Uploading your school's web site using WSFTP LE

Including hints and tips to consider before you upload your web site to the Hertfordshire grid.

Five requirements to upload your web site

To upload your school web site to its location at www.<schoolname>.herts.sch.uk you'll need to fulfil five requirements. Please check this list now.

1. You will need to be in a Hertfordshire school.

2. You will need to be sitting at a school computer connected to the Grid

3. You will need your school web site on the computer you are sitting at or on a disk/CD. Hints and tips for your school web site are provided on the next page. We advise you to check through these before going any further.

4. You will need to have your school's 'FTP' username and password (this will give you access to the part of the Hertfordshire Grid specifically used for your school web site).

5. You will need a copy of some FTP software called WS FTP LE. **FTP** stands for **File Transfer Protocol** and is a method of transferring files from one computer to another. In this case it will be used to transfer the files which make up your web site from your school computer onto the Hertfordshire Grid computer which is at NTL in Luton.

### *Before you upload your website, check the filenames you have used*

The system you transfer files to on the Grid computer in Luton is called a **Unix** system. This system restricts the filenames you can use for web pages, images etc. You should take these into consideration when you

- Create files on Windows or Macintosh computers
- Save documents (from an application such as Microsoft Word) as HTML pages

These are the restrictions:

- File names should be **one 'word' with no spaces** - if you have a file named **my web page.htm** you should call it **my_web_page.htm** to ensure that it works on the web server
- **Certain characters are not permitted in filenames** - these include but are not restricted to * & % ^ £ $ ( ) < > ? ! ; : " '
- Unix is **case sensitive** - that is the file **my_page.html** is different to **My_Page.html**
- Files can be **lowercase**, **UPPERCASE** or **miXeD_cAse**, but if you do this take care to check your links. As a rule it is easier to remember and use if all of your filenames are lower case.

If you are working on a new document in Microsoft Word (for example) and the first line (and hence possibly the title) of the document is called **Welcome to our school** then you will get something like this...
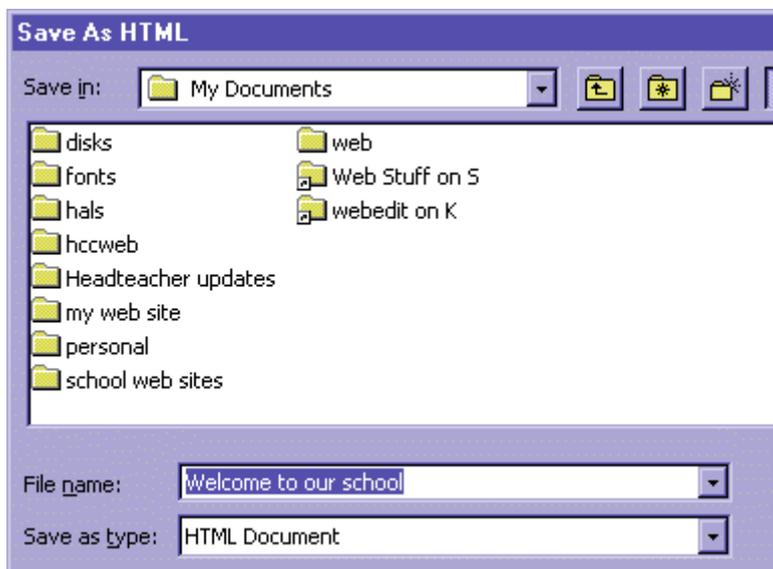
Clicking OK at this point within Word would result in a file named **Welcome to our school.htm**, which would go against the first of the four points below. A better alternative for this file name would be **welcome_to_our_school.html** (following the conventions on case and spaces given above).

The index.html file - an important note

What's the first thing that people see when they visit <u>http://www.schoolname.herts.sch.uk/</u> ?

If one of your files is **not** called **index.html** then they will simply see a list of all of the files in your web site and not your attractive home page! To fix this make sure that your home page is called **index.html** - note that you may need to change the name of your home page to do this. If you change the name of the file then make sure that you change any links to it, or they will not work!

