

Publishing Academic Web Pages

ITS HELP DESK PUBLICATION: [ID #] • LEVEL OF DIFFICULTY: Beginner • SOFTWARE VERSION: Windows XP

KEYWORDS: Academic Web Publishing; Windows Explorer; Index.htm; Index.html

RECOMMENDED DOCUMENTS:

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.

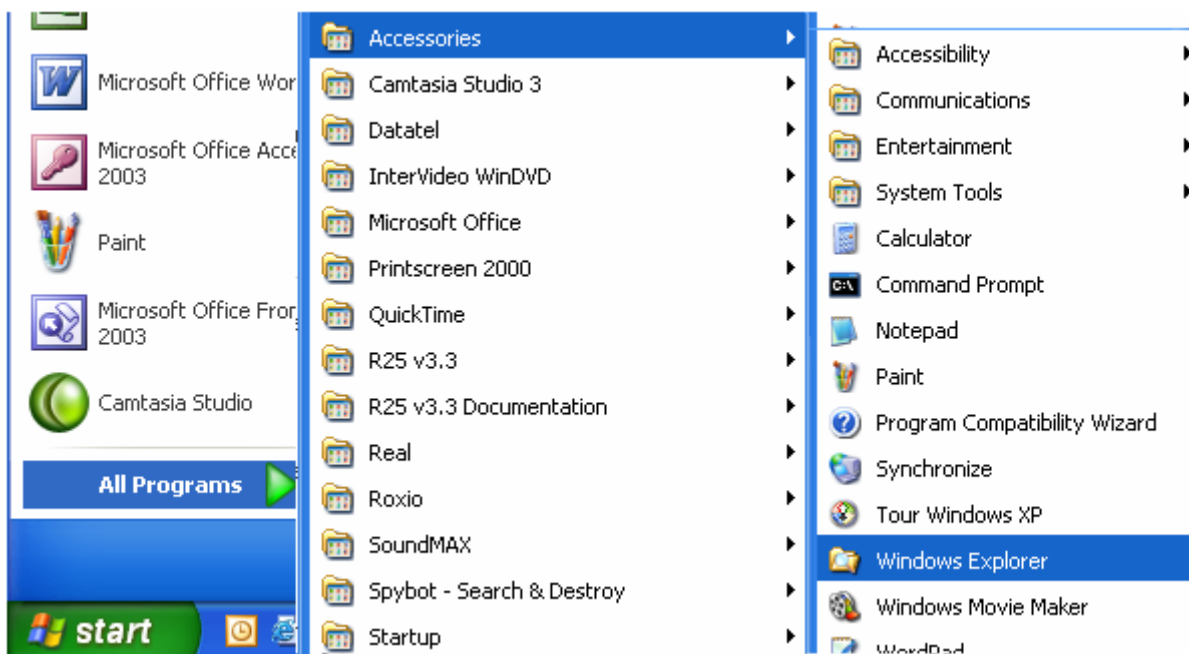
Table of Contents

- 1 [Uploading Content](#)
- 2 [Viewing Content](#)

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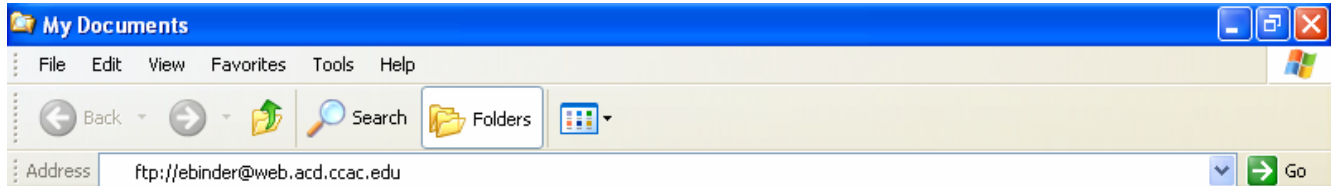
I. WINDOWS EXPLORER UPLOADING CONTENT

