



Publishing Your Website Using MS-FTP (for Windows Users)

After finishing your pages for the web site, you'll need to upload your pages on the web to publish your site. This is a tutorial on how to use MS FTP, which allows you to transfer files between machines on the Internet using File Transfer Protocol.

Downloading and installing MS FTP

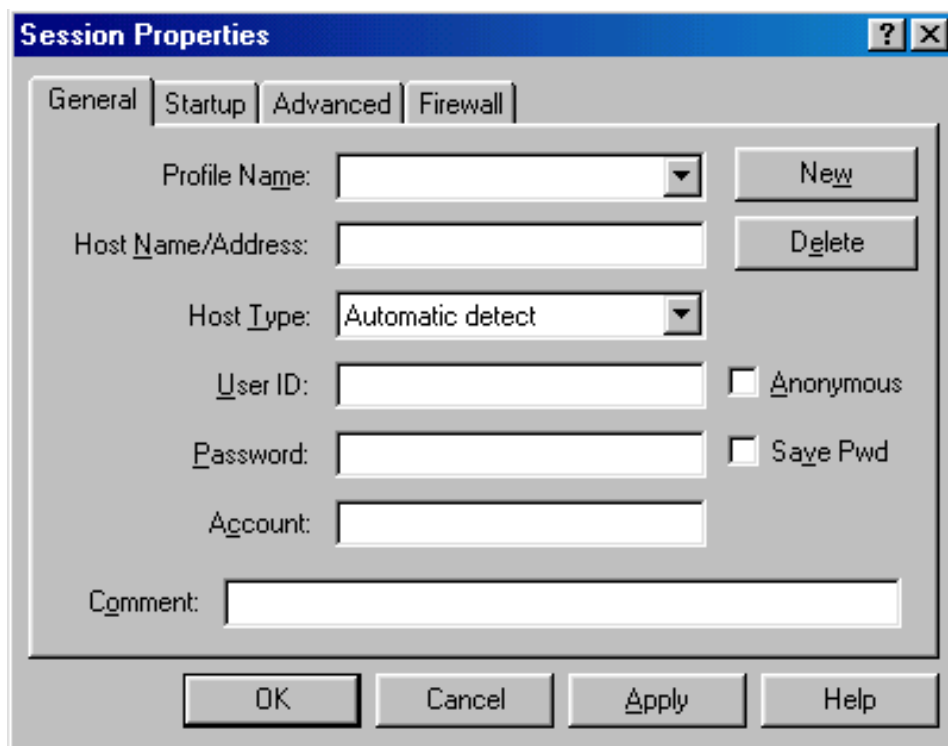
A good FTP program is the shareware program, WS_FTP LE, which is available from most shareware download sites. If you do not have MS FTP installed in your computer, the program can be downloaded free at: <http://www.hawaii.edu/help/software/pcsoft.html> or ftp://ftp1.ipswitch.com/pub/win32/WS_FTPLE.EXE WS_FTP LE comes as a self-installing file. You must first download the file to your hard drive, locate it, and then simply double click to install it.

Downloading and Uploading a File From the Web Server

After downloading and installing MS FTP, you will be able to locate the MS FTP folder. Find the program and double click to open it. The icon looks similar to this:



When you start WS_FTP LE the first window you are presented is the "Session Profile" (see the example below). In this window you can create a login script, or "session," that specifies all the details necessary to connect to a particular FTP directory on an Internet server.



Filling out Your "Session Profile"

To Begin: Select "**New**" to create a new session profile and then complete the following:

Profile Name: The name you assign to a particular FTP session profile. This is completely up to you. The name you use should identify the site clearly so that you know what the site is and why you want to connect to it. In this case you probably want to name it as My Website or your name.

Host Name: The ip address (symbolic or numeric) for the site. If you are not sure the host name, you'll need to ask the tech coordinator from your school or your Internet Service Provider (ISP) if you are using a commercial server other than your school. Here, I am using University of Hawaii as an example: uhunix.its.hawaii.edu.