Obtaining your school's FTP username and password

To obtain your school's FTP username and password, telephone **01582 830263** or email
susan.greenland@hertscc.gov.uk. Sue is the National Grid for Learning Administrator for Hertfordshire.

Note that usernames and passwords are **never** given out over the telephone, by fax or via email. Your
username and password will be sent by post to the head teacher of your school.

Obtaining the FTP software

When you request your password from Susan Greenland, you have the option of asking for the FTP
software called **WS FTP** to be sent with it. The software will be sent on a disk, also via your headteacher.
Using WS FTP is free if you are in a school or for personal use.

NB: If you would like to obtain the software directly/immediately from the Internet, here are some sites
where you can download WS FTP. Click on the link to start the download:

- Tucows at RM http://tucows.rmplc.co.uk/adnload/424_29570.html
- Alternative Tucows http://tucows.mirror.ac.uk/adnload/424_29570.html

You will be asked to save the file to somewhere on your computer. Select the Desktop and save the file
there. An icon like the one above should appear on your desktop labelled **ws_ftple**, double clicking on it
will start the installation procedure - if you do this start at **part 3** in the list of steps below.


Installing the FTP software - WS FTP LE

If you have been sent the software on a floppy disk follow these instructions. If you need to download the
software from the Internet follow the instructions in the box above.

1. Insert the floppy disk with WS FTP into the A:\
2. Go to the A:\ and double click on WS FTP LE to begin the installation.
3. Answer the questions on installation designed to ensure that you really are in a school - give the
   'educational' answers and you will get through!
4. You will be asked for a folder to install the software in (typically this is **C:\Program
   Files\WS_FTP**) and then prompted for a folder for your preferred destination for downloads Accept
   the default option for these.
5. Once the installation is complete, the program is accessible via **Start > Programs > Ws_ftp**
   Congratulations! You are ready to set the program up to communicate between your computer and the
   Grid computer in Luton.

Starting WS FTP LE for the first time

- Go to **Start > Programs > Ws_ftp** to start the program. You might want to set up a 'short cut' with the WS FTP icon going directly to the program from your desktop.

When you initially start WS FTP, a box will pop up which looks something like this
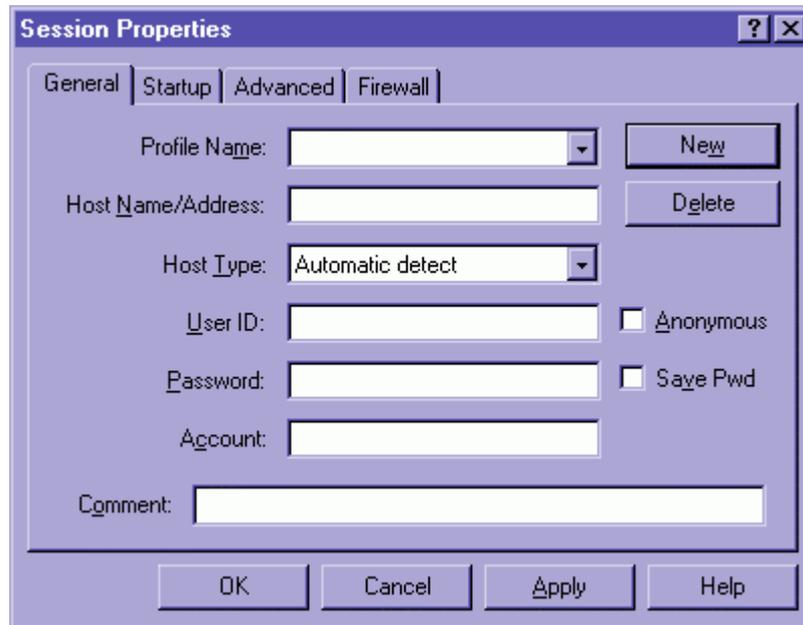
Along the top of the dialog box are four tabs - these are labelled **General**, **Startup**, **Advanced** and **Firewall**.

Initially you will only need to fill in information in the first two, General and Startup.