Open a new Windows Explorer window

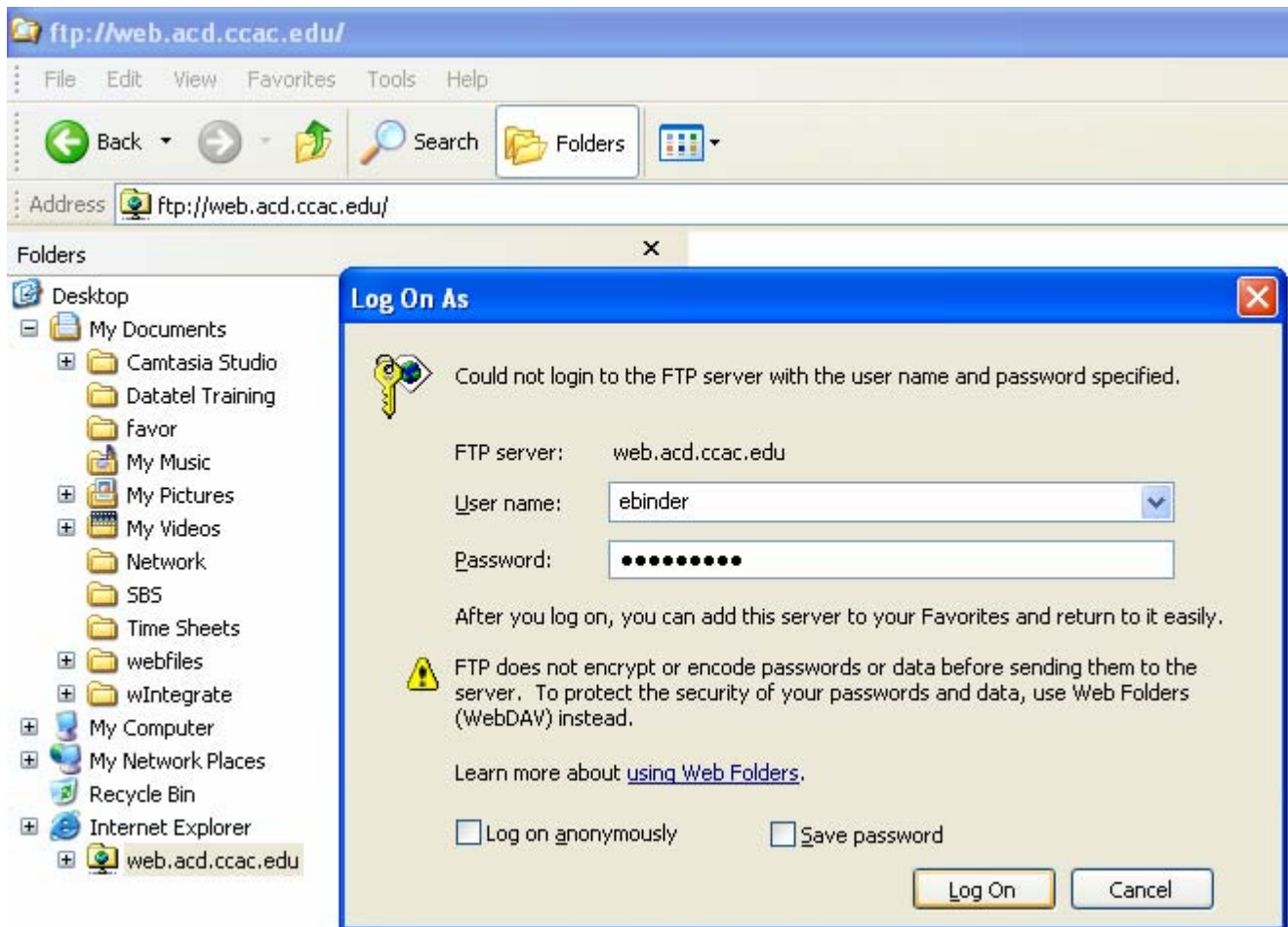


Type the address <ftp://username@web.acd.ccac.edu> in the **address** field (as shown below). Strike the Enter key or click Go after the address has been entered.

