

The Web Site Publishing Process

Thanks to Mr. Bill Elliott, we now have server space available which should work wonders for our publishing efforts.

This process will be used each and every time you make changes to your website in FrontPage and wish to upload those changes to your website. You need not upload after each change; I would suggest you upload at the end of each class session.

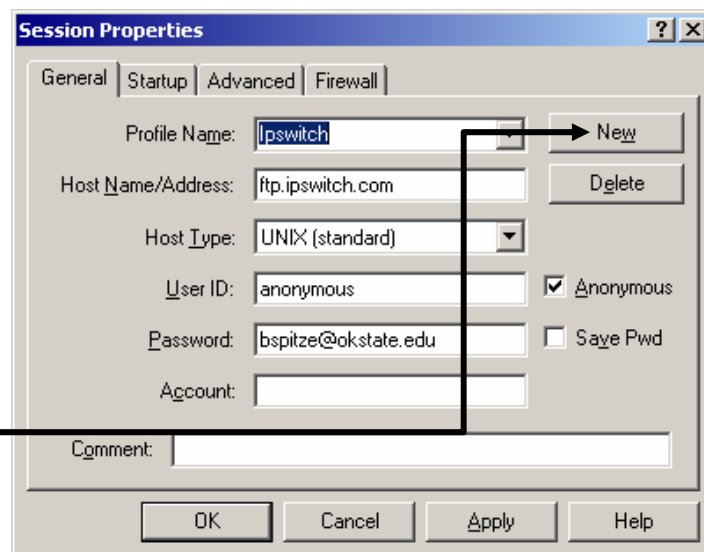
This process uses an application called "WS_FTPLE". The important letters are "FTP" which stand for "File Transfer Protocol." And that's exactly what we are going to do: transfer files from your computer (actually your H:\ drive) to another computer.

WS_FTPLE is available for free from www.ipswitch.com.

Here are the steps along with some helpful pictures:

1. Launch WSFTP by clicking on **Start > Programs > WS_FTP > WS_FTP95LE**. Be sure you don't start the Help, Uninstall, or Release Notes applications.

2. WS_FTP will launch and will automatically bring up the **Session Properties** screen which looks like this. The first thing to do is click the **New** button to the right side. This will clear all the fields.



3. Enter the following information:

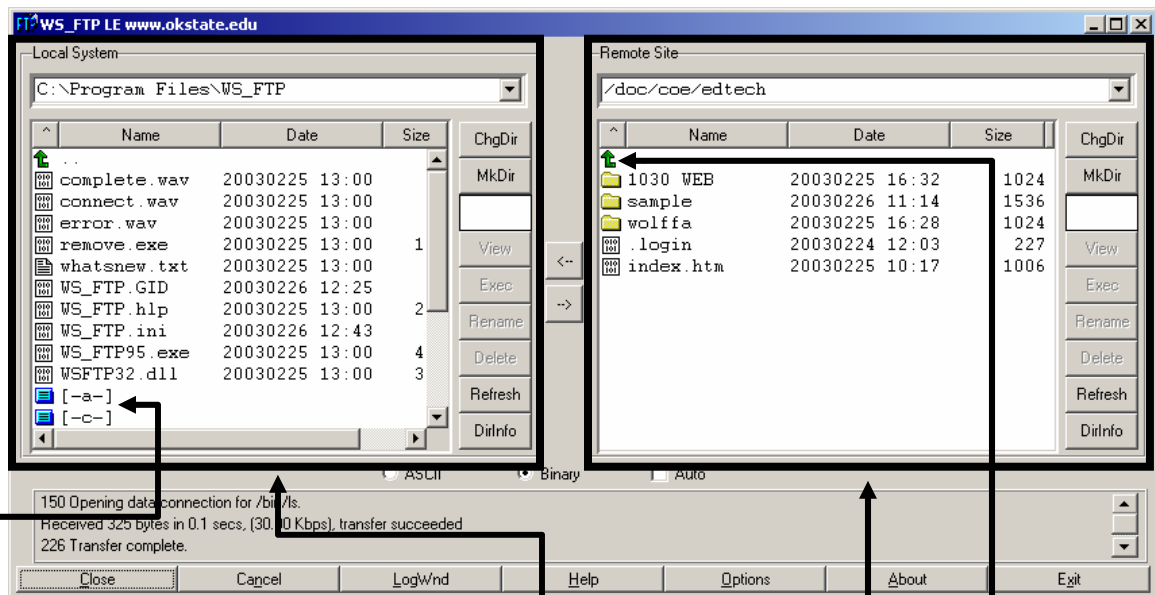
Profile Name: Ed Tech
Host Name/Address: www.okstate.edu
Host Type: Automatic Detect
User ID: edtech - *no caps, no spaces*
Password: edtech - *no caps, no spaces*
Account: leave this blank
Comment: leave this blank

Do not click Anonymous – Do not click Save Pwd

Then click **OK**.

If you do this on a computer with speakers, you should hear a gong sound when the connection is made.

4. You should now be logged into the server and your WS_FTP screen should look like this:



Take note of the following:

- **Your local system screen**
- **The remote site screen**
- **The green “up one level” button in each screen**
- **The local system “drive” icons**

In short, what we're going to do is find your web folder on the left (local) side and copy its contents to the right (remote) side.

5. On the left side, scroll down to your H:\ drive and double-click the icon.
6. Locate the folder entitled **website** and double-click that.
7. Locate your newly named web folder and click on it **one time only** to highlight the folder.
8. Once your web folder is highlighted, locate the arrow pointing from the left to the right. (This button is used to move selected files and folders from your local system to the remote site.) Click that arrow button one time.
9. Then next dialog box asks whether you want to “transfer the selected folders and their contents.” You do, so click **Yes**.
10. At this point, the WS_FTP screen will become active as it moves files and folders to your website. Don't worry; it's supposed to do this. Once the process is complete, your website it ready to go!