

Uploading your files

To submit your website for assessment you must upload your files to Southern Cross University's server set aside for student projects. To do this you use a protocol called File Transfer Protocol (FTP). This enables the transferring of files (such as html files and image files) between computers connected to the Internet.

If you were creating your site for commercial use you would have to purchase server space through an ISP (Internet Service Provider). There are many available and it pays to shop around to find one that will accommodate all the things you want your site to do (eg: database support, security features for ecommerce, size, number of email accounts, checking statistics, etc). These will also range in price. See page 14 for a list of ISP's.

In almost all instances, signing up with an ISP means that they will create a directory for you automatically, usually based on your userID. Assuming your ISP is Netregistry and your username is dcrotty, the address for your HTML pages might look like:

`http://www.netregistry.com.au/dcrotty/`

or

`http://www.netregistry.com.au/~dcrotty/`

The address for your webpages on the University server will look like this:

`http://hmcs.scu.edu.au/student/omd/2012/your studentID/your website folder/index.html`

A bit cumbersome - more about this later.

You may also want to purchase and secure a Domain Name for your site (a unique URL - address, that only your site can have). For usability reasons it is good to have one that relates directly to the name of your site. You must check first that no other site has this Domain name (like registering a business name). There are sites where you can check this and also purchase your domain name. See page 14.

In order to transfer your files to the server you normally need a program called an *FTP client* on your computer. Dreamweaver has the FTP client functions built in. The FTP client program used in the V Block labs is called Cyberduck. You'll find this in the Applications folder.

You can either use Dreamweaver or Cyberduck to upload your files to the server. This tutorial will take you through both ways. Dreamweaver is probably a little more complicated to use, and I have had problems trying to access the SCU student server from home. **I recommend Cyberduck** as it is very user friendly, but up to you which you want to try. For PC users there is a list of other free ftp clients on page 10 for you to try.

The information you will need from your ISP to upload your files is:

- the FTP address of the server you are going to connect with
- your username
- your password
- the directory set aside for you to put your files in
- the URL of the website once you've put the files in the specified directory

Some of you are creating your sites for commercial use (with a commercial ISP and URL). It is not necessary to do this for completion of your assessment. I recommend that you complete your website and upload it to the University server for the end of Week 13 and then do the research for your ISP etc. The above information will help you here.

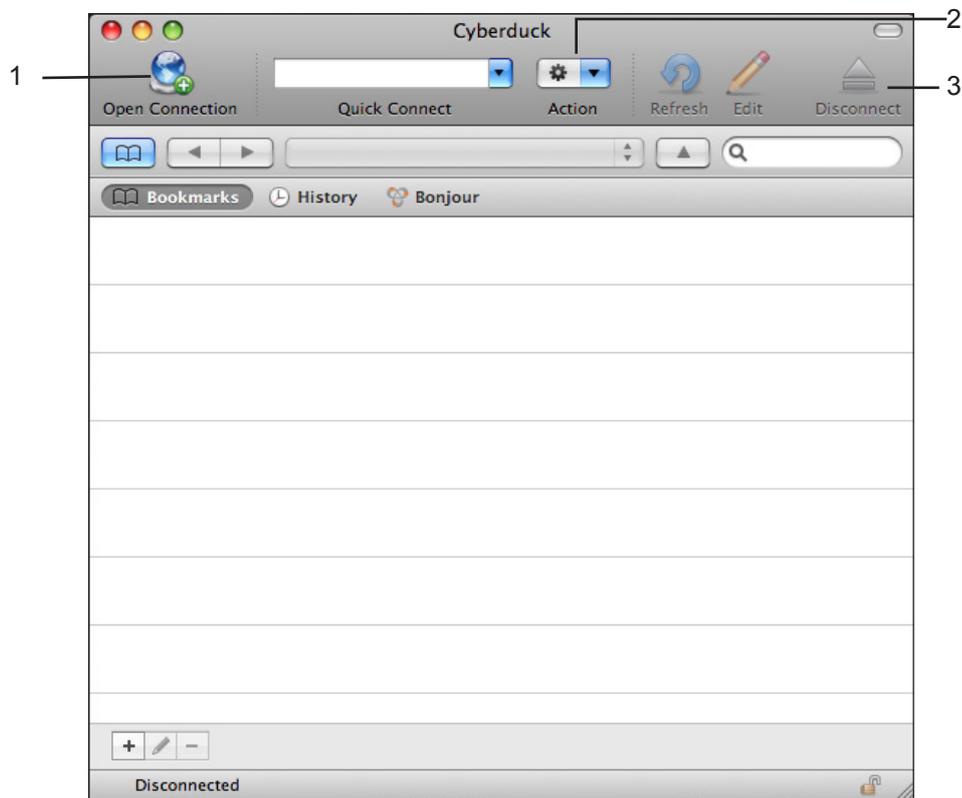
Uploading your files using Cyberduck

Another very user friendly ftp client that is also available in the lab is Cyberduck. It's freeware software (now available for both MAC and Windows) and you can download it at <http://cyberduck.ch/>