Information to enter under the 'General' tab

This dialog box will hold the information about your connection to the Grid server at NTL in Luton. You'll need to enter this information once and save it as your 'Profile' so that next time you come to transfer your files using FTP, you will not need to enter all of the information again.

If you click on the drop down list next to **Profile Name**, you will see a long list of FTP sites, which are pre-entered into the program. To prevent confusion, you can if you wish, delete these, one at a time using, the **Delete** button.

Entering your details into a WS FTP profile

- Press the **New** button to create a new Profile to hold your school's FTP details. Then enter the following:
- **Profile Name** - enter a profile a name - something like **My school's web site**.
- **Host Name/Address -** enter **www.thegrid.org.uk**
- **Host Type** - leave as it is, on Automatic detect
- **User ID** - enter the FTP username you have been given - note that this is case-sensitive, i.e. myschool is different to MySchool. **Do not tick the 'Anonymous' box.**
- **Password -** enter the FTP password you have been given. This is also case-sensitive.

Important Security Note
If WS FTP is installed on a computer used by other people, do **not** check the **Save Pwd** box. If you do, someone else who uses the computer can access your school's web site and deface it, or upload other material. If you are sure that no one else will use your computer, you may check this box so that WS FTP will remember your password, meaning that next time you will not need to enter it.

When you have done the above, the dialog box should look something like this:
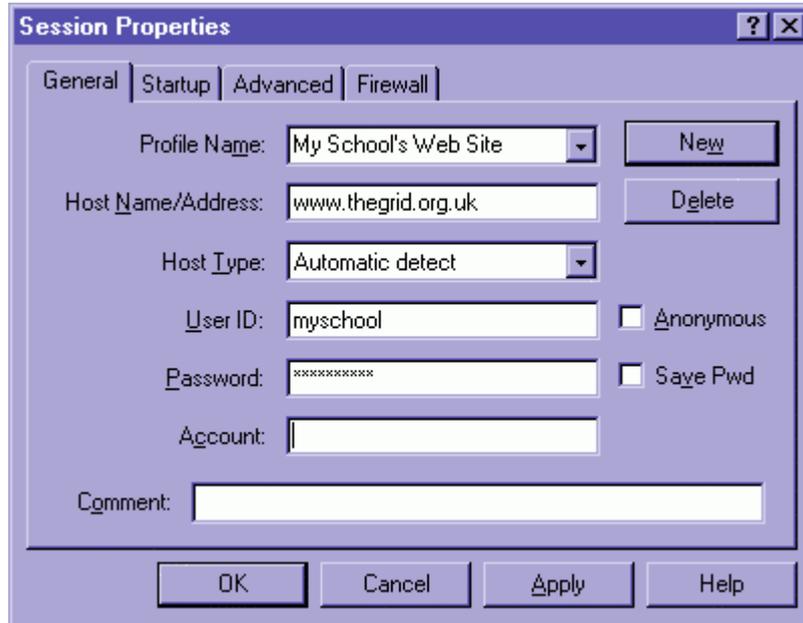
Information to enter under the 'Startup' tab

- Click on the **Startup** tab. The dialog box will change to something like this:
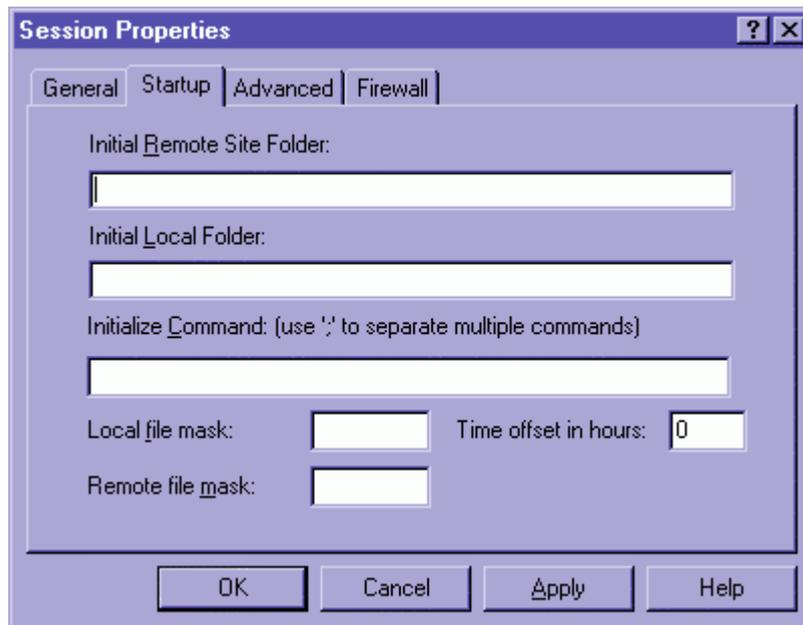
You only need to enter one piece of information in this tab.

