

MCIT FTP Instruction Guide

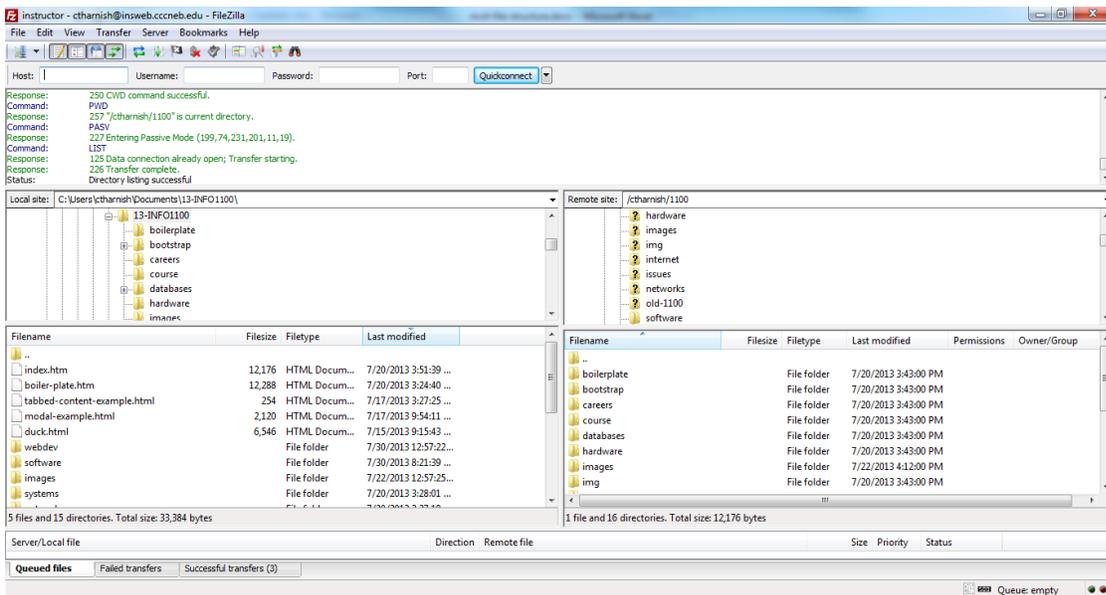
The purpose of this guide is to describe how to publish web files to the INSWEB server.

USE FTP SOFTWARE TO PUBLISH YOUR SITE

We will be using FileZilla to publish web pages. Follow the instructions provided when you downloaded and installed the software.

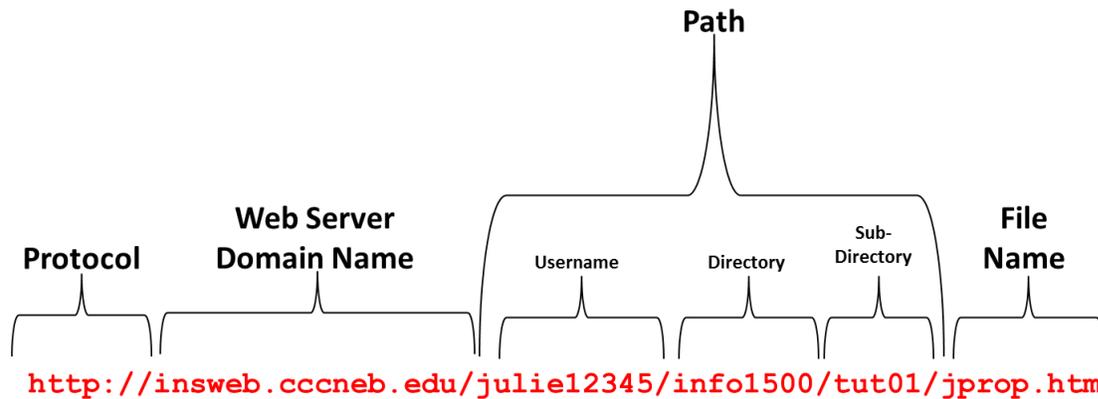


The connection information is provided later in this guide.



