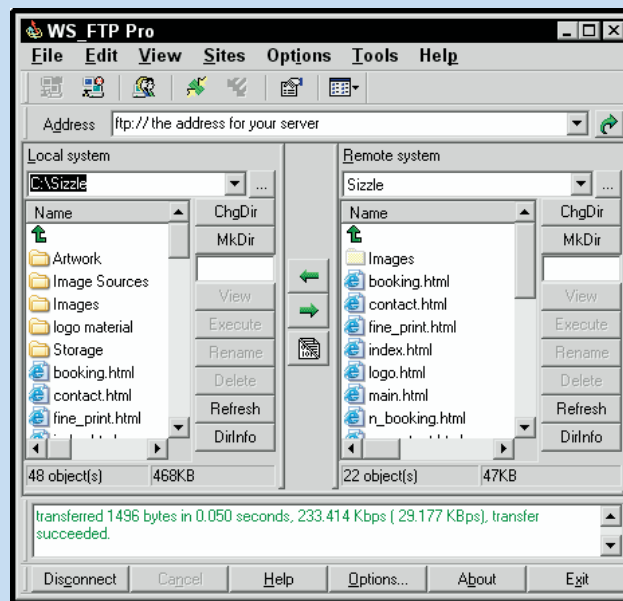


Bonus Session

Posting Your Site



Discussion: **Working with FTP**

Tutorial: **Uploading Your Site Files to an FTP Server**

Session Introduction

You must place the HTML files, images, and other files on a Web server in a specific location. The Web server is responsible for recognizing a user's request for viewing one of your pages, accessing that page, and serving the page, images, and other files to the user's browser.

In this bonus session, you learn how to use File Transfer Protocol (FTP) software. If you have an Internet Service Provider (ISP) and access to your own Web site space, you complete the final tutorial in the session, working with an FTP program to transfer files from your computer to a remote computer. FTP is the open standard for efficiently transferring or posting HTML pages to a Web site. FTP processes require passwords and permissions to add, delete, or modify folders and files. The FTP client, WS FTP Pro Version 7.6, is on the CD in the software folder. Follow the instructions in the CD Appendix to install the software on your computer.

TOOLS YOU'LL USE

Notepad, Internet Explorer, WS FTP Pro Version 7.6 (Evaluation version)

CD-ROM FILES NEEDED

None

TIME REQUIRED

30 minutes



Discussion

Working with FTP

Your site is complete and ready to be uploaded to a server. The most common method of file transfer is using File Transfer Protocol (FTP).

How FTP works

FTP is a simple way to exchange files over the Internet. Posting your Web site to a Web server is usually done with a software program, referred to as an FTP client.

FTP moves files to the Web server and also moves files from Web servers to your computer. Transferring files to a server is called uploading; transferring files from a server to your computer is called downloading. You don't see the content of files visually using FTP; all you see are the names of the files and their folders.

Addresses for FTP servers look much like Web site addresses. The HTTP (Hypertext Transfer Protocol) prefix used in a Web address is replaced with an FTP prefix for an FTP server.

Your Web site is hosted on a Web server, which is a computer dedicated to receiving and distributing Web pages. A computer dedicated to receiving FTP data is called an FTP server or FTP site.

An FTP site is quite similar to an Explorer window. Just as you construct hierarchies of files and folders, you also construct files and folders on an FTP server. Unless you own the FTP server, you share it with other users. In order to access your share of the server, you need a UserID and password. Some FTP servers are freely open to the public. On public servers, the UserID is traditionally the word 'anonymous' and the Password is most often your e-mail address. For nonpublic use, such as an FTP site used to store your Web site's files, you need a unique UserID and password to get access to the server.

You can use a Web browser to make an FTP connection, or you can use an FTP software program, called an FTP Client. You learn to use an FTP Client in this session.

Using an FTP Client

FTP Clients include security and other file transfer features, such as the ability to resume downloads or uploads that are interrupted by lost Internet connections. The software transfers files back and forth between your computer and the FTP server.

Duplicate the content of your site's files on the FTP site. Constructing the same arrangement of files and folders is important in order to maintain the links between the pages and content such as images.