- In the **Initial Local Folder** field, enter the location of your web site files on your computer (the one you are sitting at). Unfortunately there is no browse button to find the location, so you need to key it in.

If your files are in a folder called **my web site** within the **My Documents** folder on drive **c:**, then you need to enter **c:\My Documents\my web site** in this box, so it looks something like this:

When this has been typed in correctly, click the **Apply** button and then the **OK** button (the program may ask you to re-enter your password).

If you have entered the username and password details correctly, the program will connect your computer to the Grid computer and you should see two lists of files.

Connecting to the Grid computer and uploading your website

Connecting your school computer to the Grid computer
- Go to **Start > Programs > Ws_ftp** or click on a shortcut icon, if you have set one up. The program will begin.
- Enter your password
- Click on the **Connect** button.

Once you have connected to the web server, WS FTP will show two lists of files:

Local System.   **Remote Site.**
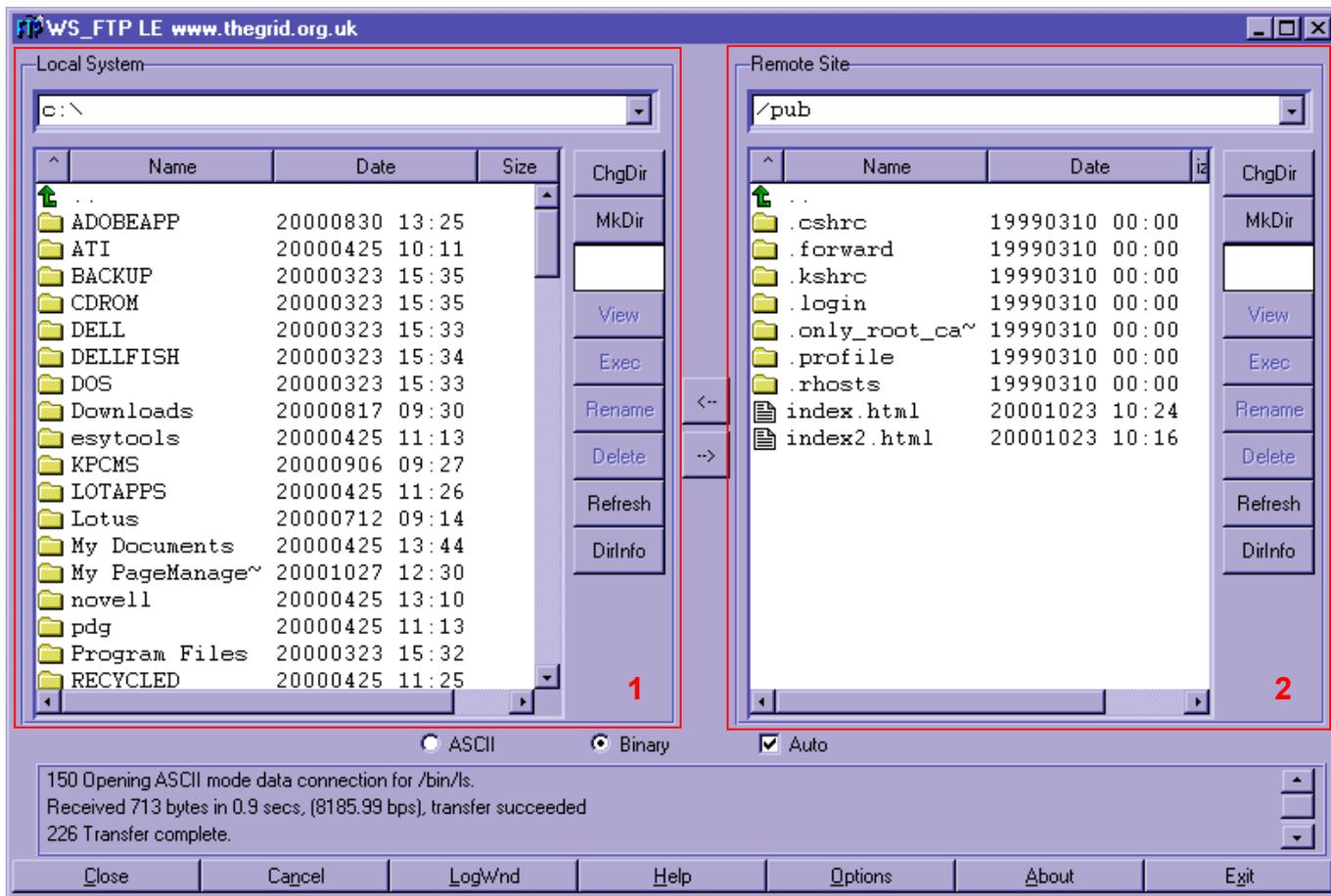
The list on the left (**1**) shows the files which are on your computer (the one you are sitting at). This is labelled **Local System**.