1. Open Cyberduck

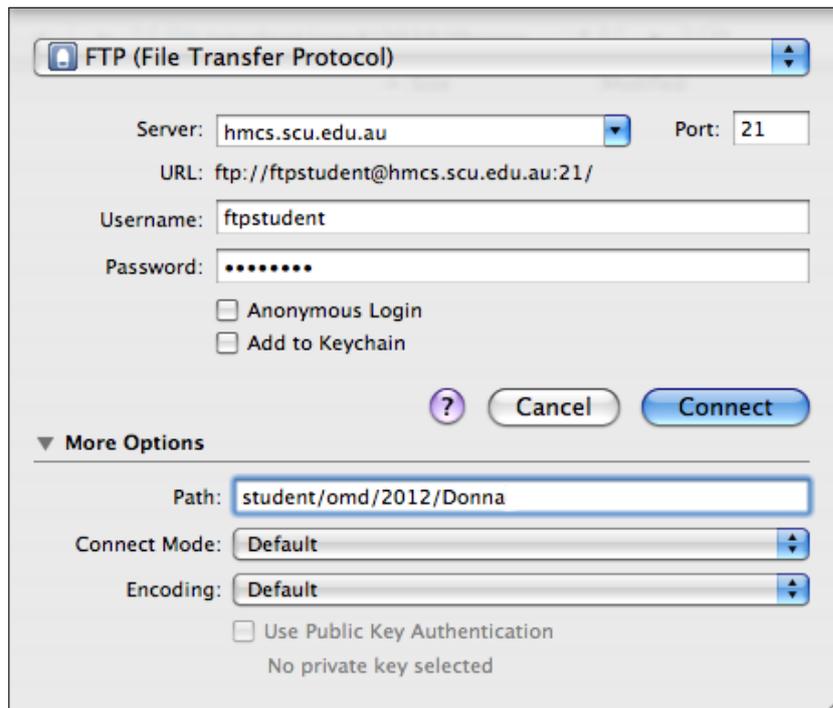
It will look something like this



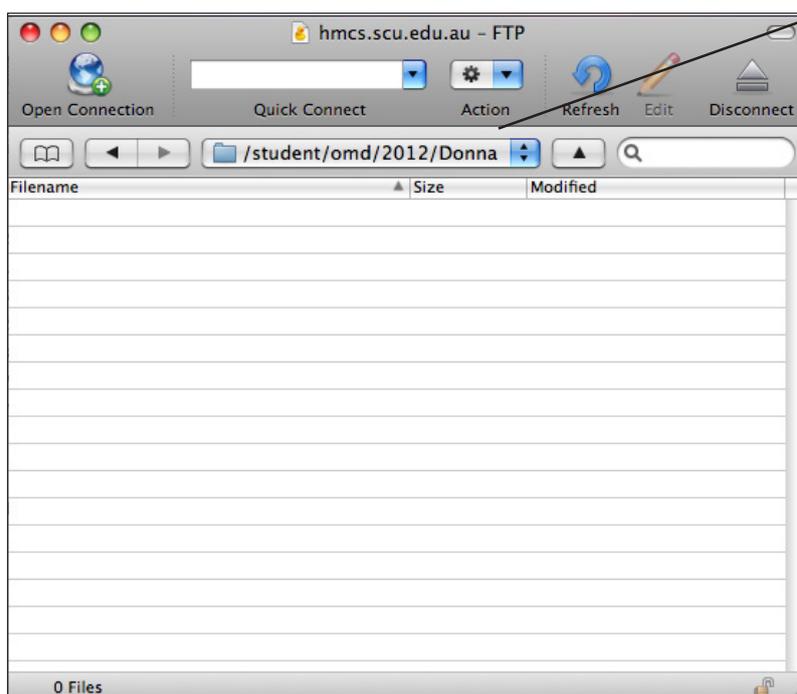
You may get this window popping up. If it does always make sure you select Deny.



2. Click on Open Connection (1). Here is where you add the ftp information
 - From the first dropdown menu select FTP (File Transfer Protocol)
 - For Server type: hmcs.scu.edu.au
 - Don't worry about Port, leave as is
 - For User Name type: ftpstudent
 - For Password type: \$stuD 10
(it is cap specific, and yes, that is a space between 'D' and '1')
 - For Initial Path type student/omd/2012/studentID
where 'studentID' is your specific folder name (see serverfolder.pdf in Topic 11 of Study Guide for your allocated folder name)
 - Click Connect



3. Once you have connected to the server your file path will be visible in the file menu



I have set up the directory on the server so it is structured as follows:

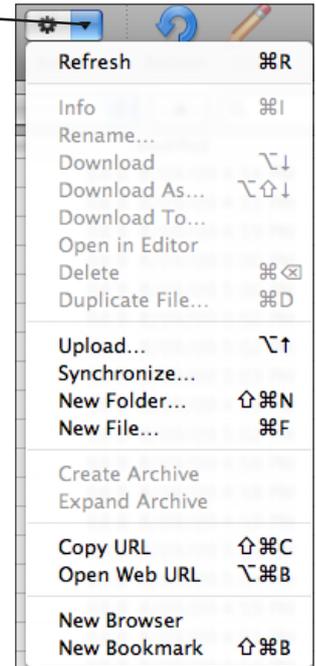
within the student section of the server, there is a folder called 'omd', within this folder there is another folder called '2012', and within this folder there is a folder for each student enrolled in OMD this semester. Within your folder you will copy the folder that you have set up which has all your website files.

Therefore the URL for your website will be something like this (except instead of my name and website folder, it will have yours).

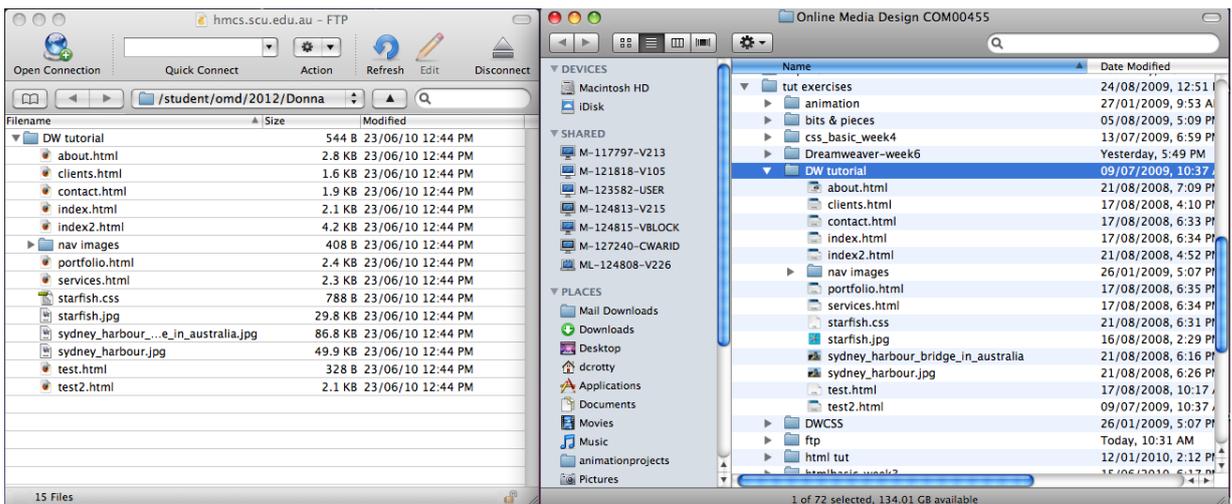


4. To upload your files to the server, click on the arrow in the Action menu (2) and choose either:

- Select New Folder to create a folder on the server
 - and then choose Upload to transfer a file to that folder on the server
- or
- You can drag your folder or files from your computer to the Cyberduck window.