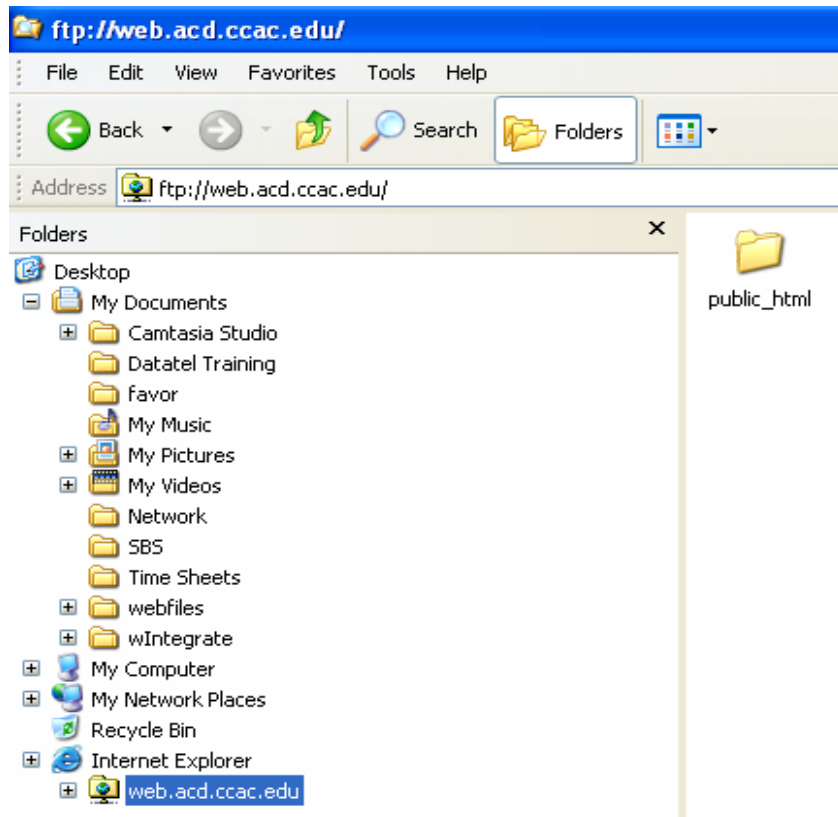
Note: Students should replace the word **username** in the address with their NetID username. Faculty should replace the word **username** in the address with their windows login user name.



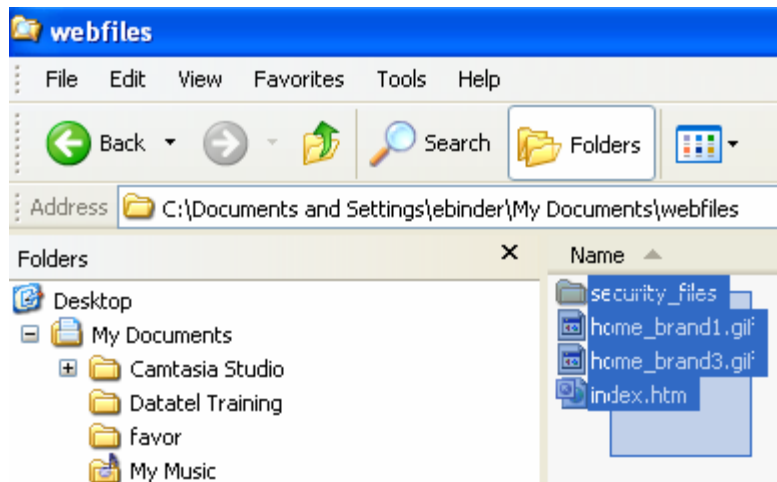
The **Login As** dialog box will prompt you for your **Password**. Please type your NetID or Windows login **password** into the password field and click on the **Login** button. Be sure the Login Anonymously box is not checked.



