

Uploading Your Web Page

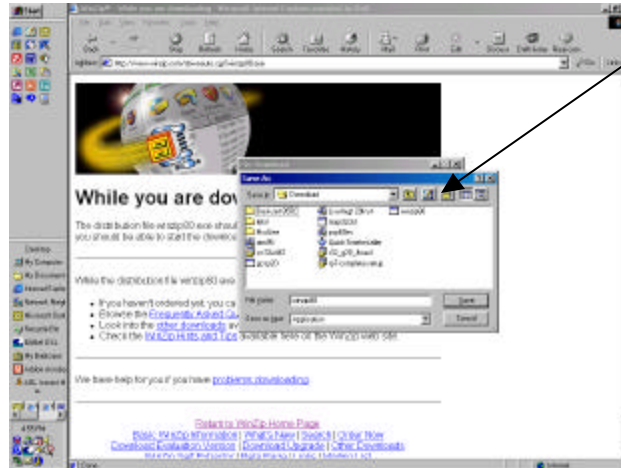
To upload your Web pages (s) to a server, to make them available on the Web, you need your password from the MC Webmaster and you will need to use special software. The software we recommend is WS_FTP LE—it is free for educational purposes.

You will have to download WS_FTP LE; however, when you download it, it will be zipped. First, **download the software, WinZip**, to unzip WS_FTP LE.

- Open Explorer or Netscape and type in <http://www.winzip.com>.
- Choose Download Evaluation Version.
- Choose Download WinZip 8.0.
- A dialog box will appear.



- Save this program to disk. Click OK.
- A new dialog box appears.



Create New Folder icon

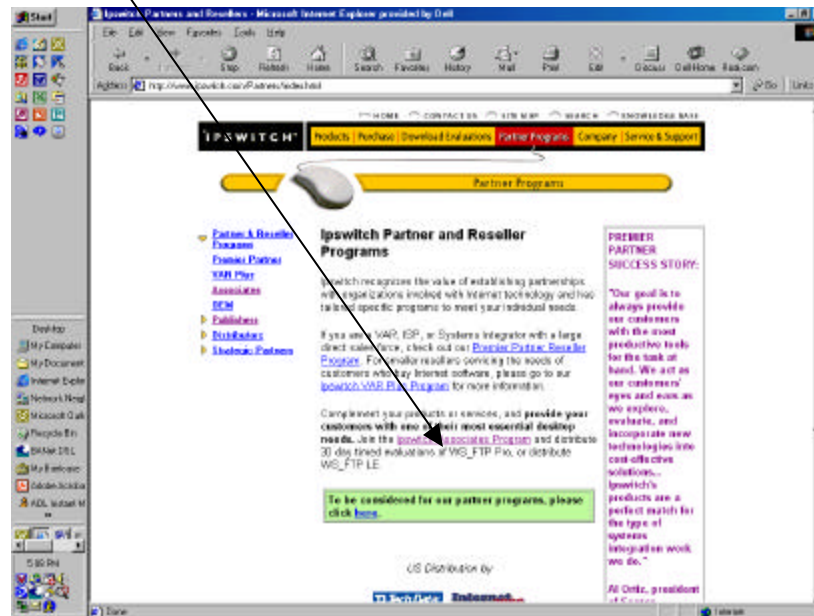
- Tell the computer where to save this file. You may need to create a new folder entitled “Download.” If so, click on the New Folder icon; name the new folder “Download.”
- Make note of the folder and filename (C:/Download/winzip) so you can find it easily.
- Click save.
- Downloading will begin.

Next, download WS_FTP LE

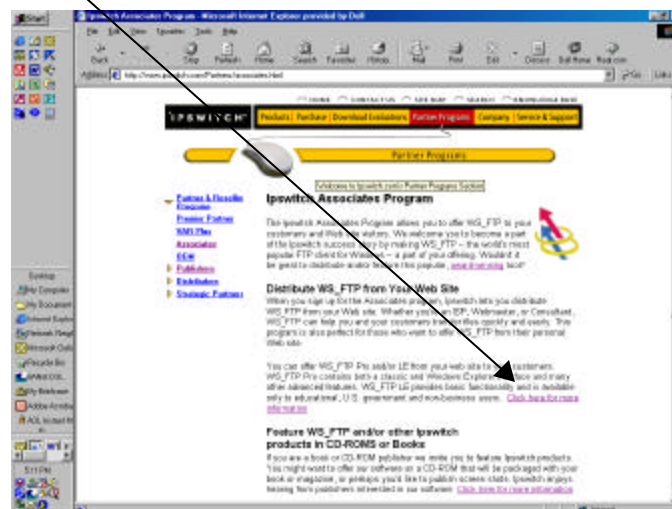
- Open Explorer or Netscape and type in <http://www.wsftp.com>.
- Click on Partner Programs.