Tutorial

» Uploading Your Site Files to an FTP Server

Your site is ready for online use. If you do not have an Internet Service Provider (ISP) continue to the Review Questions. If you want to test the site, consult your ISP for information on uploading your site to your server to test it “live.” The ISP will give you the UserID (also called a Username) and Password needed to access your FTP site. Before you start the tutorial, install the WS FTP Pro Version 7.6 program. It is on the CD in the Software folder. Follow the instructions in the Appendix to install the program on your computer.

1. From the desktop, choose Start→Programs→WS FTP Pro→WS FTP Pro.

The program opens; you see an Evaluation Notification dialog box listing the number of days left in your evaluation cycle; click Continue Evaluation to dismiss the dialog box and open the program. The Connect to Remote Host dialog box displays.

2. Click the Sites folder.

The folder opens and displays the MySite and Shared Sites folders.

3. Click MySites to make it active.

This folder has no subfolders. You add a new subfolder.

4. Click Create Site.

The Site Profile Wizard appears.

<NOTE>

Define a Site Profile to maintain information on a particular FTP server. You can have many site profiles to connect to many FTP servers.

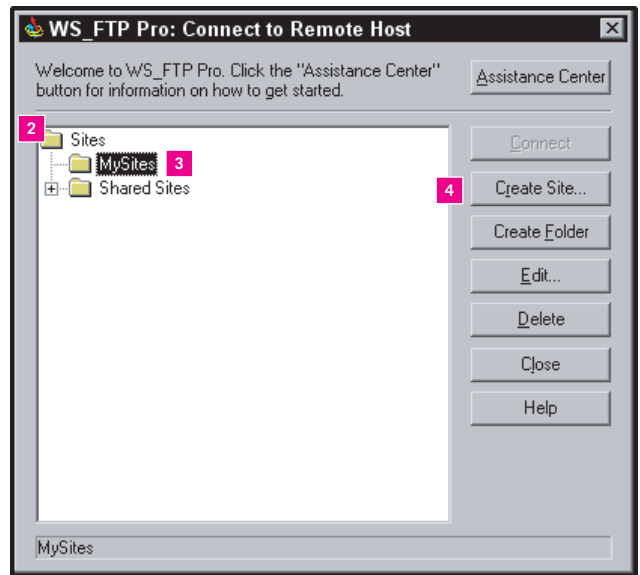
5. In the Profile Name box, type: Sizzle

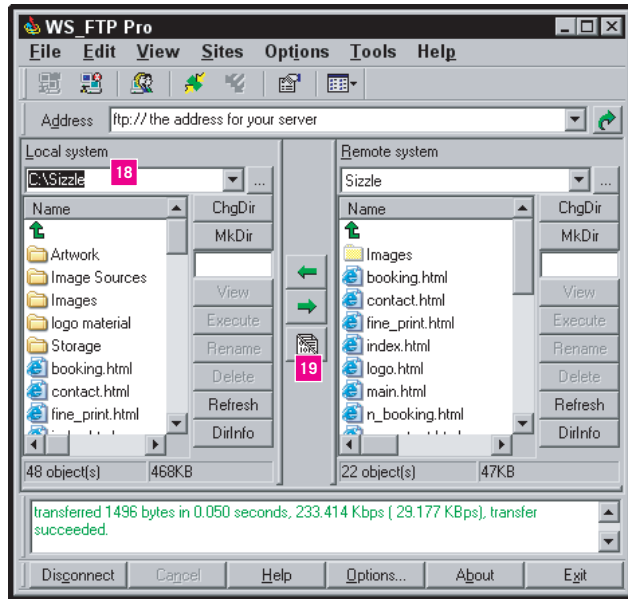
This is the name of the profile for the Web site.

<NOTE>

The Create In location in the dialog box displays MySites. You selected this folder in Step 3. To choose another folder, click Browse.

6. Click Next to display the next pane of the Site Profile Wizard.



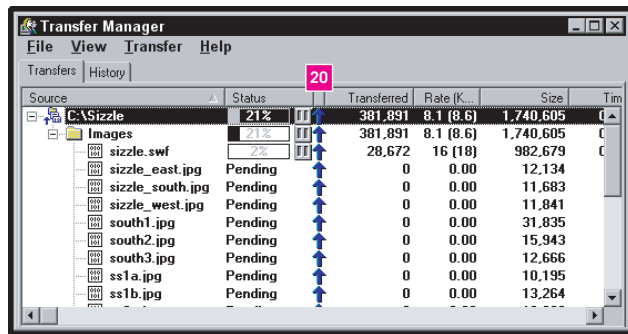


18. Select the Sizzle site folder in the Local system listings.

You select the folder to transfer to the server.

