

Publishing/Uploading a Nvu page 9 Steps

This Step-by-Step explains the procedures for transferring your Nvu web page from your desktop folder to the web server so it can be viewed on the Internet.

This Step-by-Step assumes that you have already created and saved a page using Nvu.

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 Nvu.
- 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, option on the Settings tab will be displayed.
- 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.
- **Web Site Information:** Enter in the HTTP address of your website.
- **Publishing address:** Enter the publishing address in the following format:
 - **Students:** ftp://marauder.millersville.edu/
The account is your marauder e-mail username and password.
 - **Faculty:** ftp://muweb.millersville.edu/
The account is the webspace name you would have requested from [campus web account manager](#).
- **NOTE:** select save password only if you are using a secure computer. Do not save your password on a public computer!

The screenshot shows the "Publish Page" dialog box with the "Settings" tab selected. The "Site Name" field contains "My website". The "Web Site Information" section has an "HTTP address of your homepage" field with the value "http://marauder.millersville.edu/~mrschuma/". The "Publishing Server" section has a "Publishing address" field with the value "ftp://marauder.millersville.edu/" and a "Select directory" button. The "User name" field contains "mrschuma" and the "Password" field contains "*****". The "Save Password" checkbox is checked. At the bottom, there are buttons for "Publish", "Cancel", and "Help".

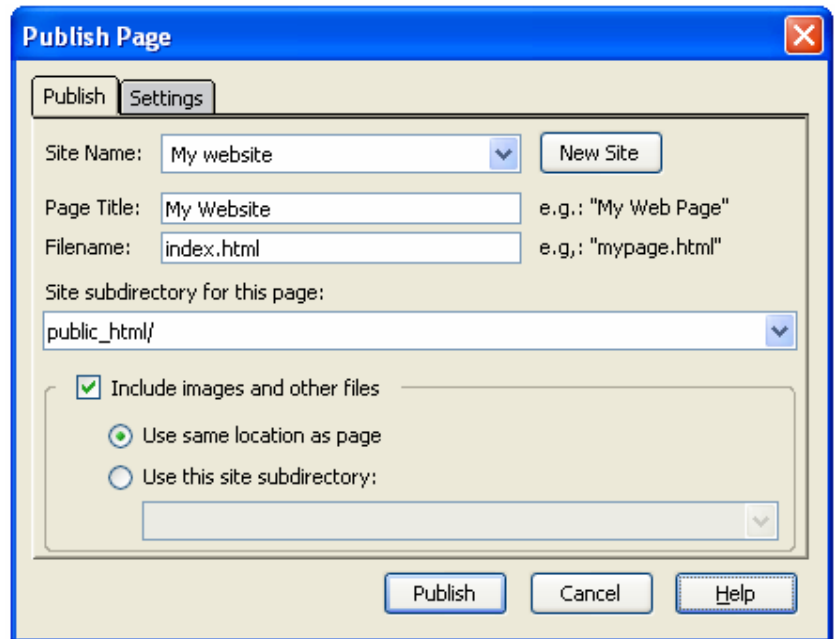
The Publish Tab

5) To publish a page, click the **Publish** tab. The following information needs to be entered.

Note: This tab will be displayed automatically if you entered Settings information during a previous Nvu 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).
- **Site subdirectory for this page:** For Millersville websites, enter public_html/ in order to have the page properly set.

6) Click **Publish** to transfer the file. A message box will tell you if the transfer was successful (and, by default, the box will disappear after a short time).



Web Page Location (or URL – Uniform Resource Locator)

7) After you're finished the publishing procedure, you'll probably want to look at your web site – and tell others where to find it.

8) If your main web page file is called index.htm or 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.

9) The web address for any other page other than index.html is of the format:

http://marauder.millersville.edu/~account/filename

Where account is your campus account (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