KNOW WEB ADDRESSES FOR PUBLISHED PAGES

Web addresses for published pages are composed of four key elements:



<p>1. The protocol for serving up web pages.</p>	<p>By default web browsers assume addresses typed into a browser's address bar is using the hypertext transfer protocol (http). The http protocol when referencing a web address (URL) is typed as follows:</p> <p style="text-align: center;">http://</p>
<p>2. The webserver host domain information.</p>	<p>Domain names include Top Level Domains (Tdl) suffixes such as .com, .edu, .org</p> <p>In addition, domain owners can sub-divide their domains by specifying sub-domains.</p> <p>For example, www.cccneb.edu or cccneb.edu is a domain name.</p> <p>A subdomain of this domain is our webserver:</p> <p style="text-align: center;">insweb.cccneb.edu</p>
<p>3. The path on the web server leading to the web page.</p>	<p>Parts of the path may include:</p> <p>Username If you are sharing space on the webserver as we do in INSWEB, then your username is the first folder on the server path that you must specify.</p> <p>Folder or directory name Each folder or directory is separated by a regular slash / Therefore, with each slash you are specifying another subdirectory on the webserver.</p>
<p>4. The name of the file you are requesting to view in the browser.</p>	<p>File name If no file name is specified in the URL address, the webserver will look for default .html file names such as index.html, default.html, home.html, etc. That is why you can sometimes just type in a domain name without a web page specified.) File names must include the file name and the extension.</p> <p>The http protocol does not interpret spaces as characters so any spaces in the folder or file names are replaced with the %20 encoding. This is why spaces are not acceptable as a web developer best practice.</p>

ORGANIZE REMOTE STUDENT FILES

INSWEB SERVER

You are provided a web account at the insweb web server. You will be using INSWEB as your web host for all your assignments. The FTP account information for insweb is as shown below:

Profile Name: <code>info1100</code>
Host Name/Address: <code>insweb.cccneb.edu</code>
User ID: (put in your CCC username)
Password*: (put in your CCC password)

*You may be prompted to enter your password twice.

You will create a site structure by establishing folders or also known as a directory structure. You are probably used to saving files inside of folders. Most webservers will refer to folders as directories. Folders inside of folders are called subdirectories.

You will create a folder (directory) under your user account for this class and then create subfolders/subdirectories for each tutorial. This will keep your work organized and allow the published URL to be predictable and uniform.

When the webserver administrator set up your account on INSWEB, they set up default folders. So when you login using FTP you will see the following folder structure:

```
_private
images
My_Files
```

Any files transferred into the `_private` or `My_Files` folders are not available for view in a browser as a published web page. So you should not attempt to “publish” any web pages into those folders. Instead you will create the directory structure to use in INSWEB.

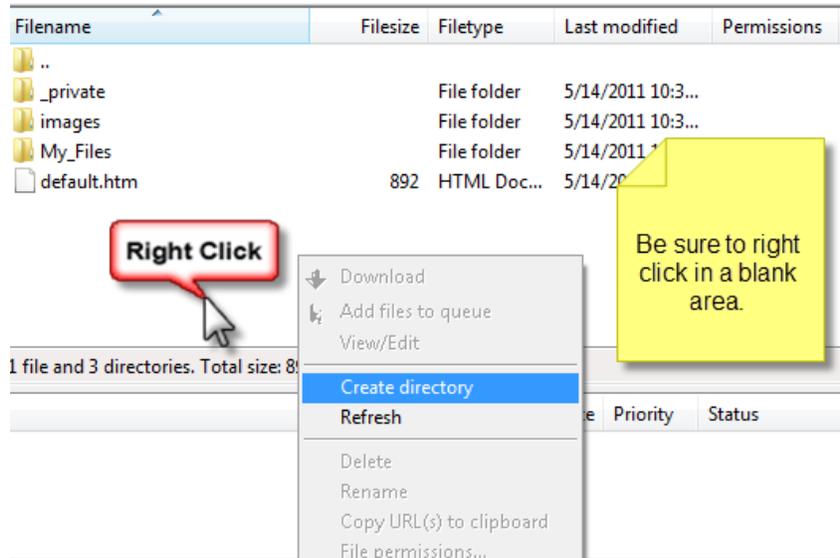
For this class you will add the following directories and subdirectories as shown in red below:

```
_private
images
info1500
My_Files
```

This means you will make a directory called `info1100`.

MAKING DIRECTORIES IN FILEZILLA

Navigate to the directory where you want to add a subdirectory. Then right-click inside that area and choose **Create Directory** from the right-click menu. Do not have a directory selected when you right-click because you could end up with a subdirectory inside the wrong directory!



By using this site structure for your coursework, the browser URLs for assignments will be uniform. For instance once you transfer the files for the work the **info1100** location, then the URL you would type in a browser would be as follows:

<http://insweb.cccneb.edu/username/info1100/index.html>

Note: All content is deleted from insweb server accounts at the end of each semester.