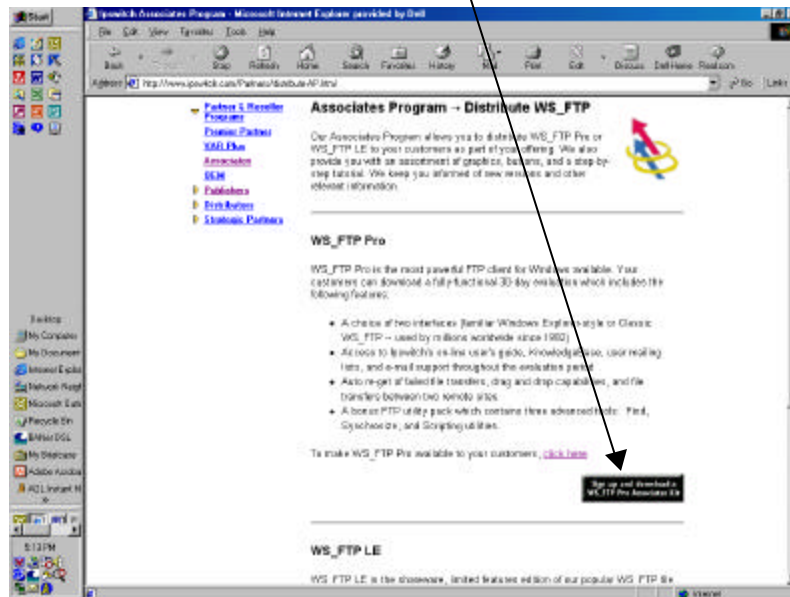
- Click on Ipswitch Associates Program.



- Under Distribute WS_FTP from Your Web Site
 - Click here for more information.



- Scroll down to WS_FTP LE and click Download on the lower right.



- Agree to the license, sign up, and submit application.
- Prepare to Download the Associates Kit, Zip Archive.



In filling out application. . .

- You must fill in the fields that contain *
- Under company profile, choose Academic Institution
- How do you plan to distribute? Diskette
- How many copies do you expect to distribute? Less than 100

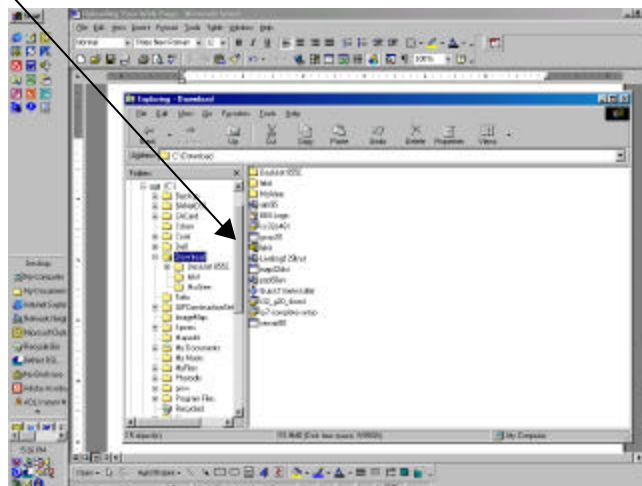
- Save to disk.



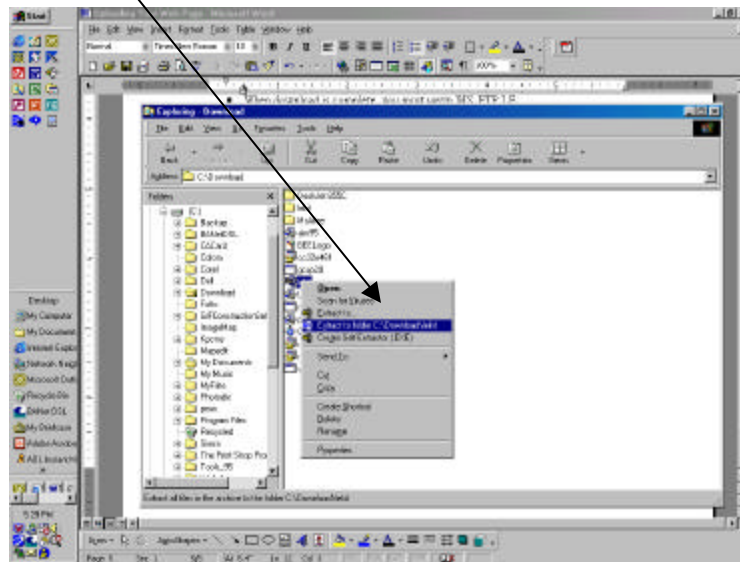
- Choose the folder (probably C:\Download) where WS_FTP LE will be saved. Note the folder and filename (lekit).
- Click Save.
- When download is complete, you must *unzip* WS_FTP LE.

