

# CE Web Site Content Creation/Modification Guide

## To create a CE web page content, following these procedures:

1. Install and configure IIS in your computer  
Although this is an optional step, having it will allow you to preview your content before publishing to the CE web site. Please obtain the latest copy of CE site source code from site administrator if you don't have one. If you need assistant to set up your IIS, please let site administrator know so that the help can be arranged.
2. Install FTP tool  
Please login as site admin and read the document *Content Upload/Download Tool* in CE Site for installation procedure.
3. Connect to CE web hosting server  
Please login as site admin and read the document *Connect to CE Hosting Server* in CE Site for instruction.
4. Understand CE site folder structure  
Please login as site admin and read the document *Content Folder Structure* in CE Site for instruction.
5. Create content file  
Depending upon what content you will be creating (article, album, or journey), login as site admin and read the document *Authoring CE Article*, *Authoring CE Album*, or *Authoring CE Journey* in CE Site for instruction.
6. Create CE web page  
Please login as site admin and read the document *Generating CE Web Page for Content* in CE Site for instruction.
7. Test your page
8. Publish to CE web site  
Use the tool described in step 1 and 2 above to upload your content to CE site.

## To modify CE web page content, following these procedures:

1. Use Filezilla tool to download the latest copy of the content file to your computer
2. Make a change in your local computer and test the page.
3. Upload the modified content file to CE web site.