Your folders and files will appear in the window as you upload them.



5. Once you have finished uploading your files to the server, click Disconnect (3)

Important

Don't go renaming files or folders and don't move a file to another folder, otherwise the browser will not be able to find the file.

Remember, your remote site must mirror your local site, in other words it must have the same file structure.

Uploading your files using Dreamweaver

You can upload your files using Dreamweaver. Don't forget to make sure you have set up your local site as we did in the Tables tutorial.

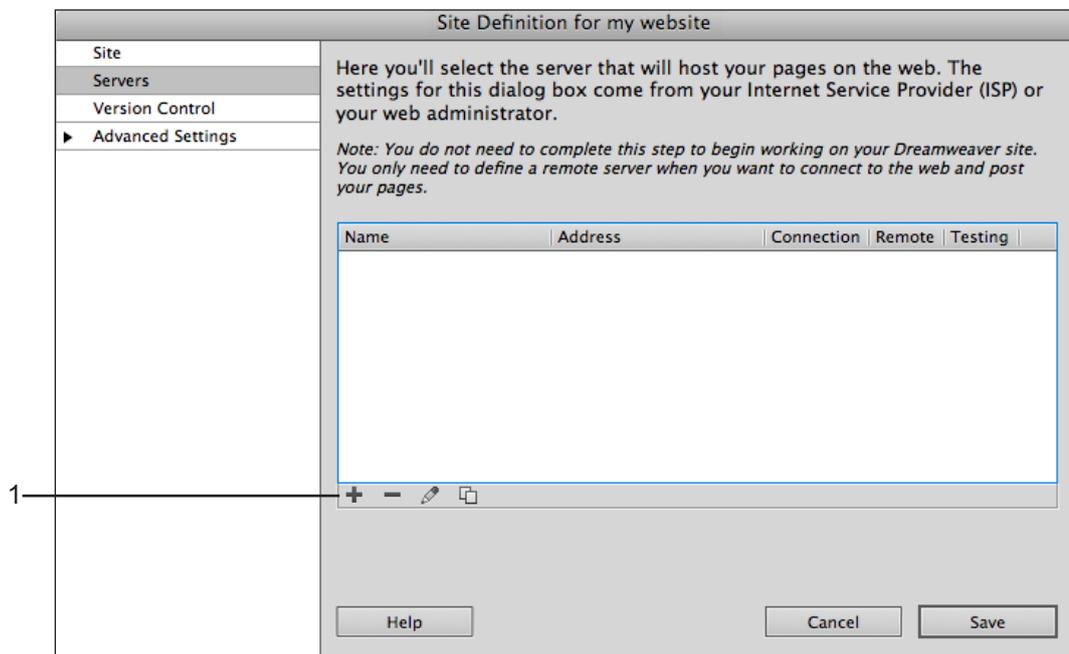
If you haven't set up your local site in Dreamweaver refer to the Dreamweaver Tutorial and select the folder where all your website files are stored, as the local site.

If you have already set up your local site you can edit it to add the FTP information that we now have.

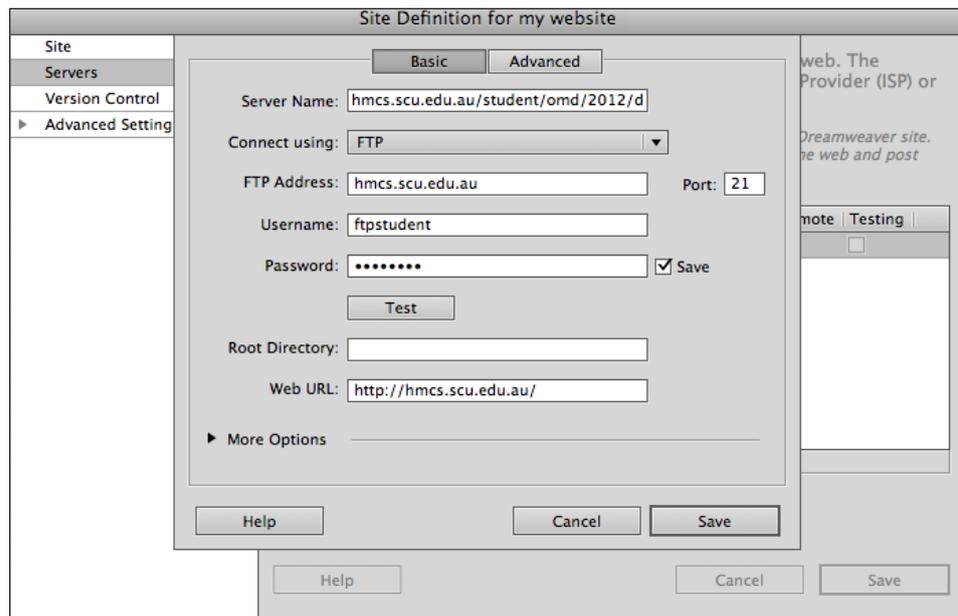
1. Go Site > Manage Site and select your site and click edit.

This will take you through the different steps that you have already set up. Make sure you are in Basic.

