To prepare web pages:

1. Connect to global protect

2. Go to folders and click ThisPC

3. Click on personalwebfiles(\\filestore.soton.ac.uk)(W:)

4. This brings up my personal web file folders.

5. The Homepage is held in index.htm so scroll to this file

6. Right click on index.htm, and open with MSWord

7.Click on ‘Enable editing’ at the top

8. To change a link in the indexfile, right click on the link, then select

 ‘Edit link’

9. Clear the address window and type in the full URL for example

 <https://www.personal.soton.ac.uk/rchc/NATCOR2019/examples/ANOVATwoMainEffects.xls>

10. Make all the changes required

11. Save as a WebPage

12 This modifies the index.htm file