

Netscape Composer (version 7): Publishing/Uploading a Composer page. 6 Steps

This Step-by-Step explains the procedures for transferring your Netscape Composer webpage from your desktop folder to the web server so it can be viewed on the Internet. The procedure assumes that you have already created and saved a page using Netscape Composer version 7.0 or higher

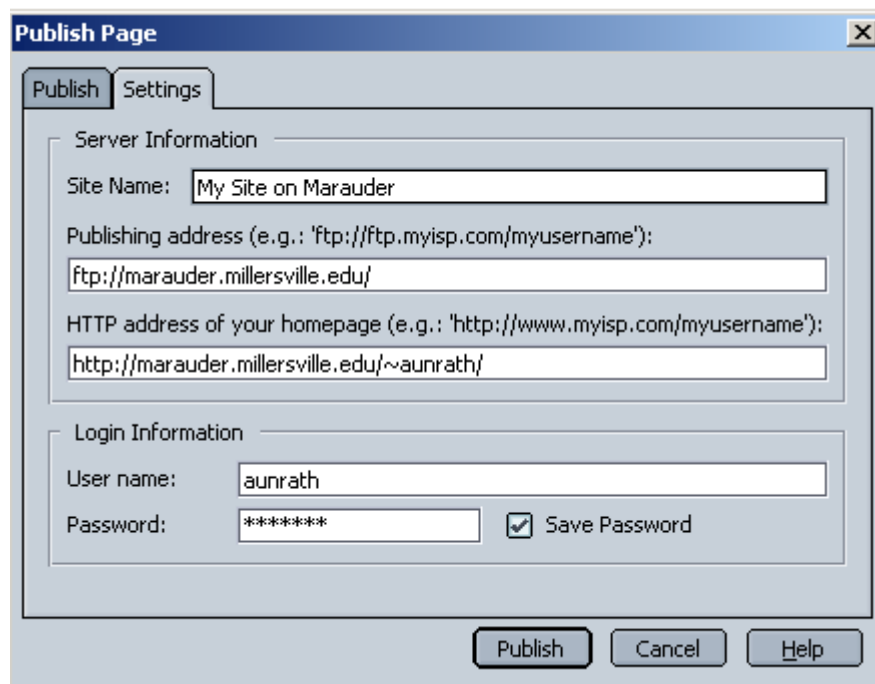
How to Transfer (Upload) Your Web Page Files

1. If the Web page file you want to publish isn't already open, open it in Netscape Composer
2. From the File dropdown menu, select **Publish As**. This will display the "Publish Page" dialog box.

The Settings Tab

3. The first time you publish a page, options on the **Settings** tab will be displayed (see figure 1)
4. Enter the following information in the appropriate text boxes. The information you enter will be retained for future publishing.
 - **Site Name:** A descriptive name for the website you're publishing
 - **Publishing Address Students:** Enter the publishing address in the following format: <ftp://marauder.millersville.edu/>
Students: the **account** is your marauder e-mail User name.
 - **Publishing Address Faculty:** Enter the publishing address in the following format: <ftp://muweb.millersville.edu/>
Faculty: **account** is the webspace name you would have requested from the [campus web account manager](#).

Figure 1. "Publish Page" Dialog Box – Settings Tab



The Publish Tab

5. To publish a page, click the **Publish** tab. The following information should already be entered. **Note: This tab will be displayed automatically if you entered Settings information during a previous Composer session.**
 - **Page Title:** If you gave the page a title during the web design process, it will be entered here. If not, enter a title now. This is the information that will be displayed in the Title Bar of the browser window when someone visits the page.
 - **Filename:** The name of the file to be transferred (e.g., index.html). Click **Publish** to transfer the file (see Figure 2, below). A message box will tell you if the transfer was successful (and you will have to click the **OK** button to clear the box from the screen).

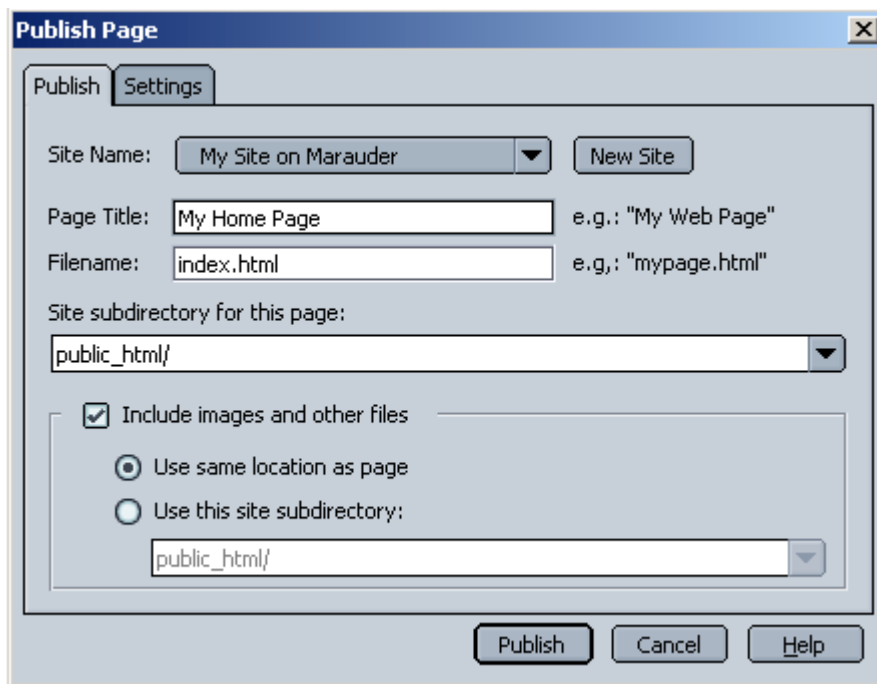


Figure 2. "Publish Page" Dialog Box -Publish Tab

Web Page Location (or URL – Uniform Resource Locator)

6. After you've finished the publishing procedure, you'll probably want to look at your Web site – and tell others where to find it.
7. If your main Web page file is called index.html your Web page address is: **http://marauder.millersville.edu/~account/**
Where account is your campus account (e.g., xyz12345 or hcxyz123). Make sure to include the tilde (~) character.
8. The Web address for any page other than index.html is of the format: **http://marauder.millersville.edu/~account/filename**
Where account is your account number (e.g. xyz12345 or hcxyz123) and filename is the name of your Web page file (homepage.html, for example). Again, make sure to include the tilde (~) character.

Questions?

- The Help Desk is located in the Boyer Building – (717)871-2371

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