19. Click the upload arrow, which is the right-pointing arrow located between the two panes.

The Transfer Manager opens.



20. Monitor the file movement in the Transfer Manager.

The names of the files, their status, and the direction of their transfer are displayed. When the transfer is complete, the files are added to the Remote system listings side of the WS FTP Pro window and the Transfer Manager closes.

< TIP >

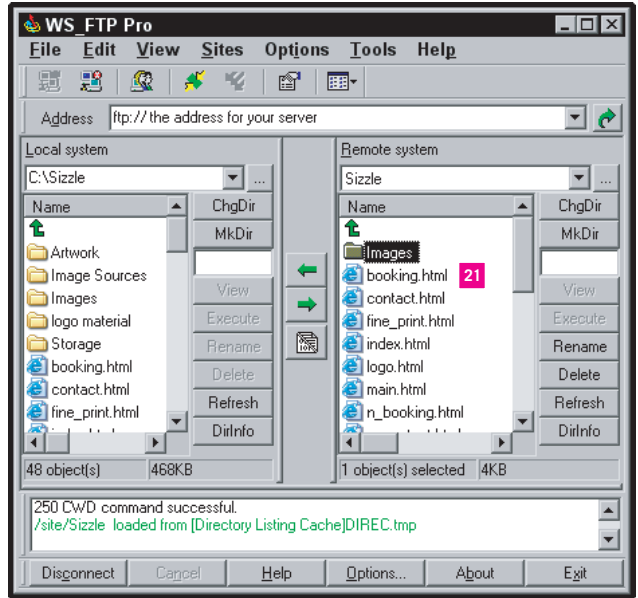
You can select individual files in the Transfer Manager to cancel their uploads.

21. Double-click the Images folder in the Remote system listing.

The folder opens, and the images are listed.

<NOTE>

When you select a folder or file in the Remote system listing, several commands are activated, such as Rename, Delete, and Refresh.



22. Scroll down the pane to see all the image files listed.

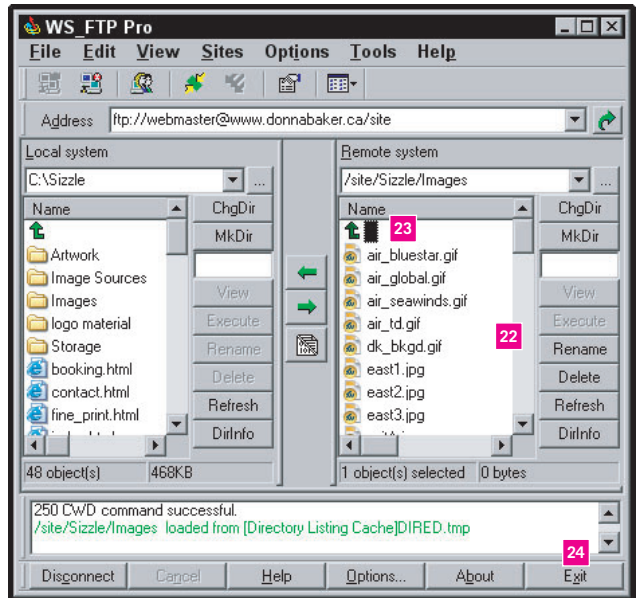
Check that the complete set of images for your site are on the FTP server.

23. Double-click the green arrow.

You return to the full Sizzle site listing.

24. Click Exit to close the program.

You created an FTP site for your files and transferred the files to your Web server. Test the site in your Web browser.





7. In the Host Name or IP Address box, type the address for your ISP's server.

This is the address the FTP Client uses to connect to your FTP site.

< NOTE >

Get the name of the server from your ISP provider, as well as the correct addressing for the server.

8. Click Next to display the final pane of the Site Profile Wizard.



9. Type your assigned name in the UserID box.

The UserID is the first part of your individual logon to your FTP site. Depending on your ISP, the UserID may be called a Username or a UserId.

