

FTP Instructions

Adding Menus and files

Adding lunch and breakfast menus is easy to do within SOCS. Below are instructions on how to FTP (File Transfer Protocol) your menu to the SOCS server.

Create your file and save the file as a Web-ready file (with an extension of htm (ie: lunch.htm). You may also save your file and then create a PDF (lunch.pdf) using Adobe Acrobat.

Microsoft Word Users

If you are using Word (with a table or Calendar Wizard) to create your menu, once you complete your menu, select “File, Save As.” Then:

- Select the directory you wish to save your file in. *We suggest you name this directory lunch or breakfast depending on which menu you are creating.*
- File name: (rename your document) to lunch or breakfast
- Save as type: “Web Page, Filtered (*.htm *.html)” Select “Save”
- You may receive the following message from Word:

Saving lunch.htm in this format(Web Page, Filtered) will remove Office-specific tags. Some Office features may not be available when you reopen this page. Do you want to save the document in this format?

- To save, click Yes.
- to preserve formatting, click No. Then save the document in Web Page format (HTML).

Select Yes to this message.

You are now ready to FTP (File Transfer Protocol) the menu to the SOCS servers.

1. Open the directory where you have saved your menu (lunch or breakfast). If you have images, such as clip art, you may see an additional sub-directory named: lunch_files. This directory and files beneath it will also need to be sent to the SOCS servers for your images to appear on your menu.
2. If you are a Windows user, you can use Internet Explorer to FTP your files. *If you are a Mac user, you will need to have FTP software to transfer files. Contact Client Support for information on different FTP software programs.*
 - a. Open Internet Explorer and enter your FTP address. *(Contact Client Support if you do not have your FTP address.)*
 - b. Select the “pages” directory. You will see the directories lunch and breakfast. Select either the lunch or breakfast directory based on the menu you created.
3. You are now able to drag and drop files from your computer to the Internet Explorer window.

Want to transfer other files to the SOCS server? The directory you want to place publicly accessible files is called “pages.” You need to open this directory and upload files here or create new sub-directories if you want to organize your files.

Files on the FTP server can be hyperlinked within articles or banners.

For example, if you upload “photos.html” to the “pages” directory, the hyperlink should be: http://www.your_site_name.com/pages/photos.html.

For example if the “photos.html” file was uploaded in a sub-directory called “images”, the link URL should look like this:

http://www.your_site_name.com/pages/images/photos.html