Host Type: The type of operating system that the FTP host is running. Most Internet computers, but not all, run a powerful, multi-user, Unix operating system just like University of Hawaii. However, You can always set it to "Automatic detect" which will make WS_FTP LE automatically determine the type of operating system to which it connects. Automatic detection works well for most systems.

Anonymous Login: Leave this box UNCHECKED.

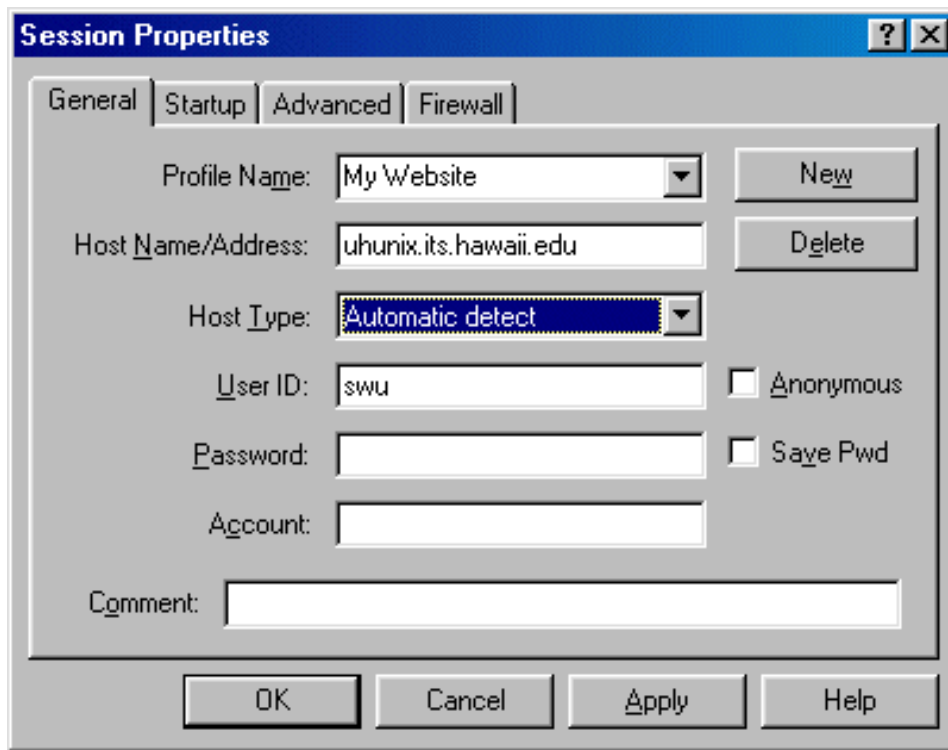
Save Password: It is NOT recommended to check this box. Although, it might save you time to login to your FTP directory, you are also allowing anyone with access to your computer to login to this FTP directory as you.

User ID: This is the login assigned to the person with the access account. In most cases, it is your e-mail account login.

Password: The password assigned to the person owning this account. In other words, it is your account password.

Account and Comments: Leave those two lines blank.