< NOTE >

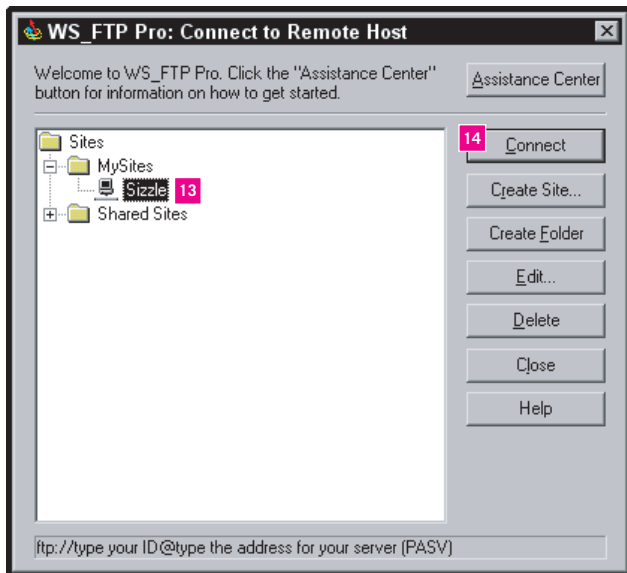
Check with your ISP for the name.

10. Type your password in the Password box.

The password displays as a series of asterisks (*) to hide the characters.

< NOTE >

Your ISP provides the password, or instructs you on how to create your own.



11. Click the Save Password check box.

The next time you log in to the server, you won't have to retype the password.

12. Click Finish.

The Site Profile Wizard closes, and your site profile is added to the MySites folder.

13. Select the Sizzle folder in the MySites folder.

You must add your files to the Sizzle folder on your FTP server.

14. Click Connect.

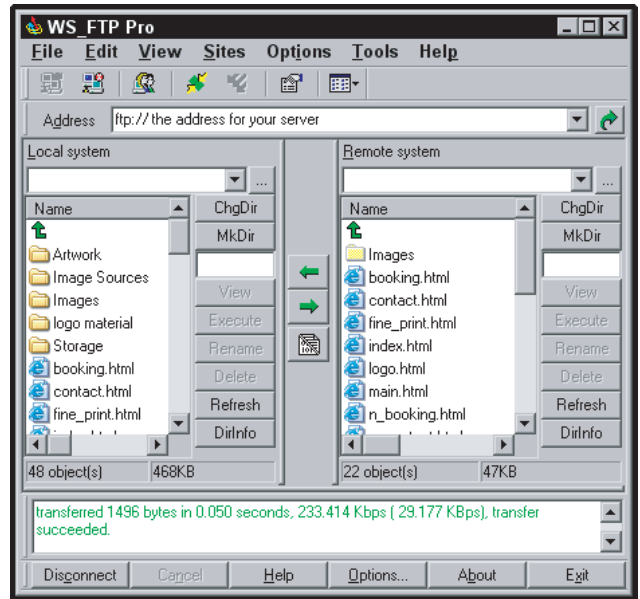
The Connect to Remote Host window closes, and the connection is established. The UserID you specified in Step 9 displays on the Remote system.

< NOTE >

As the connection is being established, you see information in the small dialog area at the bottom of the WS FTP window.

- 15. In WS FTP Pro, click the browse button (...) to the right of the Local system box.**

The Browse for Folder dialog box opens.

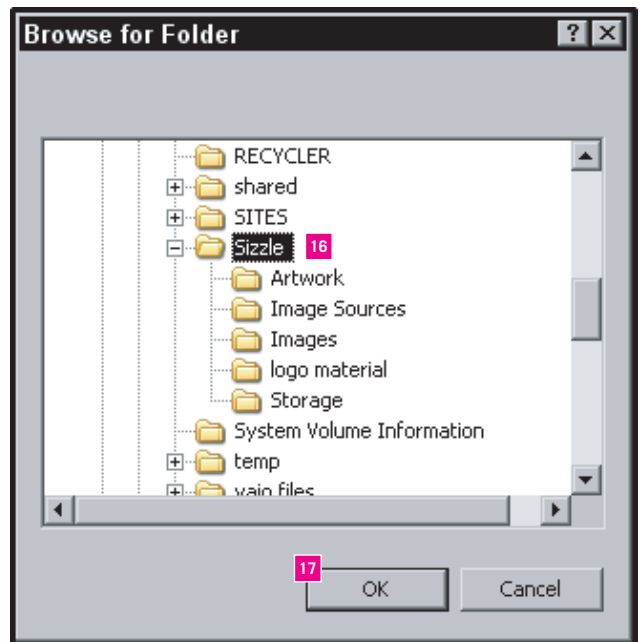


- 16. Find the Sizzle site folder from the listings, and select it.**

You load your site's folder into the Local system display.

