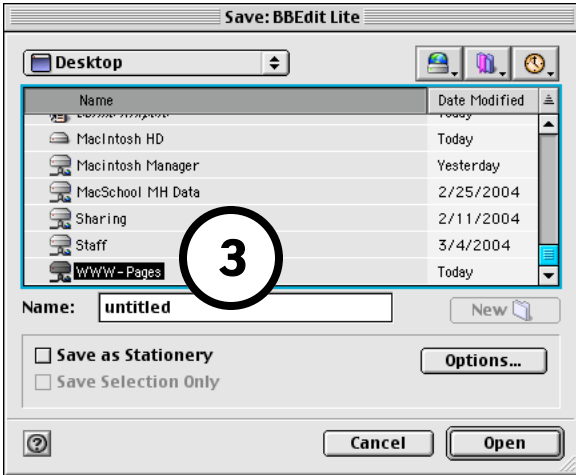
## Old Document

- Run BBEdit Lite. (1)
- Go to the File menu and select Open.
- Find the file.
- Change what you want. (2)



## Save The File

- Use the Save command (in the File menu or Apple-S).
- Go to your WWW-Pages. (1, 2, & 3)
- Choose a name for the file. Use only lower case letters, numbers, periods, and underscores, i.e. “\_” (4)
- Enter that name, followed by “.txt”. Make sure that the period immediately precedes the txt.



## Verify Your Work

- Open Internet Explorer and go to:  
<http://staff.cairdurham.org/~USERNAME/FILENAME>
- Examples given would be at:  
<http://staff.cairdurham.org/~jkikpole/homework.txt>

## Notes

- This will display exactly what you type, including when to end a line. Think of it as a typewriter.
- Any “text editor” will do, not just BBEdit Lite. For example, the program “NotePad” on Windows will work.