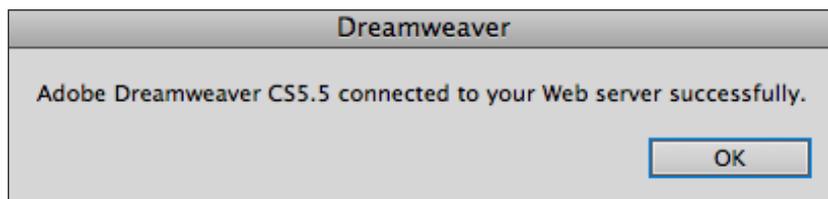
2. Click on Servers in the left hand column and click on the + sign (1)



3. Make sure you are in Basic. For Server Name type:
hmcs.scu.edu.au/student/omd/2012/studentID
where 'studentID' is your specific folder name (see serverfolder.pdf in Topic 11 of Study Guide for your allocated folder name).
4. For 'Connect using' select FTP from the drop down menu
5. For FTP Address type in hmcs.scu.edu.au
6. The FTP login is: ftpstudent
7. The FTP password is: \$stuD 10
(it is cap specific, and yes, that is a space between 'D' and '1')

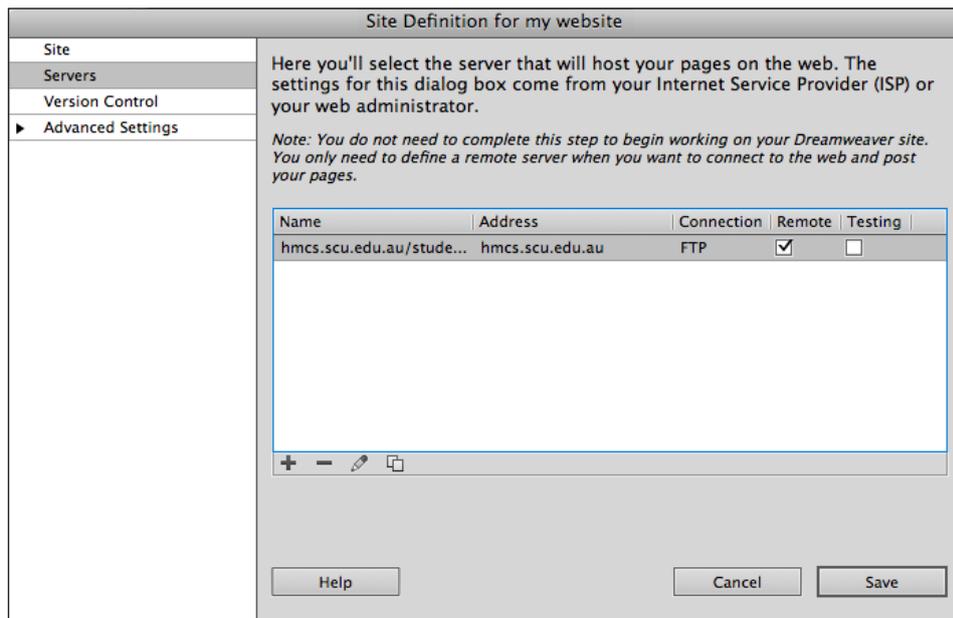


8. Click Test Connection to see if it's all happening.
A window like this should appear



If the connection is not successful, double check that you have typed the file paths correctly.

9. Click Save.
The name of the server and the address should come up in the window.
To edit any of the information click on the pencil icon.

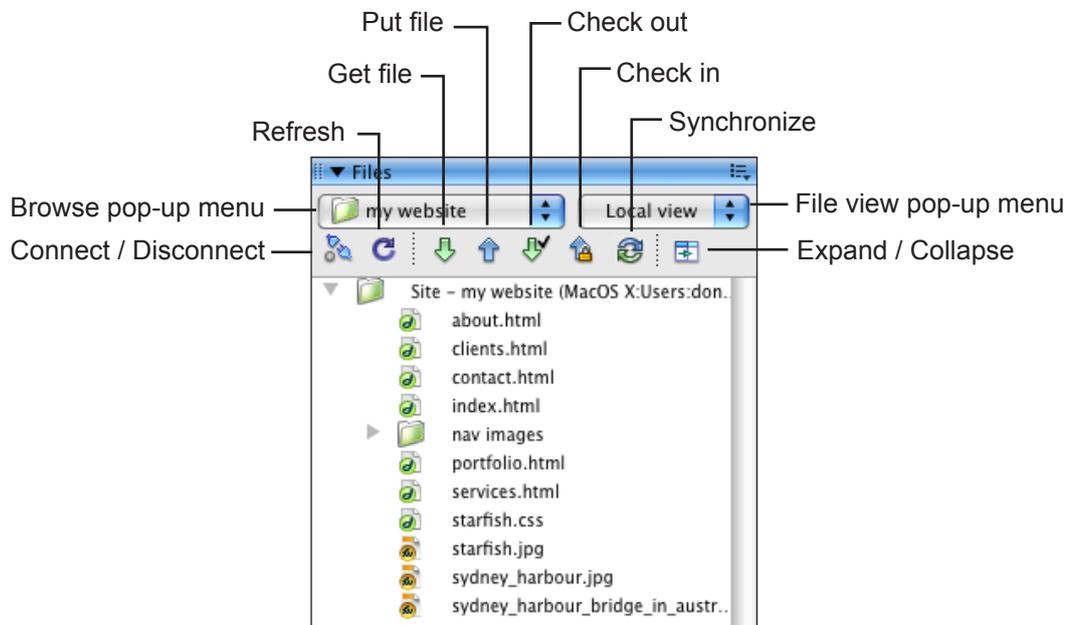


10. Click Save.

Now you are ready to upload your files to the server.

To do this you will use the Files panel. The Files panel appears at the right side of the Dreamweaver window, docked with other panels. By default, the Files panel is at the bottom of the group of panels.

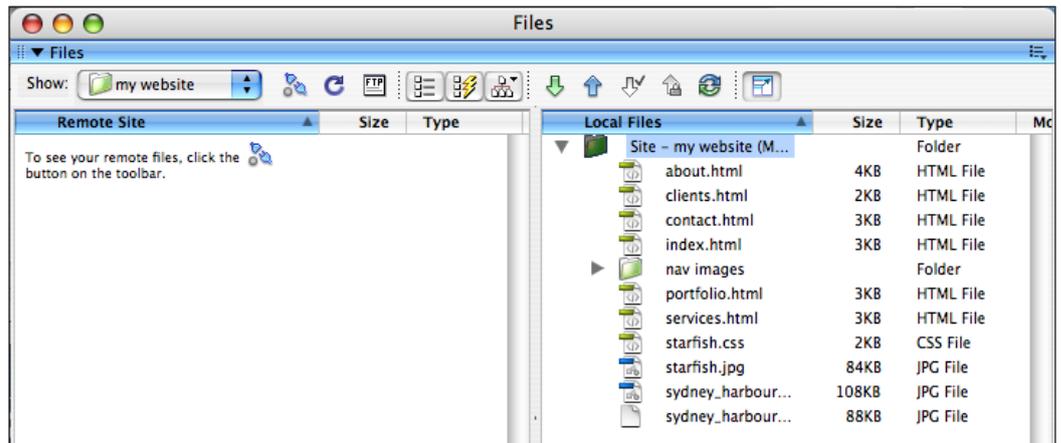
If the Files panel does not appear select Window > Files from the Dreamweaver menu