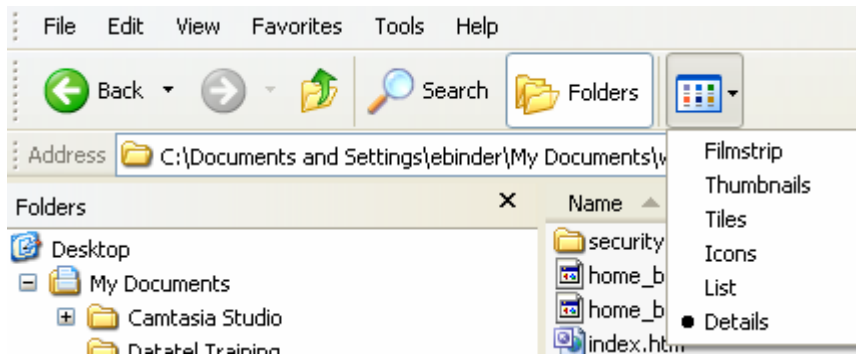
Once connected to the academic web servers, you will see a folder named public_html. All web content files should be uploaded into this folder in order to make the files visible to the public. To upload files or view files, **double click on public_html**.



Once you have opened the public_html folder, click on the file you would like to upload from your local computer; make sure that the file was closed previously. (Files which are currently open on your desktop cannot be moved.)

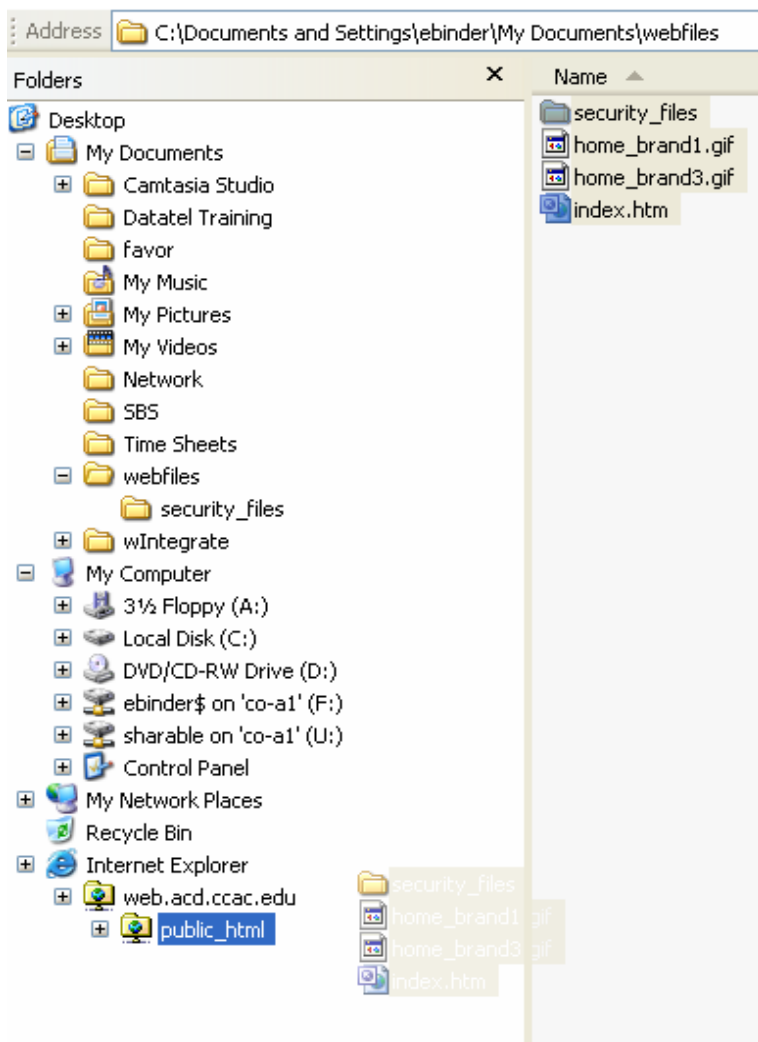


If your window does not look like this you will need to change the folder view.

