

Instructional Technology

PUBLISHING PAGES TO YOUR PVC WEBSITE

When you create a website you make files or “web pages” that you link to each other. You create these on your personal computer. However, to make these visible to the public or available on-line at your website you must first “publish” or “upload” your pages.

We do this through a process called FTP or File Transfer Protocol. This basically means you log into your designated space (your username) in the PVC server and transfer the files you created from your computer to the servers computer.

- Be certain you have your username and password.
If not please contact Sam Fraulino at: sam.fraulino@pvmail.maricopa.edu
- Go to your start menu
- Open up Internet Explorer
- In the URL or Address field type in the following:
(**filling in your username where it states “username”*)
<ftp://username@www.pvc.maricopa.edu>
/If you have space on the www2 server type in this:
<ftp://username@www2.pvc.maricopa.edu>
- Click enter or “go”
- Give it a minute to search
- When prompted check to be certain your username is accurate and type in your password
- Click ok
- You’ll see a folder called “www” this is the folder where all your pages need to be put into.
If you drag and drop outside the “www” folder the pages will NOT be publicly visible.
- Double click on the www folder
- In another window: Locate the files you wish to “publish”
- Drag and drop these files into the www folder
- You have just successfully published your web pages
- To check: Open another Internet Explorer Browser window
- In the URL or address field type in your website address:
www.pvc.maricopa.edu/~username

Interested in seeing visuals? Go to the next page!

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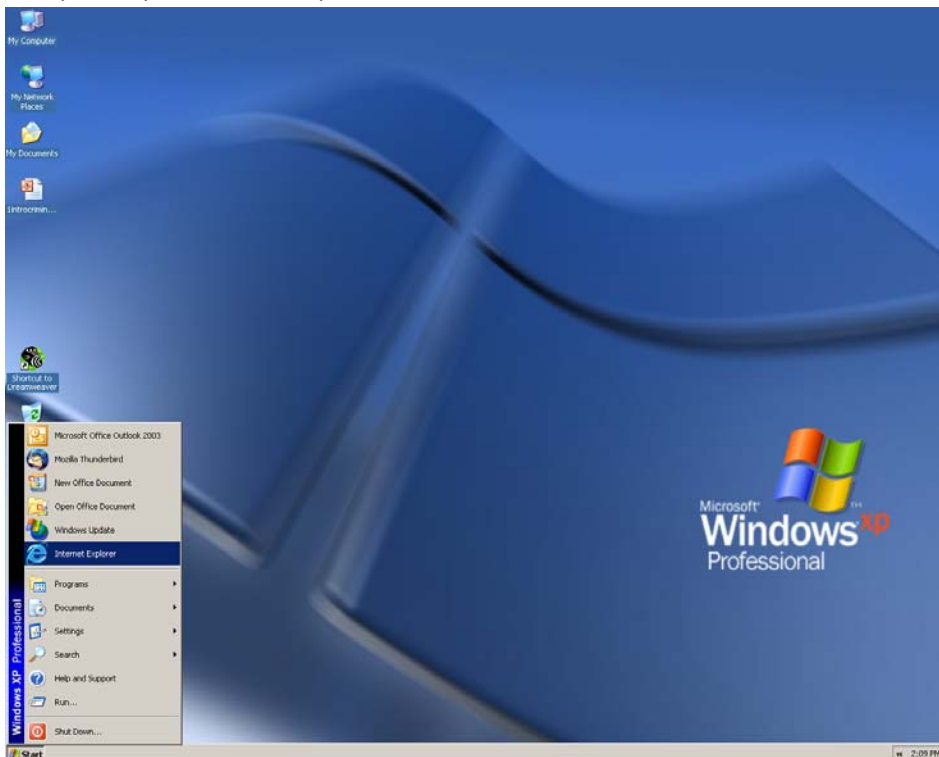
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PUBLISHING PAGES TO YOUR PVC WEBSITE - *VISUAL GUIDE*

When you create a website you make files or “web pages” that you link to each other. You create these on your personal computer. However, to make these visible to the public or available on-line at your website you must first “publish” or “upload” your pages.