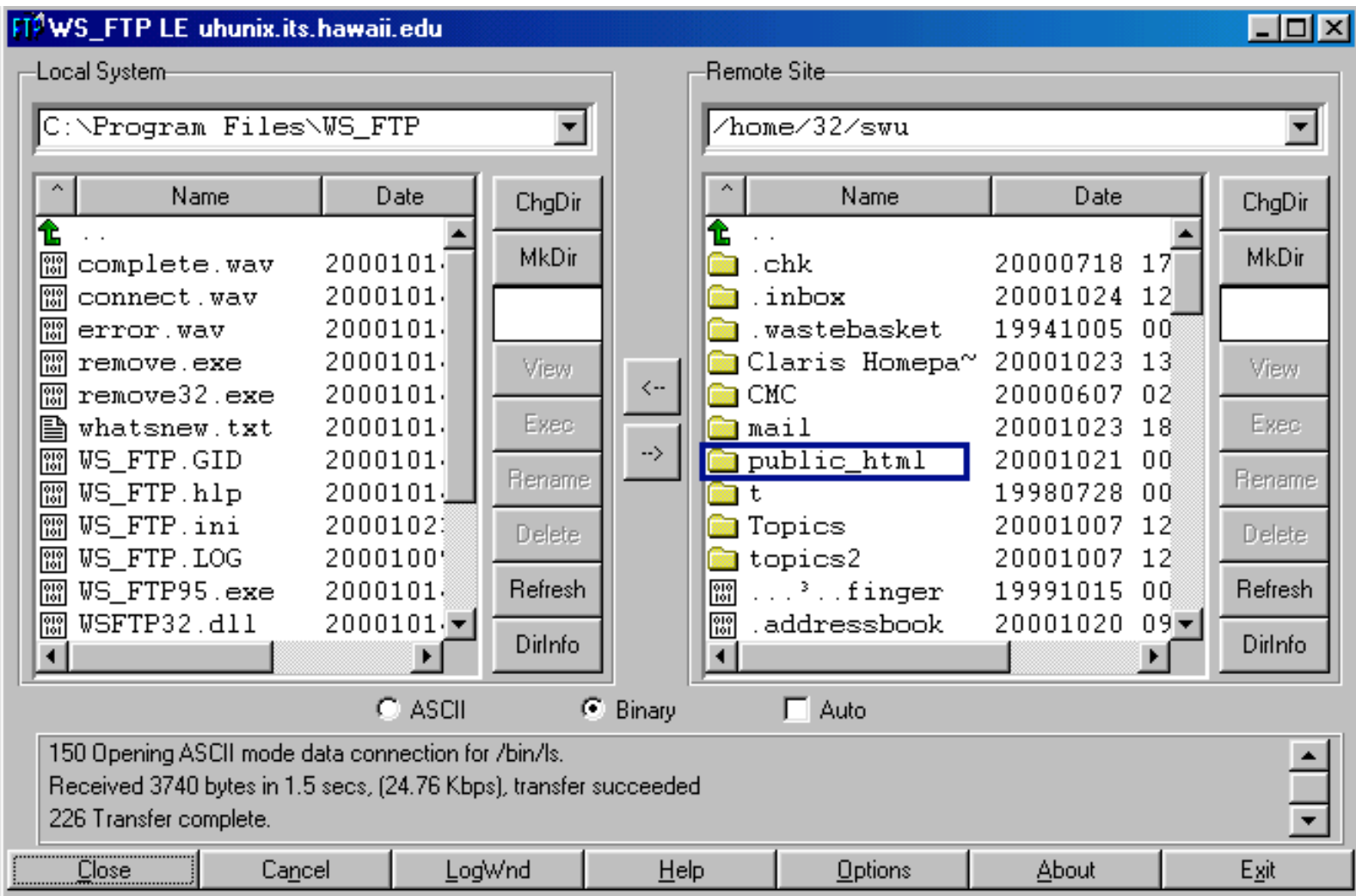
Example on finished session setup:



Connected...

Once you are connected, you will notice the paired symmetry of the window. WS_FTP LE splits the window into two parts to represent the two computers that are now connected via the Internet. On the left side of the window are your **local files**, the ones on your computer. On the right side you will find the **files that reside on the FTP site**.


Example on getting connected:(note that your contents should look different than mine)



To publish your website, you need to create a public_html directory so that all files within this folder could be visible to others through access to your URL. To create the directory, simply click on the "MkDir" icon on the right and type in "public_html". However, to make public_html directory accessible to others, you'll need to consult with your tech coordinator. Assume that you have a public_html that is accessible to others, double click on the public_html folder and do the following to download and upload your files from your local computer to the server.

Click on a file on the left side of your screen with your cursor and then click on the right pointing arrow button (You should see this: -->) to upload the file to your home directory on the remote computer. Then try downloading by first clicking on a file on the right side of your screen and then clicking on the left pointing arrow button. When you are finished, close your connection with the remote computer, or exit the program. Should you need to, you can change directories in either place.

To navigate UP one folder level:

- Double-click on the  .. button.

Navigate DOWN one directory level:

- Double-click on the folder name.

Example on using the public_html folder:(note that you can make some directories within public_html directory to organize your files)

