
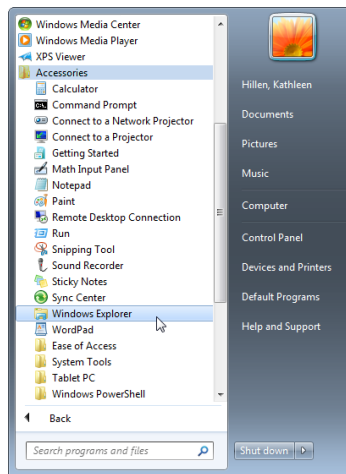


# Publishing Academic Web Pages

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. These instructions are for Windows Operating systems 7 & 8.

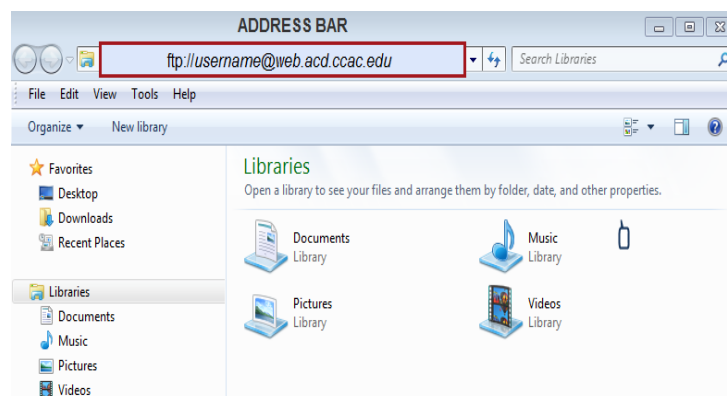
## Windows 7 Operating System

1. Click on  "windows button" and go to "Accessories", click and select "Windows Explorer".



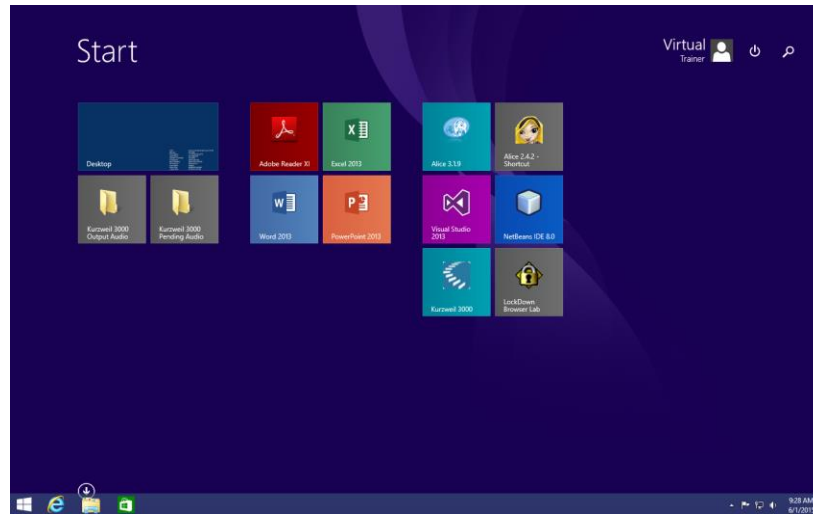
2. Type the address <ftp://username@web.acd.ccac.edu> in the **address** field (as shown). Strike the Enter key after the address has been entered