- 17. Click OK.**

The dialog box closes, and the Sizzle site folders display in the Local system listings.

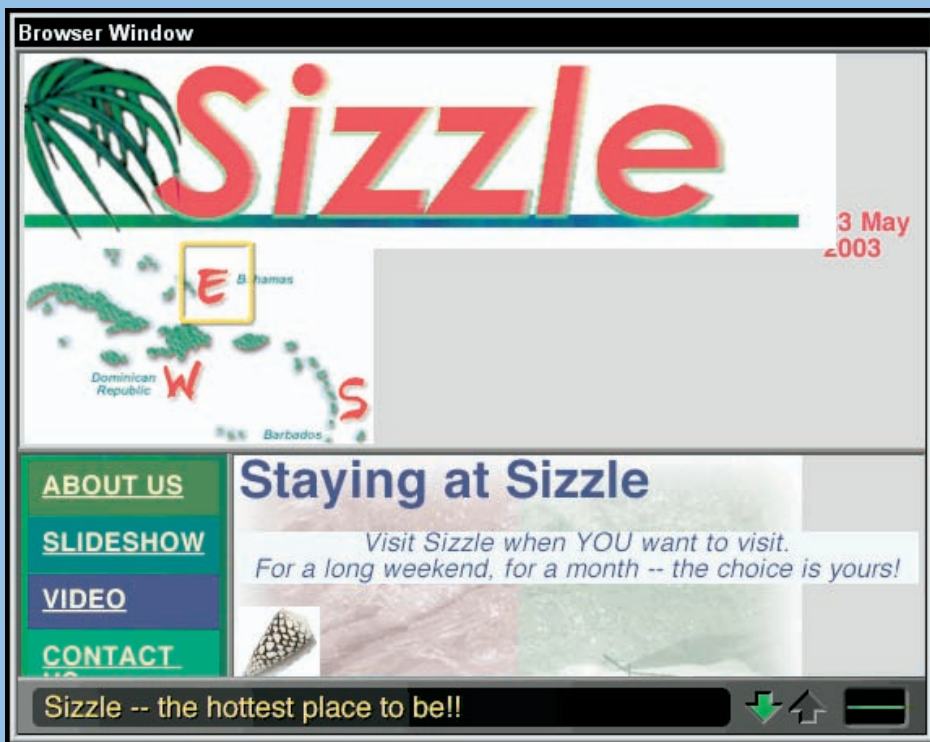


Using Other Devices to Visit Your Site

In the sessions and tutorials, you experimented with a number of different options based on browser capabilities, monitor displays, and accessibility features. Your site may be used in other ways as well. For example, handheld devices and some telephones now display Web sites, and the using of televisions to browse the Internet is becoming more popular.

Your site is not optimized for use on other devices, although it will work. In the image, you can see the front page of your site as it appears on a television using MSN WebTV.

The TV viewer flattens the page. Your site's content is displayed, but the constrained size of the TV monitor means that the imagemap displays below the logo.



» Session Review

You learned how FTP (file transfer protocol) is used to transfer your site's files from your computer to your Internet service provider's Web server. You learned how to set up an FTP site using WS FTP and how to transfer your files, as shown in the opening image in this session. You learned to test the final site files, shown in the final image in this session.

1. What does FTP do with files? (See Discussion: Working with FTP.)
2. What does an FTP address look like? (See Discussion: Working with FTP.)
3. Why do you need a UserID and password to use most FTP servers? (See Discussion: Working with FTP.)
4. What is an FTP client? (See Discussion: Working with FTP.)
5. What are Site Profiles used for? Can you have more than one? (See Tutorial: Uploading Your Site Files to an FTP Server.)
6. How do you connect to a remote host? (See Tutorial: Uploading Your Site Files to an FTP Server.)
7. When files are being transferred, can you stop or change the process? (See Tutorial: Uploading Your Site Files to an FTP Server.)