We do this through a process called FTP or File Transfer Protocol. This basically means you log into your designated space (your username) in the PVC server and transfer the files you created from your computer to the servers computer.

- Be certain you have your username and password.
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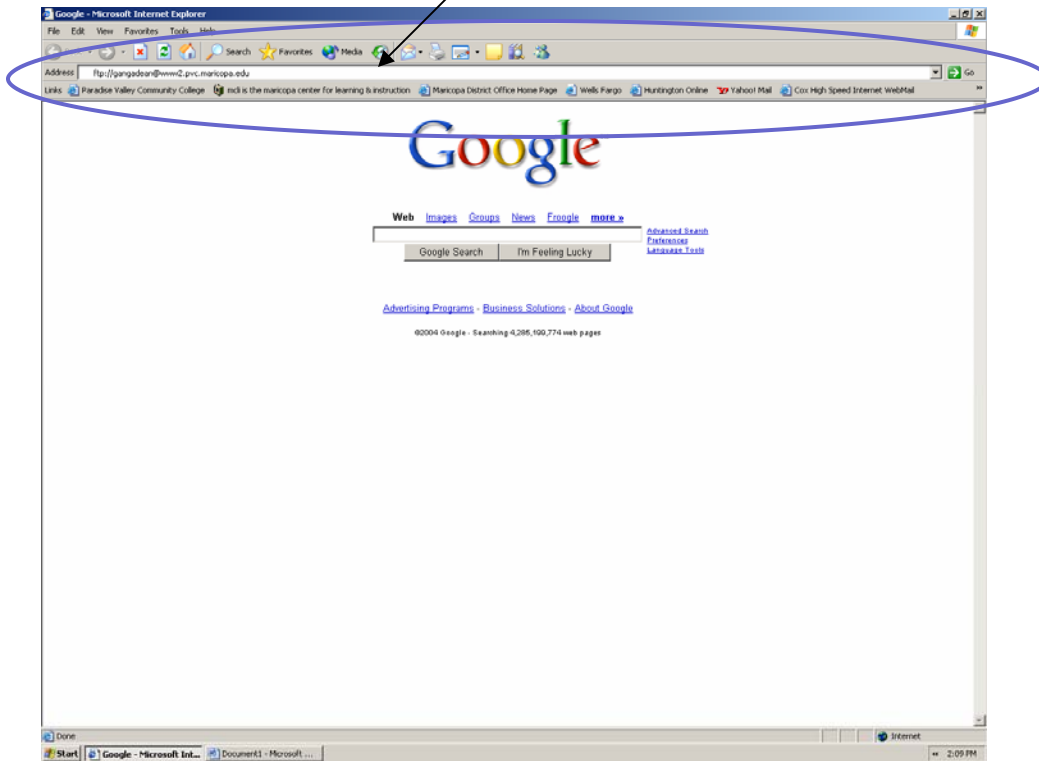
jennifer.strickland@pvmail.maricopa.edu**CHRYSTLE HALL**

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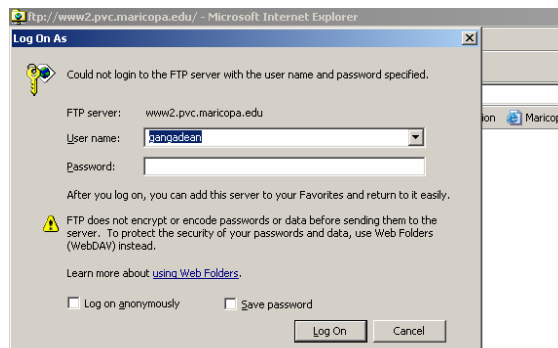
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- In the URL or Address field type in the following:
*(*filling in your username where it states "username"*)*
ftp://username@www.pvc.maricopa.edu
If you have space on the www2 server type in this:
ftp://username@www2.pvc.maricopa.edu
- Click enter or "go"
- Give it a minute to search
- Click ok