The list on the right (**2**) shows the files on the web server (the one at NTL). This is labelled **Remote Site**.

Transferring files from your computer to the Grid computer:
- Select a file by clicking on it **once** with the left mouse button. Then work out if it should be transferred as **ASCII** or **binary** using the **reference list** below.
- When you have worked this out, select the ☐ ASCII or ☐ Binary button in the centre of the window as appropriate.
- Click on the file **once** in the left hand window so it is selected.
- Click on the **arrow button** pointing from left to right   You should see activity in the lower part of the window followed by a 'chiming' sound, which indicates that the file has been transferred correctly. It's as simple as that! The file is now accessible via the Internet at www.schoolname.herts.sch.uk. Problems with connecting or transferring files are met with an "Uh-oh" sound.

- Repeat this procedure for **all** files in your school web site, remembering to switch between **ASCII** and **binary** according to which sort of file you are transferring. Don't forget to send the image files (**.gif** and **.jpg** files) as well as the **.html** files.

- Now visit your web site to make sure that the new files have been transferred OK! If you revisit the site you may see old versions of the pages; to ensure that you see the latest ones hold down **Shift** or **Ctrl** while clicking the **Reload** (when using Netscape) or **Refresh** (when using Internet Explorer) buttons in your browser.

## Automating the transfer of files to ASCII or binary

If you want to skip the stage above where you need to manually tell WS FTP whether or not a file should be transferred as ASCII or binary, you can adjust WS FTP so that it automatically 'knows'.

What you are about to do:

By default, WS FTP will transfer all files as **binary** unless you indicate otherwise by clicking the
○ ASCII button in the centre of the window. It is possible to define a list of file types which should always be transferred as ASCII. Every time you try and transfer a file WS FTP will look at this list of 'ASCII-type files' and see if the type of file you are transferring matches that list. If the answer is **yes**, then the file is transferred as ASCII, if the answer is **no** then it is transferred as binary.

What to do:

