

Placing a Graph from Excel onto your Webpage:

1. Create the desired graph using Microsoft Excel.
2. Using your mouse, go to the toolbar at the top of your screen and click on 'File'. A pull-down menu will appear.
3. From the pull-down menu, the 'Save as' option should be selected. Once selected, a second box will open on your screen.
 - At the top of the box, you will see the words 'Save in' and next to it will be a pull-down menu that will allow you to choose where you want the file to be saved. Using your mouse, you can click on the down arrow, which is on the right-hand side of the box, and select a location.
 - After you have selected a location, you will see a text box at the bottom of the screen labeled as 'File name.' Placing your mouse over the text box and clicking on it will produce the cursor that will allow you to type in a name for the file.
 - ***I suggest saving the file to the desktop using a descriptive name (no spaces) to eliminate confusion.***
 - Underneath the file name, you will see another text box labeled as 'Save as type.' Using your mouse, click on the pull-down menu arrow (on the right-hand side of the text box) and select 'Web page.' This file type will make your graph accessible as an image to upload on to your webpage.
 - Lastly, move your mouse over the 'Save' button, which is on the right-hand side next to the file name text box. The screen should close automatically, and you can then minimize Excel by moving your mouse to the top right-hand corner of the screen and clicking on the first of the three buttons (has a minus symbol in the box). This will shrink your screen so you can see your desktop, which is hopefully where you saved your file. **On the desktop you should see a folder and an html file with the same name as your chosen file name from above.**
 - Double click on the folder on the desktop using your mouse. Once the folder opens, right click on each of the image files present (GIF files) and choose the 'Rename' option. The image you wish to place on your web page should be renamed within the folder so it is easily identifiable.
4. At this point, you will need to upload the file and folder from your desktop to the web. To do so, the following instructions should be followed:
 - A. Open up FileZilla, which is the ftp protocol that will allow you to upload your file to the web. To do this, (1) you can double click on the FileZilla icon on your desktop or (2) click the start button at the bottom of the screen, chose the all programs option by highlighting it and clicking once, find and highlight the folder titled FileZilla, and finally click on the program's icon.
 - B. If it is the first time you are opening the FileZilla program, follow the steps below. If it is not the first time, skip to step C.
 - a. Go into File and click on Site Manager.
 - b. You should see that My FTP Sites is highlighted. Click on the New Site option at the bottom.
 - c. Type in mail.sas as the sites name.
 - d. On the right-hand side, type in the following:

Host: mail.sas.upenn.edu

Port: 22

Servertype: select SFTP using SSH2 from the pull down menu

Logontype: select Normal by clicking on the circle next to it.

User: type in your PennKey username

Password: leave it blank!

Click on the Save and Exit button.

- C. Go into File and click on Reconnect. You should see a command telling the computer to connect to the mail.sas server through your specific pathname and there should be a screen that pops up asking for you to enter your password. Once you have entered your password, you should be able to see that the status of the program is that it is connected to your mail.sas account. This will also be visible in the remote site window (on the left-hand side in the middle of the screen) because your pathname should be listed and your folders should be accessible underneath.

**Troubleshooting: If FileZilla is unable to connect or does not ask for your password right away, you can try clicking on the site manager icon (1st icon in tool bar, below File) and choosing mail.sas. This will refresh the site manager and hopefully be able to get you connected.

- D. Highlight and open your html folder.

- E. There are two ways to move the file and folder from your computer into your html folder.
- Locate the desired file and folder on the desktop. Click on them and drag them both into the html folder.
 - If your file and folder are not on the desktop, you need to use the local site block in FileZilla. Open up the appropriate drive and folder. Underneath the local site area, you should see a list of your filenames that are housed in the particular folder you chose. Click on the desired file and folder and drag them into the html folder under the remote site.

- F. At the bottom of the FileZilla screen you can watch as your file and folder are transferred from the local site (your computer) to the remote site (html folder). Also, once the file and folder has been transferred successfully, it will appear at the bottom of the list of items in your html folder under your remote site.

- Once the file and folder are in your html file in FileZilla, they are considered to be published and can be added to your webpage.
- Open up Mozilla. This can be completed by double clicking on the desktop icon, or by clicking on the start button, all programs, Mozilla 1.7.2 folder and finally the Mozilla 1.7.2 icon.
- Once Mozilla has opened, it may ask if you want to set Mozilla as your default browser. This is a personal choice; I always click no because I prefer internet explorer at this point.
- Locate the web address text box in the middle tool bar at the top of your screen. Using your mouse, click at the end of the existing web address. Use the delete key to erase the web address and type in the web address of your personal webpage.
- Once you are at your own web page, use your mouse to click on 'File,' which is in the tool bar at the top of your screen. A pull-down menu will appear.

10. Select the 'Edit page' option. This will open your web page into a composer window. This window allows you to edit, save and publish your web page.
11. Place your mouse in the location on your webpage that you would like to add your graph and click to produce the cursor. Click on the image icon in the tool bar. (You can also click on Insert and select image – both take you to the same place.) A screen titled Image Properties will open and ask you to tell it the location of the image you wish to insert. Since your image has already been uploaded to your html folder in FileZilla, you can type in the web address for your image. Be sure to add the file name exactly as it appears in your html folder after your username. For instance, I would type the following: <http://www.sas.upenn.edu/~higginsa/filename.gif>. This is where the descriptive file name with no spaces comes in handy!
12. After typing in the web address of your image, the Image Properties screen will show you an image preview so you can be certain you have the picture you want. It will also ask you for alternative text, which is a simplified name that should describe the contents of the image. You can also change the dimensions, appearance, and link associated with the image if you choose by clicking on the tabs at the top of the Image Properties box. Lastly, once you are content with your image, click ok. The image should appear in the composer page.
13. In order to make sure that all of the work you have completed can be viewed on the web; you need to do the following: save the web page, publish the web page and browse the web page (used as a check!).
 1. Directions for saving your web page:
 - a. When you are ready to save your webpage, click on the save icon in the tool bar. A screen will open that will allow you to decide where to save your file and also what to name it. Again, for convenience I suggest saving the file to your desktop.
 - b. If this is your first webpage, you will want to save it as your index.html file. This means the filename should be index and the file type html files.
 - c. Once you have named your file and selected to save it as an html file, click the save button.
 2. Directions for publishing your web page:
 - a. To publish your webpage, you have two options.
 - b. Option #1: Move your saved html file from your desktop into your html folder under your mail.sas account. To do this, you will need to open FileZilla and follow the steps listed above for uploading files.
 - c. Option #2: Select the publish icon from the tool bar. This will open the publish page and ask you to fill in some information about where the html file is to be published. You have to give your site a name, provide the publishing address (<ftp://mail.sas.upenn.edu/home2/h/higginsa/html/>), provide the homepage address (<http://www.sas.upenn.edu/~higginsa>), and type in your password.