- When prompted check to be certain your username is accurate and type in your password



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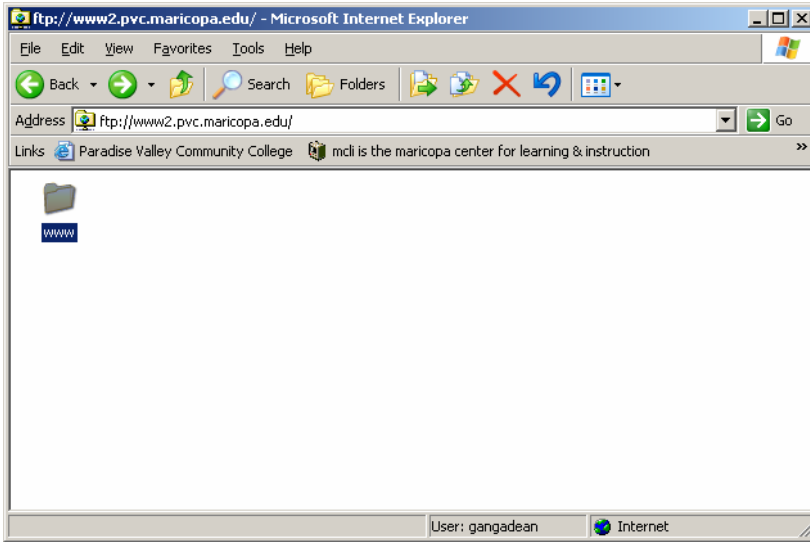
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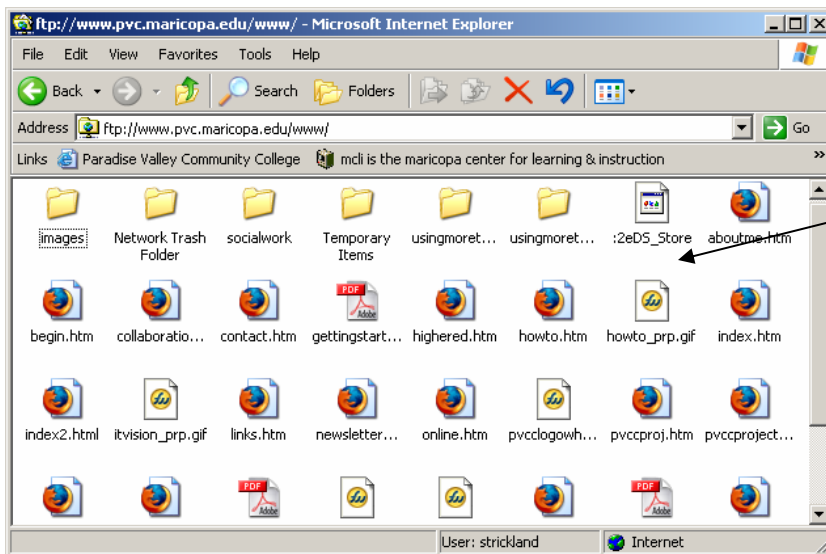
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- You'll see a folder called "www" this is the folder where all your pages need to be put into. IF you drag and drop outside the "www" folder the pages will NOT be publicly visible.



- Double click on the www folder



Here you see a list of all the files that you currently have that make up your web-site!