- Click the **Options** button at the bottom of the WS FTP window. A small window entitled **WS FTP LE Properties** will appear. This looks very intimidating, but don't worry, we are only going to enter information on two of the 'tabs' - **Session (cont'd)** and **Extensions**.
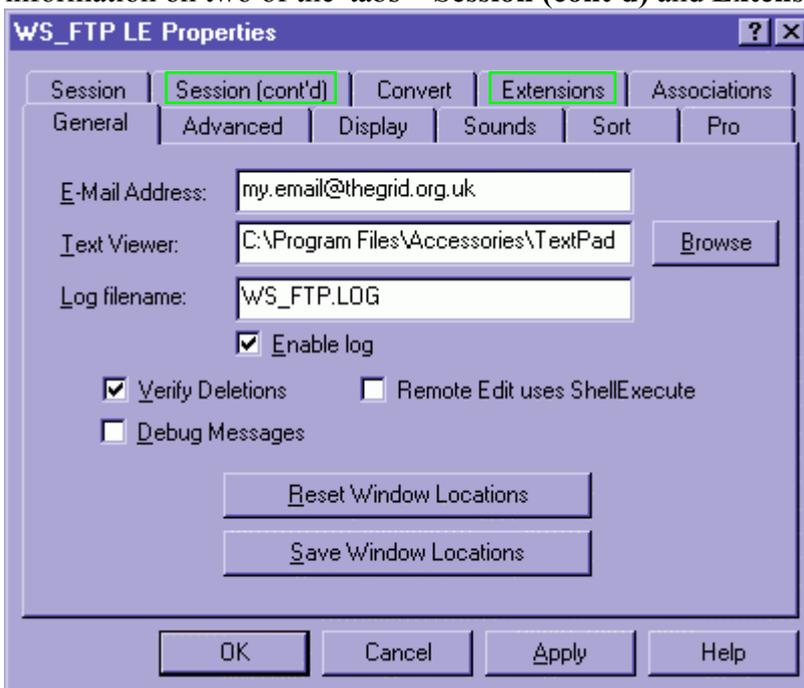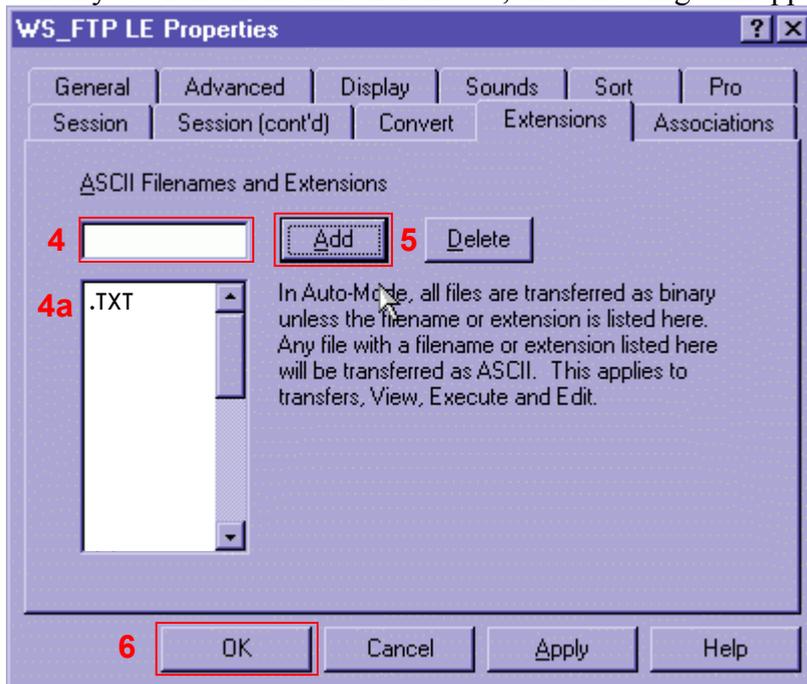
- Click on the **Session (cont'd)** tab. You should see the options below.
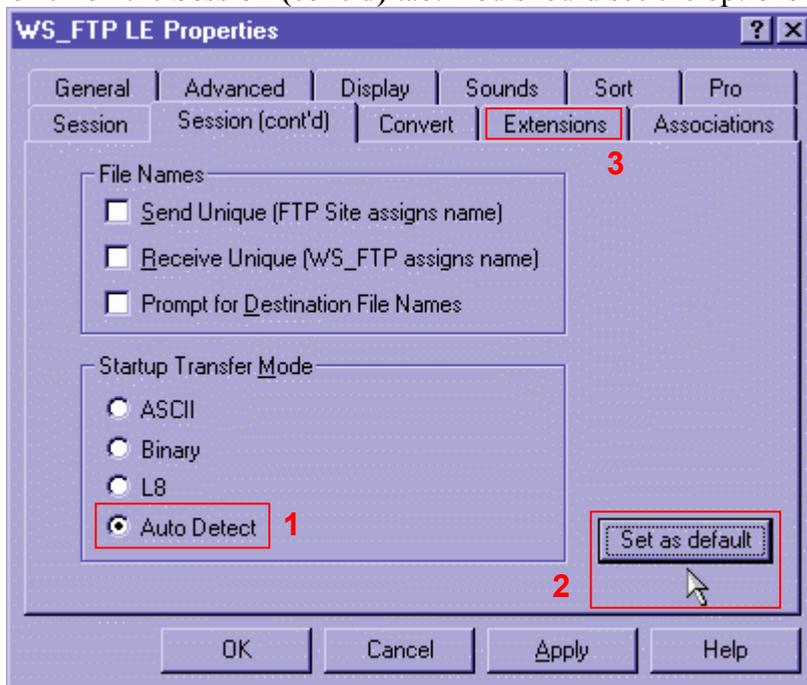
On this particular tab you need to do **two** things. The first is to set the **Startup Transfer Mode** as **Auto Detect** (**1**). When you have done that, click the **Set as default** button (**2**). Don't click the **OK** button yet, instead click on the **Extensions** tab (**3**).