To Unzip WS_FTP LE

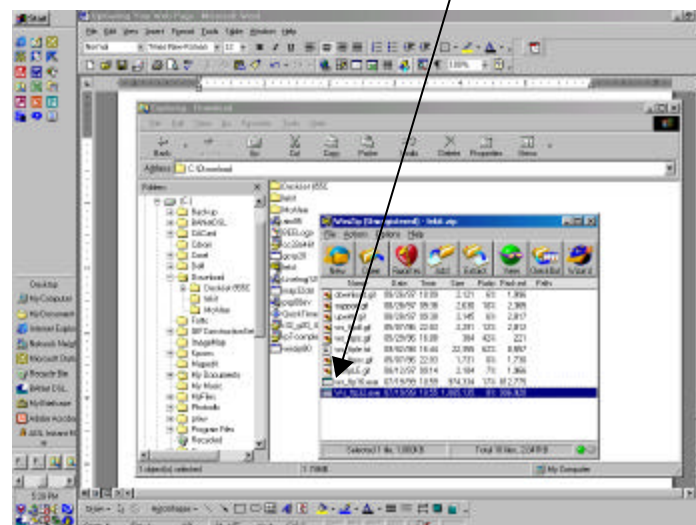
- Locate **lekit** and right-click.



- Choose “Extract to. . . “ Choose C:\Program Files (or the folder where you want to extract to).



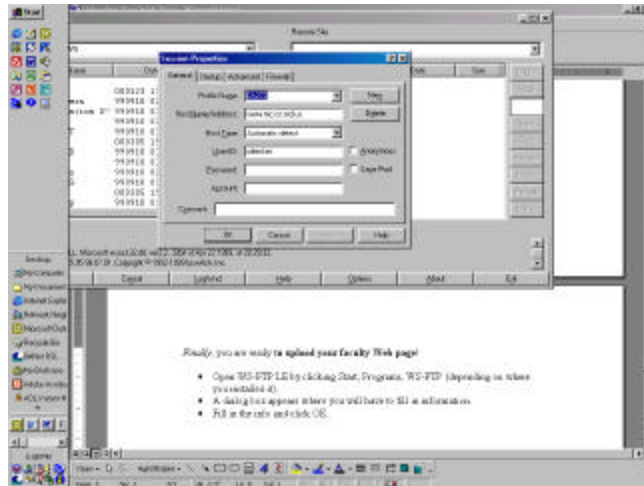
- When complete, double-click on **WS-FTP32.exe** to install the WS-FTP software. You will need to agree to the WinZip license. It is shareware; if you continue to use it, you should pay for it.



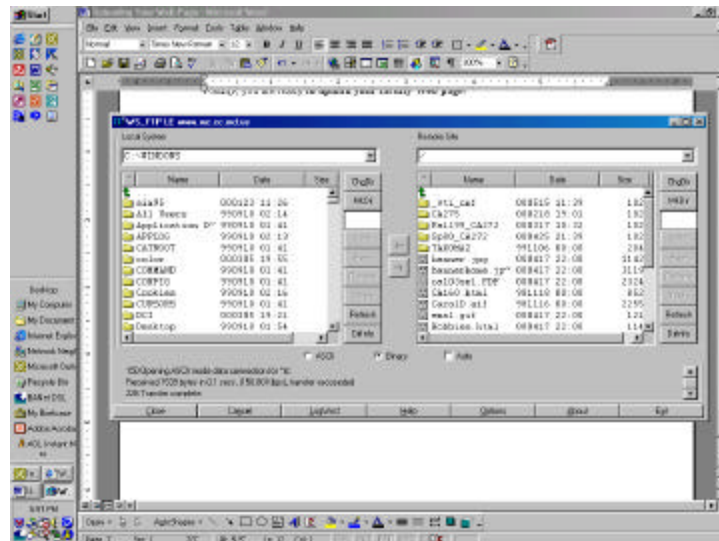
- Follow the directions on the screen and choose the defaults. Click on Finish.
- Now you are ready to use WS_FTP software to upload your Web page.

Finally, you are ready **to upload your faculty Web page!**

- Open WS-FTP LE by clicking Start, Programs, WS-FTP (depending on where you installed it).
- A dialog box appears where you will have to fill in information.
- Fill in the info and click OK.



- Now you are at the screen where you upload.



- The left part of the screen shows the files on your computer; you may have to click ChgDir to get to the place where your Web files are stored (C:\Web Docs, for example).
- The right part of the screen shows the information on the server.
- You need to transfer your files from your computer (left side) to the server (right side).
 - Click the file(s) (hold down the Ctrl key to select non-consecutive files; hold down the Shift key to select consecutive files) you want to upload. When they are selected, click the right arrow.
 - Your files are uploaded and you've joined the **NET GENERATION!**
 - **Your url is <http://www.mc.cc.md.us/Faculty/~name>**