**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 login user name.

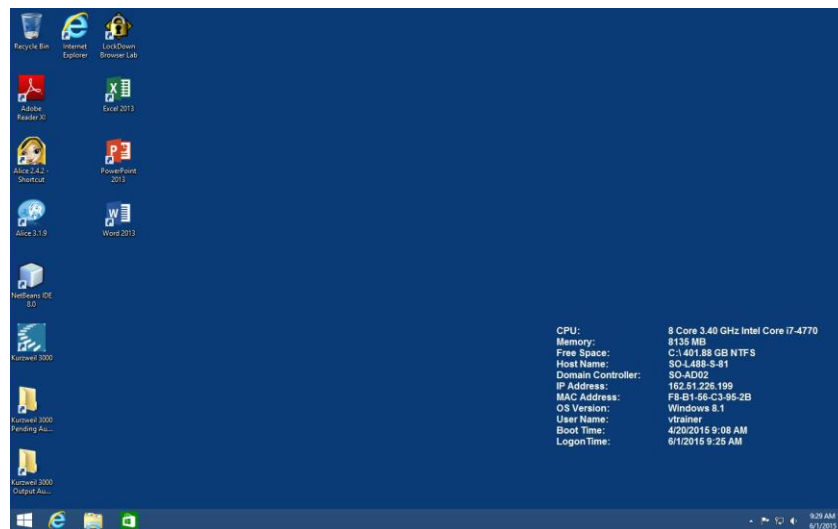


## Windows 8/8.1 Operating System

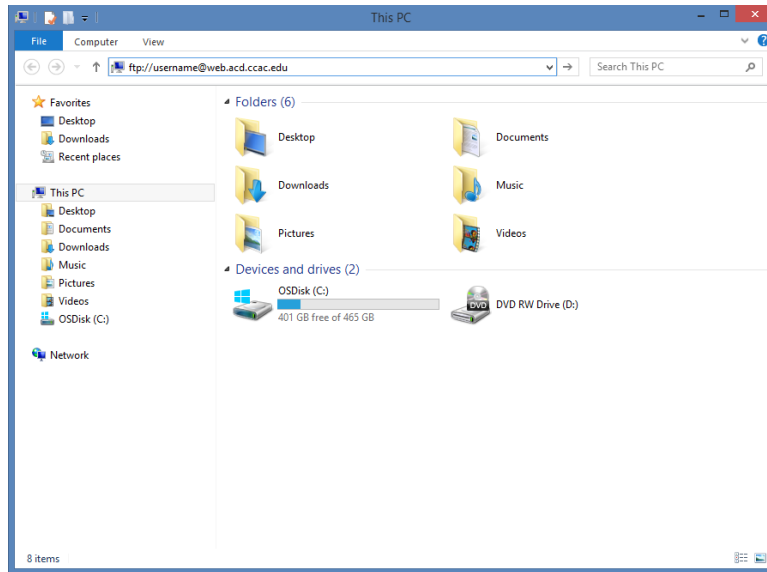
1. From the Windows 8/8.1 Start screen, click **File Explorer** on the Task Bar, or



from the Desktop, click **File Explorer** on the Task Bar.



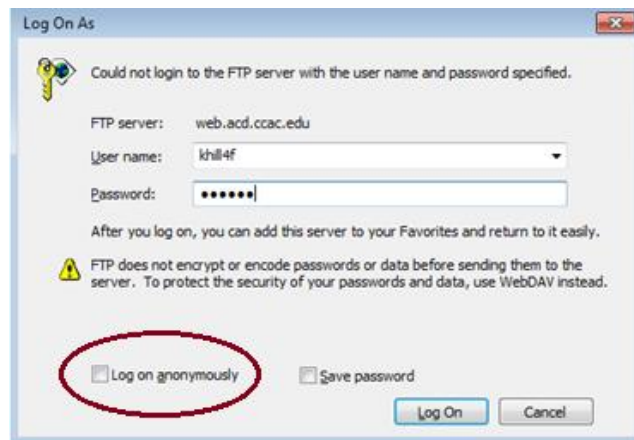
2. Type the address <ftp://username@web.acd.ccac.edu> in the address field (as shown). The field currently says “This PC.” Strike the Enter key after the address has been entered.



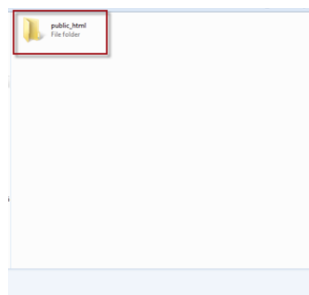
From this point on both Windows 7 & 8/8.1 share the same steps

3. The “**Login On 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.**

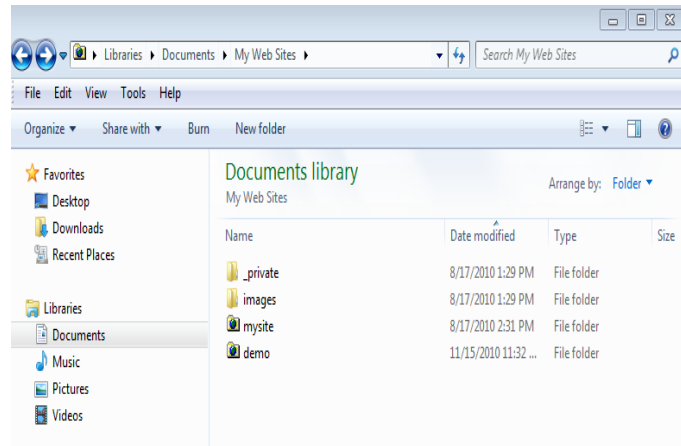


4. Once connected to the academic web servers, you will see a folder named public\_html. All web content files should be uploaded into this folder in order to make the files visible to the public. To upload files or view files, **double click** on **public\_html**.