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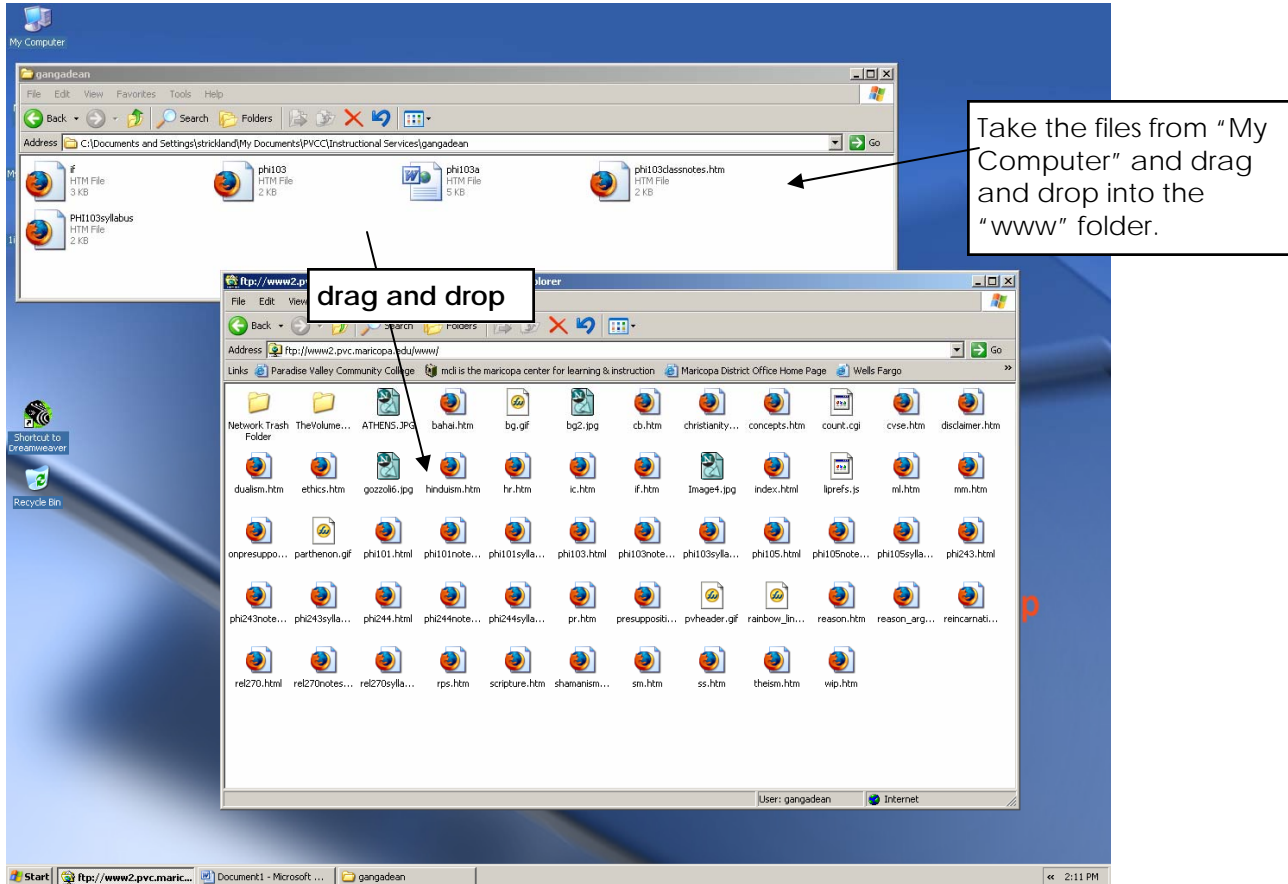
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- In another window: Locate the files you wish to “publish”
- Drag and drop these files into the www folder



- If you are asked “do you want to replace” you want to hit “yes to all” if you are updating pages.
- You have just successfully published your web pages
- To check: Open another Internet Explorer Browser window
- In the URL or address field type in your website address:
www.pvc.maricopa.edu/~username

Caution:

If you create a page with images on it...those images MUST also be dragged and dropped. If you use MS Word to create your pages when you “File” “Save As” “Webpage” a folder is automatically created with and all images placed in it. It will be named whatever you named your page followed by: _files . For example: if you named a page “syllabus.htm” you MUST also take the “syllabus_files” folder. (drag/drop the folder as is..do NOT drag drop the individual items!)

And don't forget every page you make needs to go into your www folder or your some links may be broken!

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