

A help sheet for your Natural Systems Research Submissions:



Some Suggestions:

- Use **Internet Explorer** as your browser when you submit your project. If you make mistakes, you can “go back” and fix your errors within 15 minutes of the submission. Netscape does not allow you to do that.
- Save your statistical graphs as PICTS. Then use a graphic program such as GraphicConverter or photoshop to convert your pict to GIF or JPG format. Windows machines and macs can also do a screen capture, then convert the captured pict to a gif or jpg image.
- **Do not have spaces in your image names.** A **WRONG** example: punishment opinion.jpg A **CORRECT** example: punishmentopinion.JPG
- To deposit images /graphs on the server, go to appleshare, **Zone:** Boydether; **Select**Eagle Nebula. Your **name** is xxxxx the **password** is xxxxx
 - You will have several choices of folders. Select **ns1fall2001**. Transfer you **gifs or jpgs** to this folder. Then you are ready to go.
 - **DO NOT OVERWRITE ANYONE ELSE’S IMAGES!** Choose names that are unique to your project. Change the name if there is the chance of overwriting someone else’s data!
 - The URL of your images is <http://nsystems.wcp.muohio.edu/ns1fall2001/NameofPhoto.gifORjpg>

Simple HTML tools to use in your submissions:

To make words bold:

`Introduction` **Introduction**

To italicize

`<I> Introduction</I>` *Introduction*

To underline:

`<u> Introduction</u>` Introduction

To center text::

`<center> this is the text</center>`

An example on how to center a graph:

`<center>
</center>`

An example on how to center text and a graph:

<center><img src=<http://nssystem.wcp.muohio.edu/ns1fall2001/punishmentopinion.jpg>>

<p>This graph illustrates.....</p></center>

To make a "hot link" to a graph or data file:

<a href=<http://nssystem.wcp.muohio.edu/ns1fall2001/punishmentopinion.jpg>>This graph illustrates.....

To make a hot link to DATA such as found on an EXCEL spreadsheet:

<a href=<http://nssystem.wcp.muohio.edu/ns1fall2001/smiledata.xls>> The data can be found here!

To FTP materials to and from the server:

---The URL of the server (for WWW images, excel data sheets and powerpoint presentations) is <http://nssystem.wcp.muohio.edu/ns1fall2001/>

---Windows and Mac users can FTP images, data sheets and powerpoint presentations to the ns1fall2001 folder from your desktop.

--to gain access to the ns1fall2001 folder:

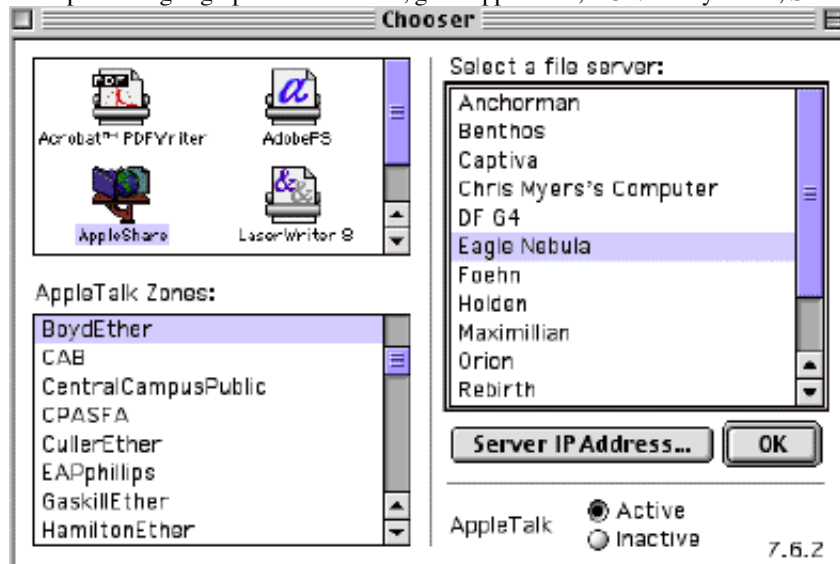
Your NAME is xxxx and your password is xxxxxx

---The FTP address is:

ftp://name:password@nssystem.wcp.muohio.edu/ns1fall2001/

Visual Steps:

To deposit images/graphs on the server, go to appleshare, **ZONE**: Boydether; **Select** EagleNebula.



□



Your name is xxxxxx and your password is xxxx.

□

To FTP stuff:

□

New Connection

Make a new connection to this FTP account:

Host:

User ID:

Password:

Add to Keychain

▼

Initial directory:

Non-standard port number:

Try to connect times.

Shortcuts:



□