- When you click on the **Extensions** tab, the following will appear.

The list of file types (**4a**, which is initially blank apart from **.TXT**) lists the types of files which are transferred as ASCII when you tell WS FTP to use its **auto** function. What we now need to do is use the white box (**4**) and the **Add** button (**5**) to add the other ASCII file types. Here are the file types which you should add to the list and how to do it:

- Enter **.html** in the text box (**4**) then click **Add** (**5**). **.html** should be added to the list (**4a**).
- Enter **.htm** in the text box (**4**) then click **Add** (**5**). **.htm** should be added to the list (**4a**).
- Enter **.css** in the text box (**4**) then click **Add** (**5**). **.css** should be added to the list (**4a**).

If you make a mistake and add the wrong type of file, select it in the list (**4a**) and click the **Delete** button. When you have added these, click the **OK** button (**6**).

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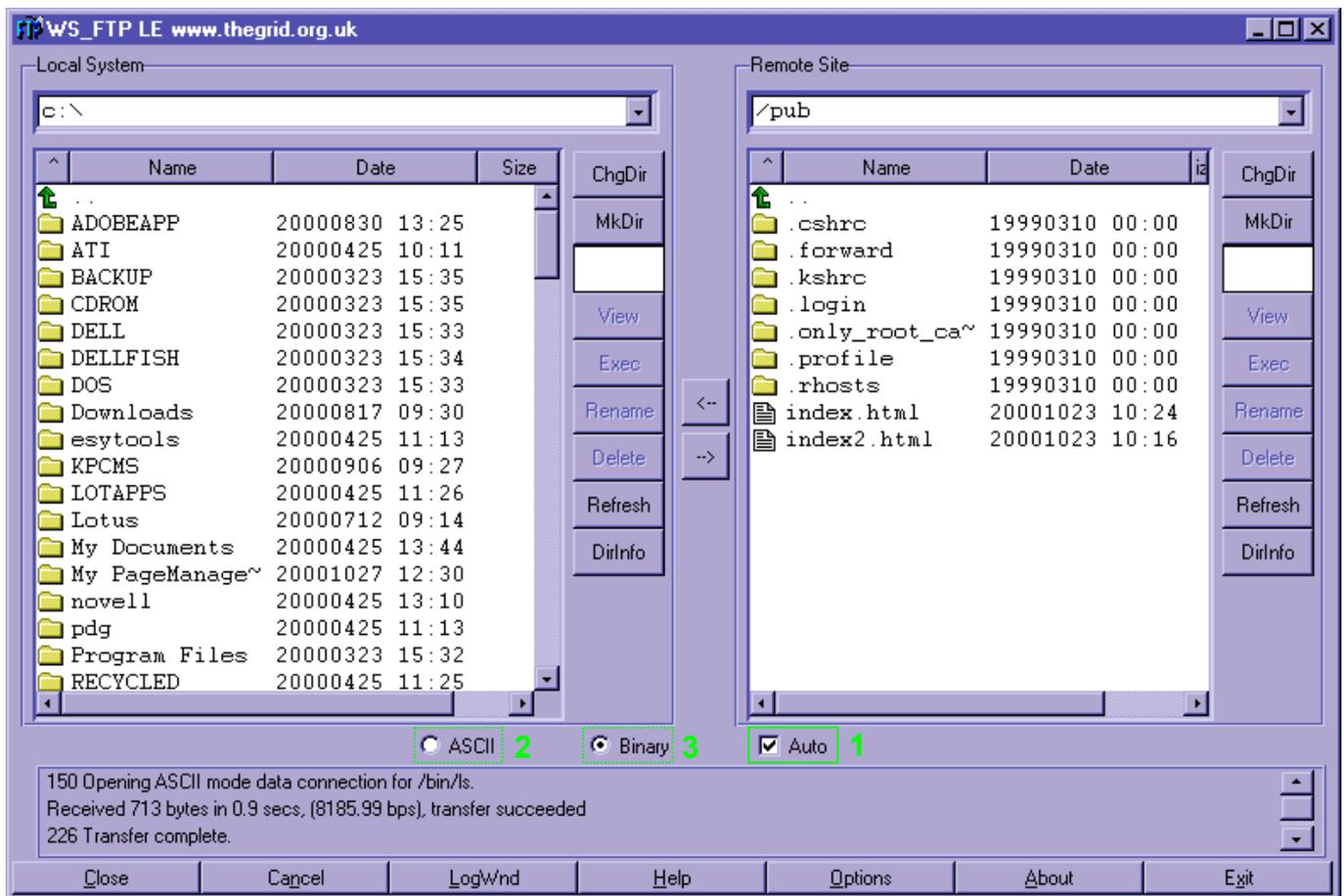
Once you have done this, you can click the **Connect** button on the main window to connect to your school web site. When you start up you should see that the **Auto** box (**1**) is checked - **do not** uncheck this, or if at any stage you do, simply check it again. When the **Auto** box is checked and you transfer a file, the **ASCII** or **binary** indicators (**2** & **3**) should switch according to what sort of file is being transferred. You can transfer a number of files and folders at once by *either*

a. holding down the **Ctrl** key and using the left mouse button to select the files you want *or*
b. selecting the first file you want with the left mouse button, holding down **Shift** and then click on the last file you want to select - all the files in between will be selected