11. Click on the Expand to show local & remote sites 

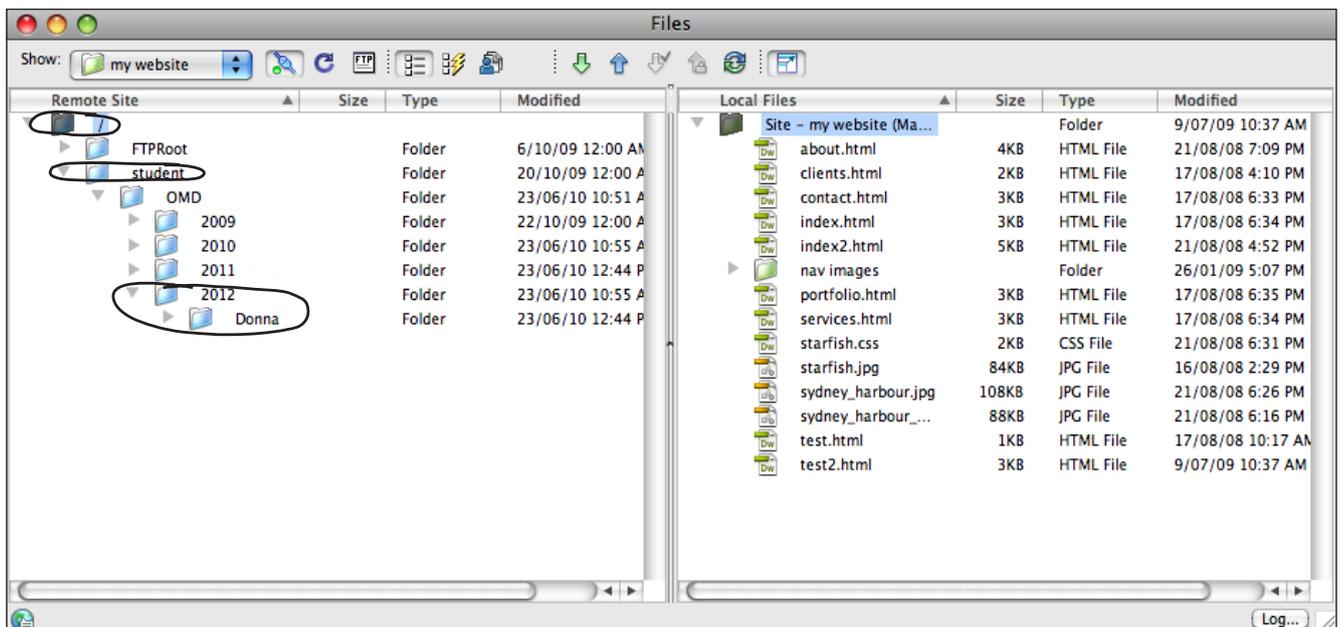
12. The Files window appears.

Here you can view your remote site and local site



13. To connect to the server click on the Connect / Disconnect button 

14. The structure of the Remote site should look like this.



It may only take you to the first level (/), in which case click on the arrow to the left of the student folder to expand it, then click on the arrow to the left of the omd folder, and then 2010 and then find your folder.

I have set up the directory on the server so it is structured as follows:

within the student section of the server, there is a folder called 'omd', within this folder there is another folder called '2012', and within this folder there is a folder for each student enrolled in OMD this semester. Within your folder you will copy the folder that you have set up which has all your website files.

Therefore the URL for your website will be something like this (except instead of my name and website folder, it will have yours).

<http://hmcs.scu.edu.au/student/omd/2012/Donna/DW tutorial/index.html>

Important

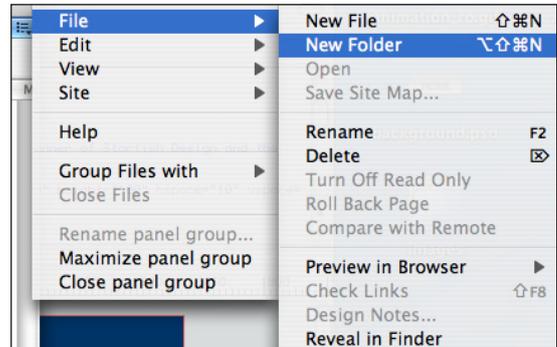
Don't go renaming files or folders and don't move a file to another folder, otherwise the browser will not be able to find the file.

Remember, your remote site must mirror your local site, in other words it must have the same file structure.

15. We have to create a folder on the server that is called the same name as our website folder on our local drive. To do this



- select your folder on the Remote site and click on the little black arrow at the top right of the Files window.
- Select File > New Folder



16. An untitled folder will appear in your directory

- to name the folder, click on the 'untitled folder' once and you will be given the option to rename it. Make sure you give it the same name as your website folder.

17. In your local site, click on a file in your website folder.

18. Click on the Put file icon.



Put file

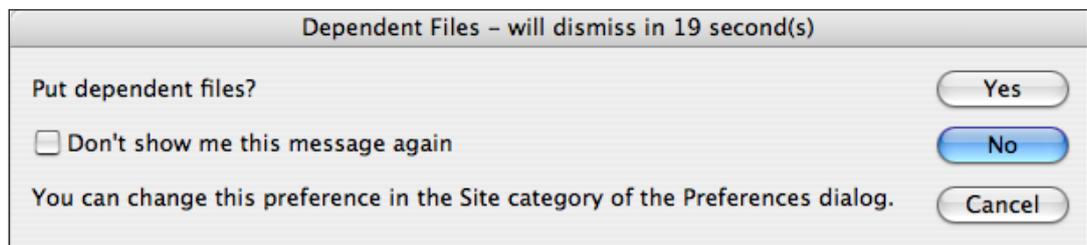


Get file

The Dreamweaver term for moving (or copying) an item from the local to remote site is called *putting* the item; moving the item from the remote to local site is *getting* the item.