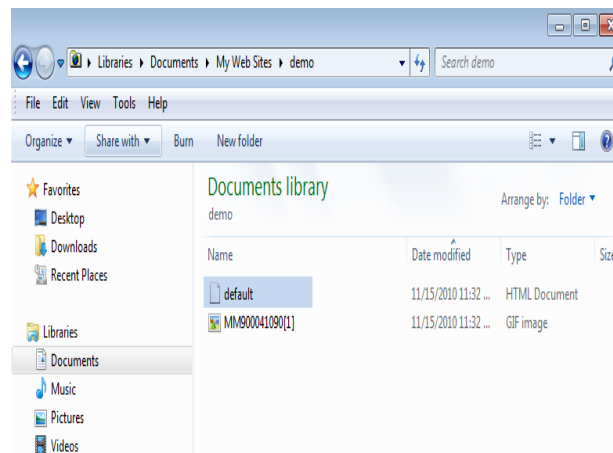
- Once you have located and opened the public\_html, you now need to upload the files that are stored on your local computer

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

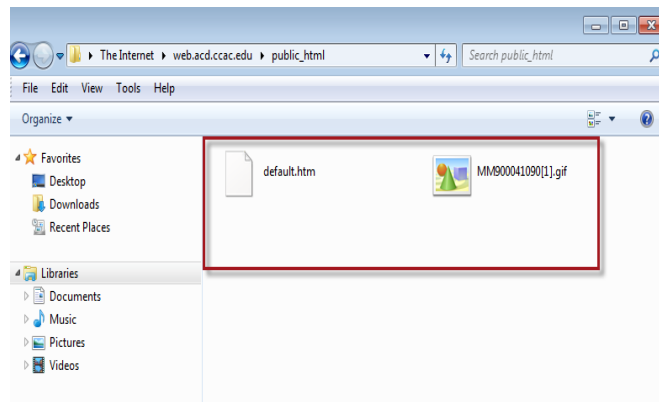


- Move or copy the file from your local computer into your public\_html window. Repeat these steps to upload any additional files. ...

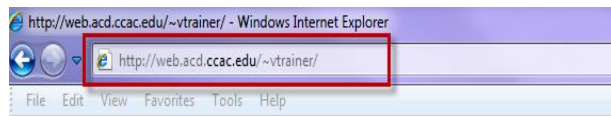
**Please note your main web page should be named index.htm or index.html. This is case sensitive; use lower case in naming the index.htm file. If you are using SharePoint Designer the main page may be labeled default.htm**



- 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).



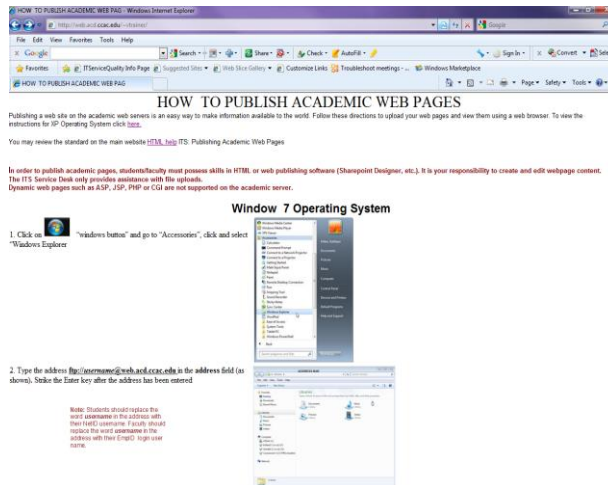
- After successfully uploading files, it is now time to try accessing your website. Please type the location of your website into the Internet Explorer Address field. The location will be <http://web.acd.ccac.edu/~username/>



**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**

Strike the Enter key after the address has been entered. If the upload was successful your website should be visible in the Windows Explorer Window.

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 412.237.8700**