

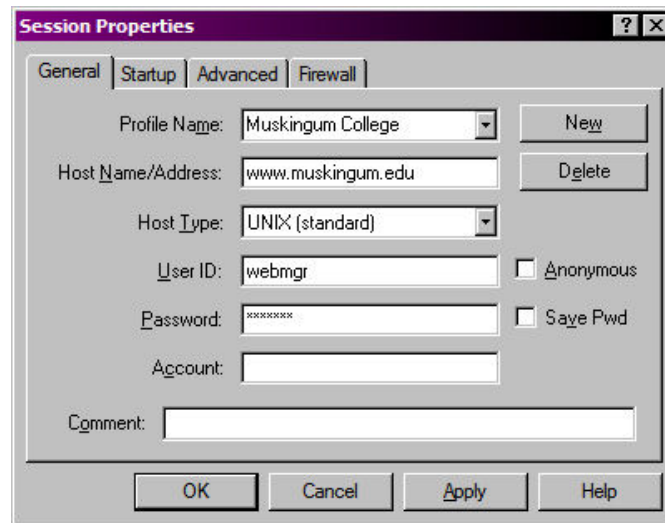
# Instructions for Uploading Files to the Muskingum Web Site via FTP

The following instructions are meant to be a general guideline for faculty, staff, students, and other campus organizations on how to upload web site pages to the Muskingum Web Site using an FTP program (such as WS\_FTP, the campus standard). Examples of this include users who want to upload web pages to muskingum.edu/~ahall/ or similar address.

**Note:** Staff and Faculty developers developing for the new site design should be using Macromedia Contribute instead of FTP. Please contact the Web Manager for details on this process.

**Note:** These instructions assume the use of WS\_FTP Light Edition, which is the campus standard software provided on all campus-owned machines. If you do not have WS\_FTP and would like to install it on your personal computer, please contact the Web Manager.

1. Open your FTP program and create a new connection.
2. The profile name will be "Muskingum College" and the server name will be [www.muskingum.edu](http://www.muskingum.edu) (as shown below).

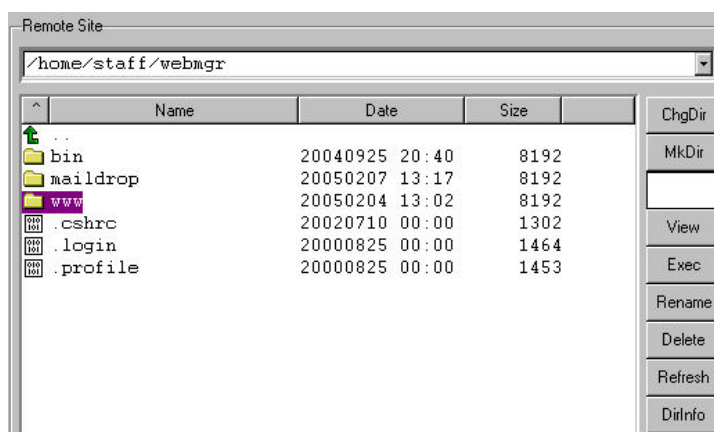


3. Your username and password will depend on the account you are trying to upload to. If this is for faculty, staff, or student use-- the username and password is the same as your email address. For organizations, it is your club username (you should contact the organization advisor for this information).

**Note:** Although you may choose to do so, for security reasons it is not recommended to "Save Password (Pwd)".

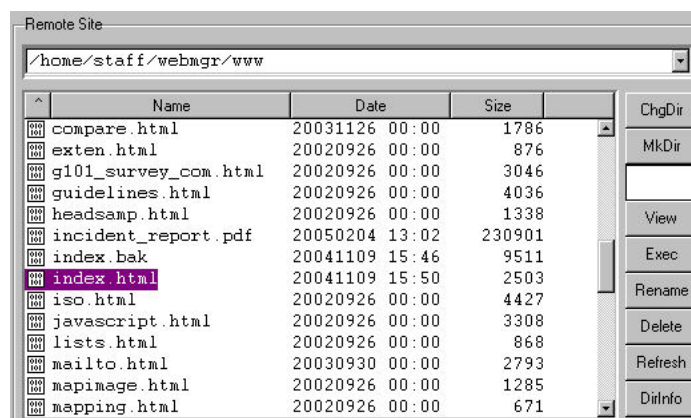
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4. Once you have entered the information, click Connect... if the connection is successful, you will see your folders on the right side of the window (as shown below).



5. All web site files must go into the www folder. If they are not placed into the www folder, your site will not work!

6. Your home page should be called "index.html" (as shown below).



### Other Helpful Guidelines:

1. Although it is not required, it is highly recommended to create an "images" folder to hold all of your images.
2. Your pages and files should have recognizable names such as "incident\_report" instead of "file123".
3. Links on pages should use "Document Relative" links instead of "Site Relative" or "Absolute" links. This means that your links will look like, "images/indexgraphic.jpg" and "../downloads/myform.pdf" etc. instead of "http://www.muskingum.edu/~webmgr/images/indexgraphic.jpg"
4. When in doubt or if you have questions, please ask for help from the Web Manager... it is much better and easier to ask for assistance rather than make an assumption and run into trouble.