

## Win95 Users: Uploading Your Web Pages & Graphics to the Rock Island Server

Once you have finished making your web page(s), it has to be uploaded to the Rock Island server (computer) so that people can view it on the World Wide Web. Your Rock Island account has what is called a home directory (/usr/home/"username"). There is a subdirectory under your home directory called "public\_html". This is where the web pages and graphics must be stored. You will need to use a FTP (file transfer protocol) program to actually upload your pages from your local drive to your public\_html directory on the Rock Island server.

If you need a FTP program, you can download one from the Rock Island web-site. Go to the Rock Island home page. Go to Software. Go to Windows. Go to File Transfer Utilities. Double click on WSFTP.

*Before beginning the FTP (File Transfer Protocol) or upload process, be sure that Rock Island has prepped your account for a web page. If on your signup form, you checked Yes for a webpage, it has been prepped. If you email or call us, we can check it for you.*

### Setting up for FTP (Session Profile):

- 1) Use your dialer to connect to Rock Island
- 2) Enter username and password at the prompts
- 3) Open your FTP program
- 4) Click New

|                       |   |
|-----------------------|---|
| <b>Profile Name</b>   | <b>Rock Island</b>                                |
| <b>Host Name Type</b> | <b>ftp.rockisland.com</b>                         |
| <b>Host Type</b>      | <b>Automatic detection</b>                        |
| <b>User ID</b>        | <b>username (don't include "@rockisland.com")</b> |
| <b>Password</b>       | <b>password (your login password)</b>             |
- 5) Check Save Password
- 6) Click the Save button
- 7) Click OK to connect to the Rock Island server and your home directory

### To Open a Session Profile:

- 8) Use your dialer to connect to Rock Island
- 9) Enter username and password at the prompts
- 10) Open your FTP program
- 11) Select the Rock Island profile
- 12) Click OK

If all has gone well, you are now connected to the Rock Island server. On the right side of WS\_FTP is the Remote System -- the Rock Island computer (server). In the upper right hand box, you should see your public\_html directory, double click on it to open the directory. On the left side is the Local System -- your computer. Go to the directory where your html and graphic files are located, highlight the files you want uploaded, then click the right arrow button to transfer (copy) the files from your computer to the Rock Island server.

### Transferring Documents, Images, and Files

- 13) Double click on the "public\_html" directory
- 14) Create necessary "sub-directories" i.e. "graphics"
- 15) Click "Auto" for file upload type
- 16) FTP your files into the "public\_html" directory
- 17) Exit and close your FTP session
- 18) Open your Internet browser and view your newly uploaded web pages

If it doesn't work, check your home directory on the Rock Island server, there should be the following three directories: public\_html, bin, and shlib. If these do not exist please e-mail our technician desk and ask that your account be prepped for FTP or call us with the request. Just creating these directories will not fix the problem.

Once the files are transferred over, rename your MAIN html page (home page) to index.html or index.htm

Your World Wide Web address or URL (Uniform Resource Locator) is: <http://www.rockisland.com/~username/>

Make sure you include the tilde (~) and your username in the address when you access the page with your browser. If you have additional web pages to upload, they can be named anything you want, but all must have the .html or .htm extension.

[Over Please]

**Helpful Tips:**

Before transferring html or graphic files to the server, create a subdirectory in the public\_html directory called images or graphics. Use the Mkdir button on the remote side (Rock Island server) of the FTP program. Transfer all the graphic files you will be using into the images directory (i.e. the .gif and .jpeg or .jpg files). If for instance, if you have six separate pages and 20-25 graphic files, it is a lot less confusing to have all the graphics in one directory and the html pages in the public\_html directory. **However, you will need to reference them in your html code with the new directory path** (i.e. <IMG SRC="images/ri-logo.gif">). If a graphic isn't loading (a box with an X appears in the graphic's place) check the following: **Pathing** -- it is very important that the directory path is correct, otherwise, the viewers browser will not know where to locate (on the server) the specific graphic. **Graphic Name** -- It is VERY important to keep the upper/lower letter case exact. PICTURE.jpg is \*not\* the same as Picture.JPG. Watch for typos. As a rule of thumb, try to name all of your html files and graphic images in lower case.

There are many books and on-line resources to assist you in creating your own web page(s).

**A Few Useful URL's:**

|                                     |   |
|-------------------------------------|---|
| Rock Island Helpdesk                | <a href="http://www.rockisland.com/helpdesk/www.html">http://www.rockisland.com/helpdesk/www.html</a> |
| The World Wide Web Consortium (W3C) | <a href="http://www.W3.org">http://www.W3.org</a>   |
| HTML for Dummies                    | <a href="http://www.dummies.com/resources/HTML4DUM">http://www.dummies.com/resources/HTML4DUM</a>     |
| The Web Design Group                | <a href="http://www.htmlhelp.com">http://www.htmlhelp.com</a>   |
| HotWired's Web Monkey               | <a href="http://www.hotwired.com/webmonkey/html/">http://www.hotwired.com/webmonkey/html/</a>         |