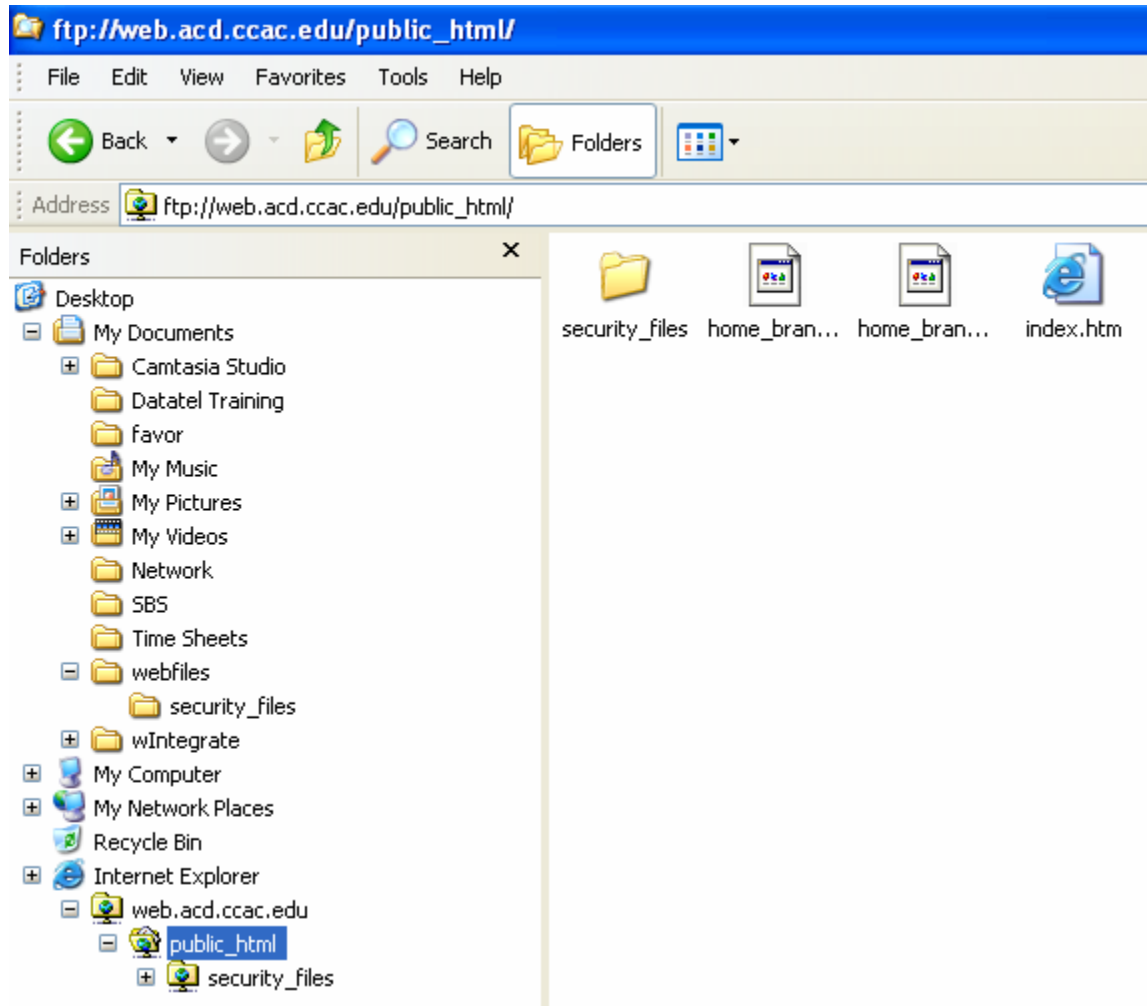


Move the file (drag and drop) from your local computer into your public_html window. Repeat these steps to upload any additional files.

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.



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).



II. VIEWING CONTENT

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/>.

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 windows login user name.

Strike the Enter key or click Go after the address has been entered. If the upload was successful and your file was named **index.htm** or **index.html**, your website should be visible in the Windows Explorer Window.

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?

Faculty: call the Help Desk.

Students: see your [Campus Computer Lab](#) staff.