

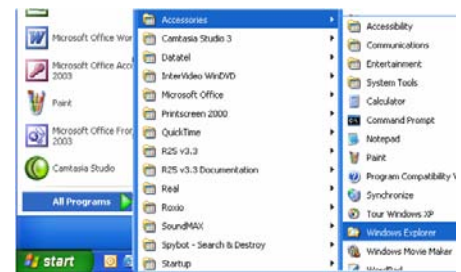
Publishing Academic Web Pages

Overview: Publishing a web site on the academic web servers is an easy way to make information available to the world. Follow these directions to upload your web pages and view them using a web browser..

XP Operating System

Publishing a web site on the academic web servers is an easy way to make information available to the world. Follow these directions to upload your web pages and view them using a web browser.

1. Open a new **Windows Explorer** window. Click on “Start”, “All Programs”, “Windows Explorer”.



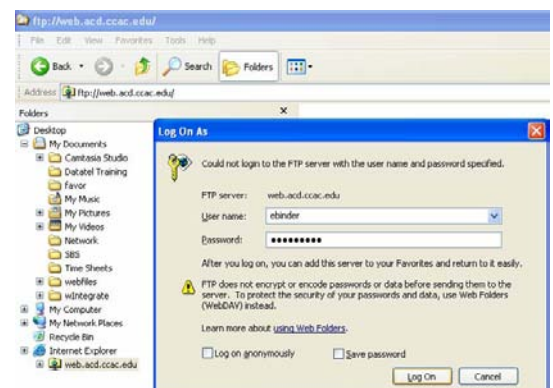
2. Type the address `ftp://username@web.acd.ccac.edu` in the address field. Strike the Enter key or click Go after the address has been entered.



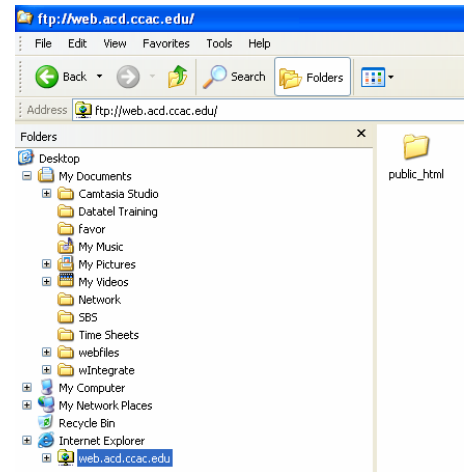
Note: Students should replace the word *username* in the address with their NetID username. Faculty should replace the word *username* in the address with their EMPID user name.

3. The **Login As** dialog box will prompt you for your **Password**. Please type your NetID or Windows login **password** into the password field and click on the **Login** button.

Be sure the Login Anonymously box is not checked.

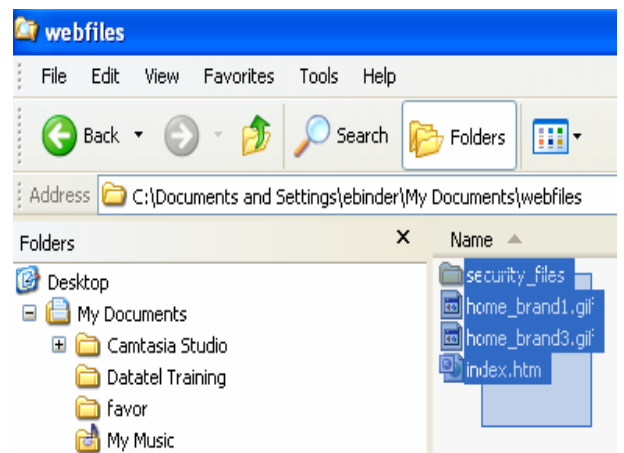


- Once connected to the academic web servers, you will see a folder named public_html. All web content files should be uploaded into this folder in order to make the files visible to the public. To upload files or view files, **double click on public_html**.



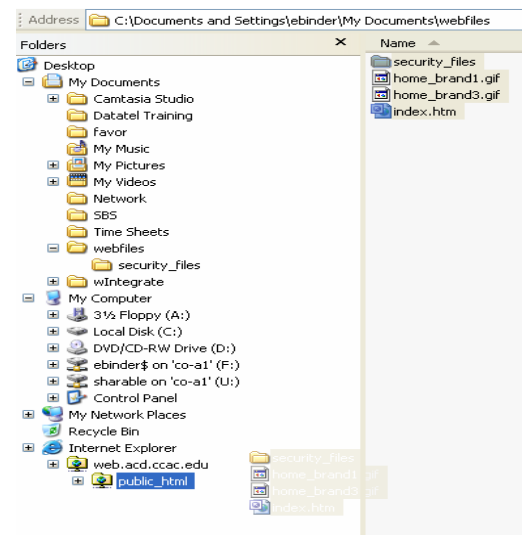
- Once you have opened the public_html folder, locate the files that you want to upload from your local computer; select the files.

Make sure that the files are closed.
Files which are currently open on your desktop cannot be moved.

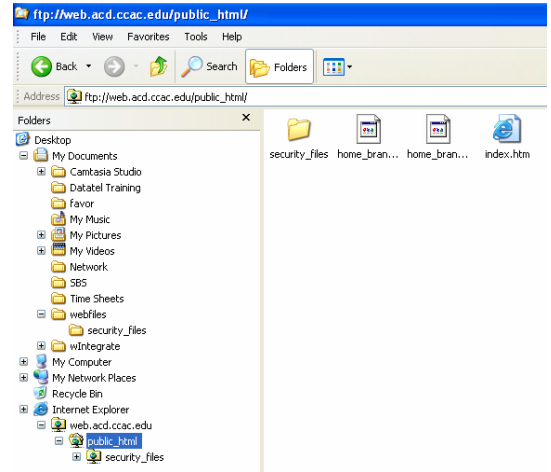


- Move or Copy the file from your local computer into your public_html window. Repeat these steps as necessary to upload any additional files.

Please note your main web page should be named **index.htm** or **index.html**. This is case sensitive; use lower case in naming the index.htm file.

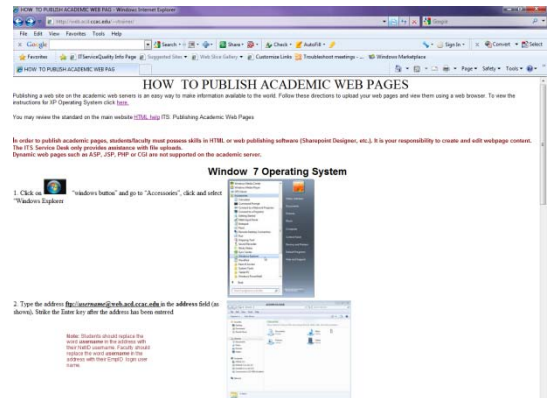


7. The files you moved from your local computer to the public_html folder should now be visible in your Windows Explorer window. If the files are visible, you have successfully uploaded the file(s).



8. After successfully uploading files, it is now time to try accessing your website. Please type the location of your website into the Internet Explorer **Address** field. The location will be <http://web.acd.ccac.edu/~username/>.

For our purposes we used <http://web.acd.ccac.edu/~vtrainer/>.



If you are not viewing your website, please return to step 1 and review the instructions. Check to make sure that your home page is name index.htm (all lower case letters). If you need to rename the file, it is recommended that you rename it on the original site and then use ftp to re-publish to your web.

Need More Help? Call the ServiceDesk at 412.237.3275

Last revised:	11/17/2009 KAH
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