Once you have selected all of these files, click the [-->] button to transfer all of them across to the server at Luton. As long as you have the **Auto** box checked, the files will be transferred in the correct format.

Further Help

If you require further help with uploading your school web site, and are having problems that are not covered in this paper, please call:

Karen Sidwell or Ian Usher, Hertfordshire Grid for Learning Web Editors Tel: 01582 830334

Reference list of WS FTP LE elements which you will use:

What it looks like	What it does
-->	Transfer file(s) or folder(s) from your computer to web server
<--	Transfer file(s) or folder(s) from web server to your computer
ASCII	Set file type to ASCII for transferring text and HTML files

Files with the following extensions should be transferred as ASCII (the letters after the full stop in the filename):

> **.txt** Plain text files
>
> **.html** or **.htm** Web pages
>
> **.css** Cascading Style Sheets

Binary

Set file type to binary (or transferring other types of files

Files with the following extensions should be transferred as binary (the letters after the full stop in the filename):

> **.doc** Microsoft Word documents
>
> **.rtf** Rich Text Format documents
>
> **.xls** Microsoft Excel spreadsheets
>
> **.pdf** Adobe Acrobat documents
>
> **.jpg** or **.gif**   JPEG and GIF image files

Move up through the folders on your computer

Double clicking on this displays the list of files above the current directory - e.g. it would move you from **C:\My Documents\web** up to **C:\My Documents**

Refresh	If you have made changes to the files on your computer click this button to ensure that the list of files shows the latest changes you have made.