If any of the files you are transferring are open and have unsaved changes, Dreamweaver asks if you want to save the files before they are sent. Click Yes, Yes to All if there are multiple files.

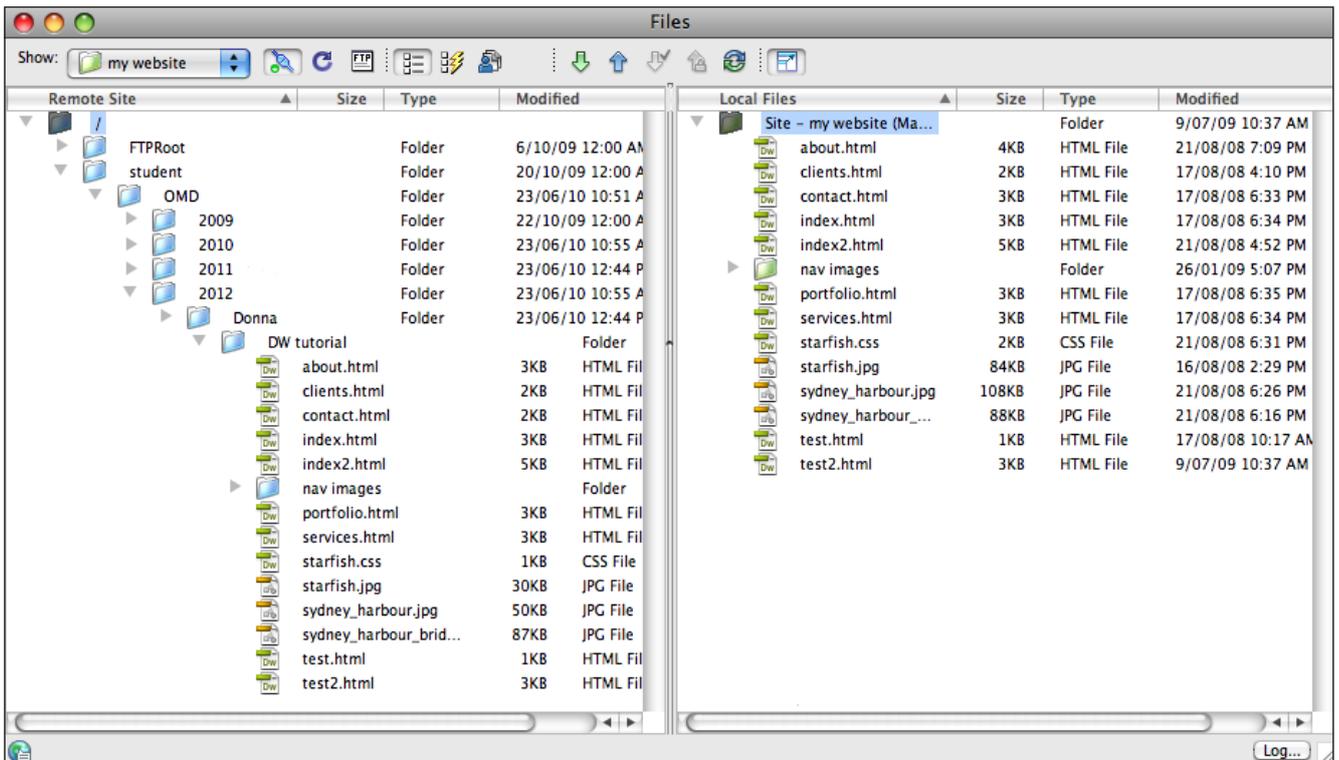
A dialog box asking if you want to transfer any *dependent files* may appear. A dependent file may be something like a graphic that you have on one of your pages.



- If the dependent files have already been uploaded to the server, click No - there's no reason to reupload files that haven't changed.
- If you want to transfer dependent files that have changed, click Yes.
- Sometimes when I have clicked Yes, I get an error message. If this happens, try No and transfer the files separately.

- If you have trouble uploading your files using 'Put' you can just drag your files from your local site to the remote site. At this level you can also drag folders and Dreamweaver will copy the the folder and the contents.

Your remote site should have the same structure as your local site.



19. When you have finished uploading your files click on the Disconnects button. 

You can also click on the Collapse button to show only the local or remote site on the Files panel.

Windows FTP clients

If you are uploading your file on a Windows computer, here are two popular windows ftp clients you may want to try:

<http://filezilla-project.org/> and download the client

<http://www.smartftp.com/>

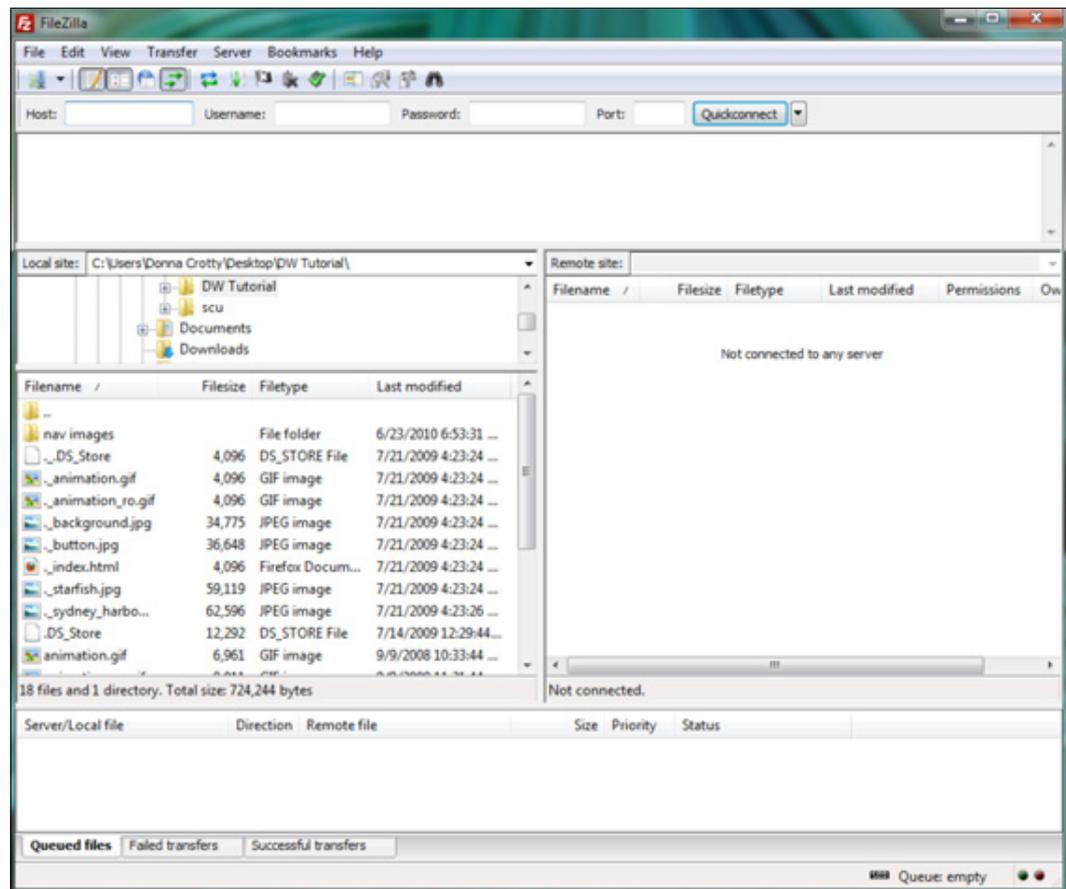
Upload your files using filezilla

Filezilla is freeware software and is very user friendly



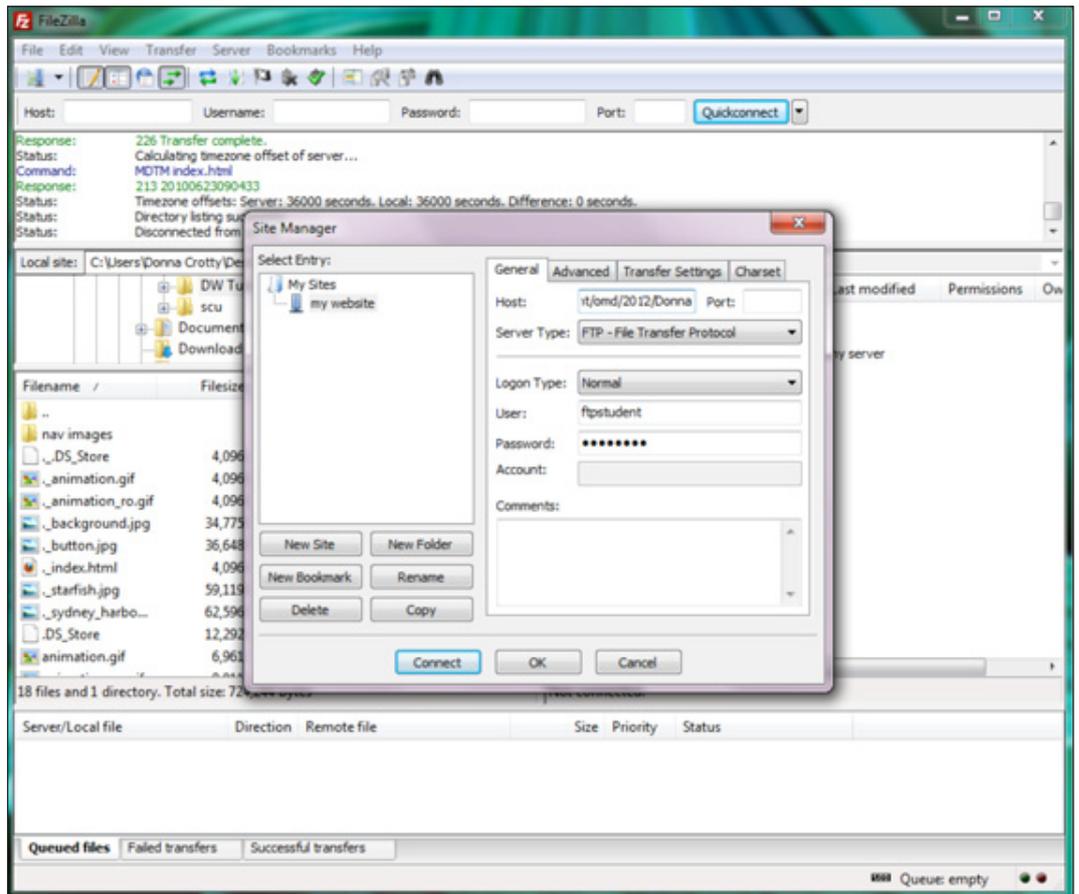
1. Open Filezilla.

It will look something like this



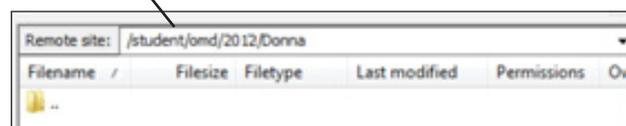
The local site (in the left hand side window) are the website files on your computer. You need to navigate to where they are stored on your computer.

2. Choose File > Site Manager
3. Select the My Sites icon and click on New Site
4. Name your site. Here is where you add the ftp information
5. In the General tab
 - For Host type: hmcs.scu.edu.au/student/omd/2012/student ID
where 'studentID' is your specific folder name (see serverfolder.pdf in Topic 11 of the Study Guide for your allocated folder name)
 - Don't worry about Port, leave as is
 - For Server Type select FTP - File Transfer Protocol from the drop down menu
 - For Logo Type select Normal
 - For User type: ftpstudent
 - For Password type: \$stuD 10
 - Click Connect



You can use Quickconnect to connect to the server (along the top). But you must type in the ftp information every time.

3. Once you have connected to the server your file path will be visible in the Remote site file menu



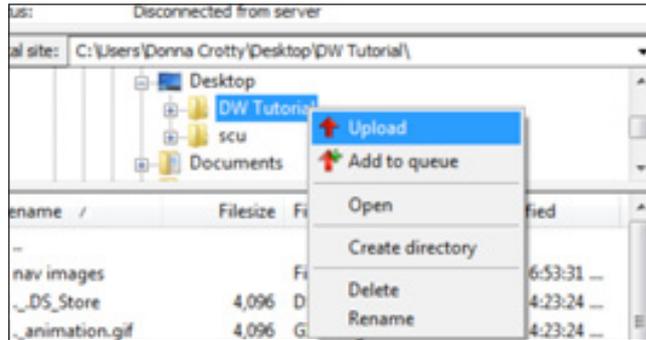
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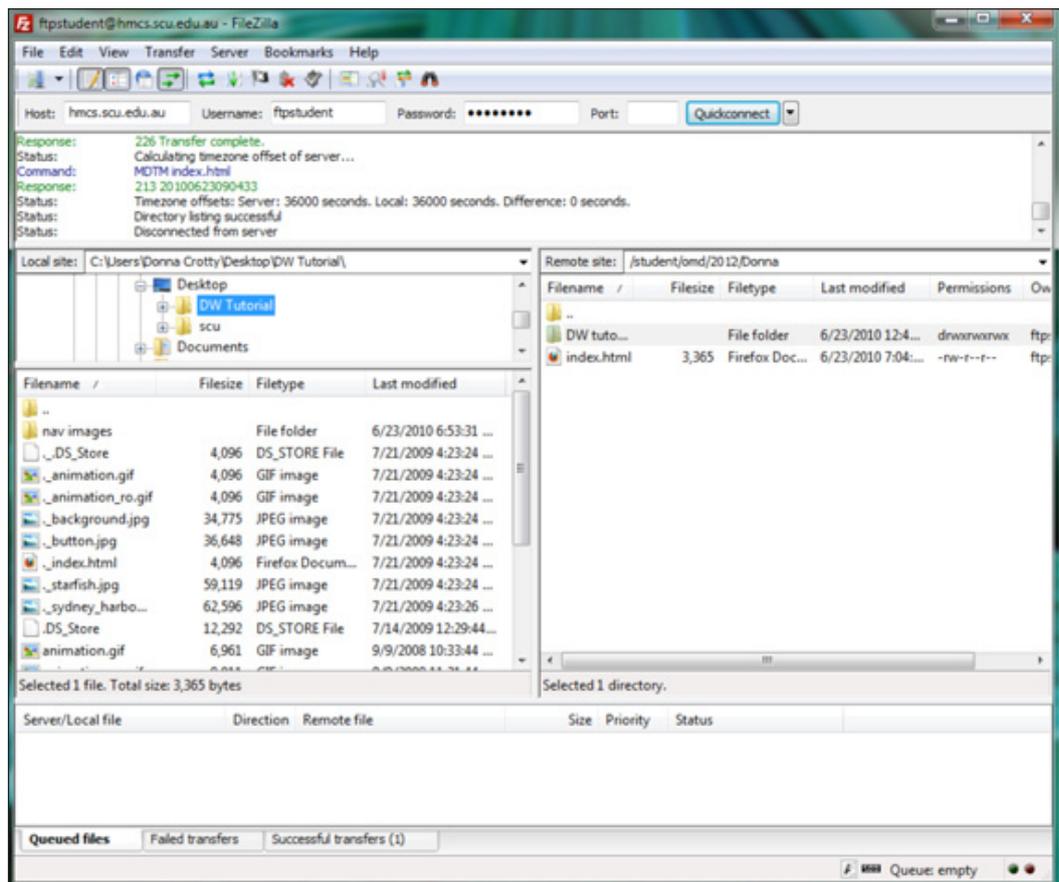
Therefore the URL for your website will be something like this (except instead of my name and website folder, it will have yours).



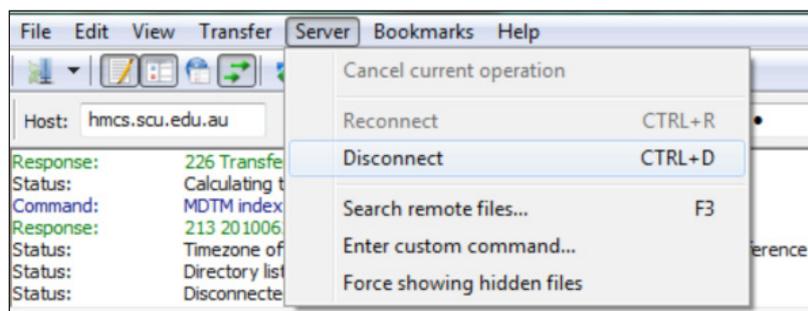
4. To upload your files to the server, right-click your website folder and choose Upload .



Your folders and files will appear in the window as you upload them.



5. Once you have finished uploading your files to the server, choose Server > Disconnect



Important

Don't go renaming files or folders and don't move a file to another folder, otherwise the browser will not be able to find the file.

Remember, your remote site must mirror your local site, in other words it must have the same file structure.

Remember

Name your first page index.html

The folder structure and files on the server must mirror the folder structure and files on your computer.

You must upload all image files and other linked files such as .swf, video and sound files as well as your html pages.

Add a title to each of your pages.

Internet Service Providers

Here's a list of some Australian ISP's. You may also know some, or you can simply do a web search. Of course there are many American ISP's as well.

<http://www.netregistry.com.au/>

http://www.cheapdomains.com.au/web_hosting/index.html

<http://smartyhost.com.au/>

<http://www.crazydomains.com.au>

I can recommend Crazy Domains, as I've recently used them to host a website I have been working on. Don't be fooled by the image of Pamela Anderson...

Review of ISP's

<http://www.hosting-review.com/about.shtml>

<http://www.cheap-web-hosting-review.com/>

Domain Names

The above ISP's will probably provide the service of also registering your domain name, however, you can also do this separately.

<http://www.mywebname.com.au/>

<http://www.melbourneit.com.au/>

The Australian Domain Name Administrator

(auDA) is the policy authority and industry self-regulatory body for the .au domain space

<http://www.auda.org.au>

Before purchasing a domain name with a registrar, check that they are an accredited registrar at: <http://www.auda.org.au/registrars/accredited-registrars/>

Choice Magazine has a some good information on ISPs

<http://www.choice.com.au/reviews-and-tests/computers-and-online/networking-and-internet/internet/isp-satisfaction-survey.aspx>