Evenlink User Documentation - Personal Webspace

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Chapter 1. Using your Evenlink web space

Abstract

This document explains how to develop and maintain your personal web pages with Evenlink. It is designed to be useful for all levels of experience in web development. If you are very experienced with using either Frontpage, or an FTP client to access web space, then the Quickstart section will give you the information needed to get connected and uploading fast. If this is your first time creating a website, then the detailed steps section will take you through the whole process. If you are somewhere in between those two levels of experience, then each part of the detailed steps section begins with a summarized procedure, that may be enough to get you going. Of course if you need more detail during a certain part, the detailed steps are there to help demonstrate. Finally, links to resources on the web related to web development are provided.

You can also download the PDF version of this document [webspace.pdf]

Quickstart

If you just need to know the server information for uploading files, and the URL that they will be accessible from, here they are.

FTP host name: users.evenlink.com

FTP user name: your full primary email address e.g. user@evenlink.com

FTP password: your password. Usually the same as your dial-up password, or primary email address password.

URL: http://users.evenlink.com/<your user name>

Replace <your user name> with the first part of your email address. The part before "@evenlink.com."

When you login with FTP, you will automatically be taken to your top-level directory on the web server. You will want to upload your "home page" here.

Your home page's file name must one of the following:

default.htm

index.htm

index.html

You may create sub-directories beneath your top-level directory to further organize your site. Executable files, such as the various types of CGI, and Frontpage extensions are not supported on user web space. Please contact `<sales@evenlink.com>` if you have a requirement for these.

The total amount of disk space available for your website is 20 Mb.

If you don't have an FTP program, or frontpage, you can download Filezilla: http://filezilla.sourceforge.net

Overview

What is user web space?

If you are a current customer with a "New Basic," "New Plus," or DSL account (residential or business) then you have available for your use 20 MB of disk space on our user web server. You can upload files to this space which will then be accessible to anyone from the Internet.

You can use this web space to hold any content you wish, as long as it doesn't violate our customer policy [http://www.evenlink.com/Customerpolicy.asp], or applicable state and federal laws. Check the links to further reading.

How does it work?

Essentially, a web server is nothing more than a computer with software designed to allow people to connect to it from the Internet specifically to view files in the form of web pages. Ultimately, web pages are text files containing instructions that browser programs, such as Internet Explorer, Netscape, and Firefox, can interpret to display text, images and other content on the screen for a visitor. If you are reading this document online, then your browser is interacting with a web server. At some point you either typed a URL (Uniform Resource Locator) into the address bar, or clicked a link to a URL that brought you to this page. When the browser is directed to "go" to a certain URL, it looks up the host name contained in the first part of the URL, e.g. www.evenlink.com, and sends a request to that computer for the file defined by the part that comes after the host name. As long as a file with that name exists on the computer receiving the request, that computer (the web server) will respond by transmitting the contents of that file to the browser of the computer that requested it. The browser then interprets the instructions in the file to properly layout and format the contents of the file on the screen.

Where do the pictures come from?

The file that is sent to the browser is only a plain text file. But, it can contain special instructions that cause the browser to format the text in special ways, such as adding colors, using different fonts, positioning the text in certain places on the screen, etc. Additionally, it can contain instructions that refer to other files, particularly pictures, which the browser then requests from the web server and displays on the screen as part of the page.

What are these instructions?

The text file that is sent to the browser is written using a special language called HyperText Markup Language, or HTML. HTML instructions are referred to as tags. Tags are nothing more than a specific sequence of characters that define a container for some other text. The tags are placed on either side of some plain text and cause the browser to determine that the text denoted is not just plain text but that it is something special.

For example, if I wanted to write some text that you would interpret as a direct quote of something someone said, I would surround the text with quote characters ("").

Benjamin Franklin once said, "A penny saved is a penny earned."

Here I have quoted one of Benjamin Franklin's famous sayings. You can interpret the text between the quotes as *his* words, not mine. In this way, the text between the quotes has special meaning, and is interpreted differently than the other text.

HTML works in much the same way. The tags convey special meaning to the browser about the text between them. Tags almost always come in pairs. Although unlike the quote characters above, the beginning tag is written one way and the ending tag is written slightly differently. Let's say that I am writ-

ing my web page and I want to have some text appear in bold in the visitor's browser. The tags that define bold text begin with and end with . For example, in my HTML page I could type something like this:

One of my favorite historical figures is Benjamin Franklin.

Then when viewed in a browser, from the web server, it would appear this way:

One of my favorite historical figures is Benjamin Franklin.

How do I learn HTML?

The best way to learn most things is by doing it. After you follow the instructions in the next section, you'll have completed a very simple web page. There are tons of resources available on the Internet, in local libraries, and bookstores where you can obtain information on creating web pages. At the end of this document there are some links that will take you to some great tutorials and other resources on the web.

I want to make it clear that *you can* learn this. If you keep the Benjamin Franklin example in mind. You don't have to learn that many tags to be able to produce nice looking web pages. If you just set aside an afternoon for concentrating on learning the basics, you can get quite far, and have a page on the web you can be proud of. As you learn more, you can add content, pages and features until you have developed your *site.*

Aren't there programs that make web pages for me?

Yes, there are many. Later in the detailed steps, I'll cover how to get started with one of the more common programs, Frontpage. Frontpage [http://www.microsoft.com/frontpage/] is a what you see is what you get (WYSIWYG) web page editor. Dreamweaver [http://www.macromedia.com/software/dreamweaver/] is another. These programs allow you to create your web pages in much the same way as you would create a word processing document.

Keep in mind that it would be beneficial to try making at least one web page using a simple text editor, such as Notepad. That way you'll gain a basic idea of what is really going on "behind the scenes." Even if you decide later to use a GUI program for making your pages, you'll still benefit from that knowledge and experience of making a page in plain text HTML.

How do I get my page on the web server?

When you set about making your web page, you first create the file on your home computer. After you have written it, and tested it in your browser on your computer and are satisfied with how it looks, you then *upload* it to the web server. Only you can upload files to your web space, because you need to provide your user name and password, to get permission to upload a file. Typically, all you need is a program that does File Transfer Protocol, or FTP. There are many FTP programs available, including some nice free ones. In the detailed steps section I'll show you how to obtain one, install it and set it up to upload your files.

If you are using a GUI program for making web pages, those programs often have the FTP capability built in. As the first part of the instructions for using Frontpage, I'll show you how to set that up. For any program to be able to use FTP to upload files to your web space you need three pieces of information: the server host name, your user name, and your password.

Detailed steps

Using a FTP client and Notepad

In this method we will download and install an FTP program from the Internet. Then I'll go through how to create a location on your computer to store the local copy of your website. We will then create a simple HTML "home" page. Finally, we'll upload it to your web space and test it.

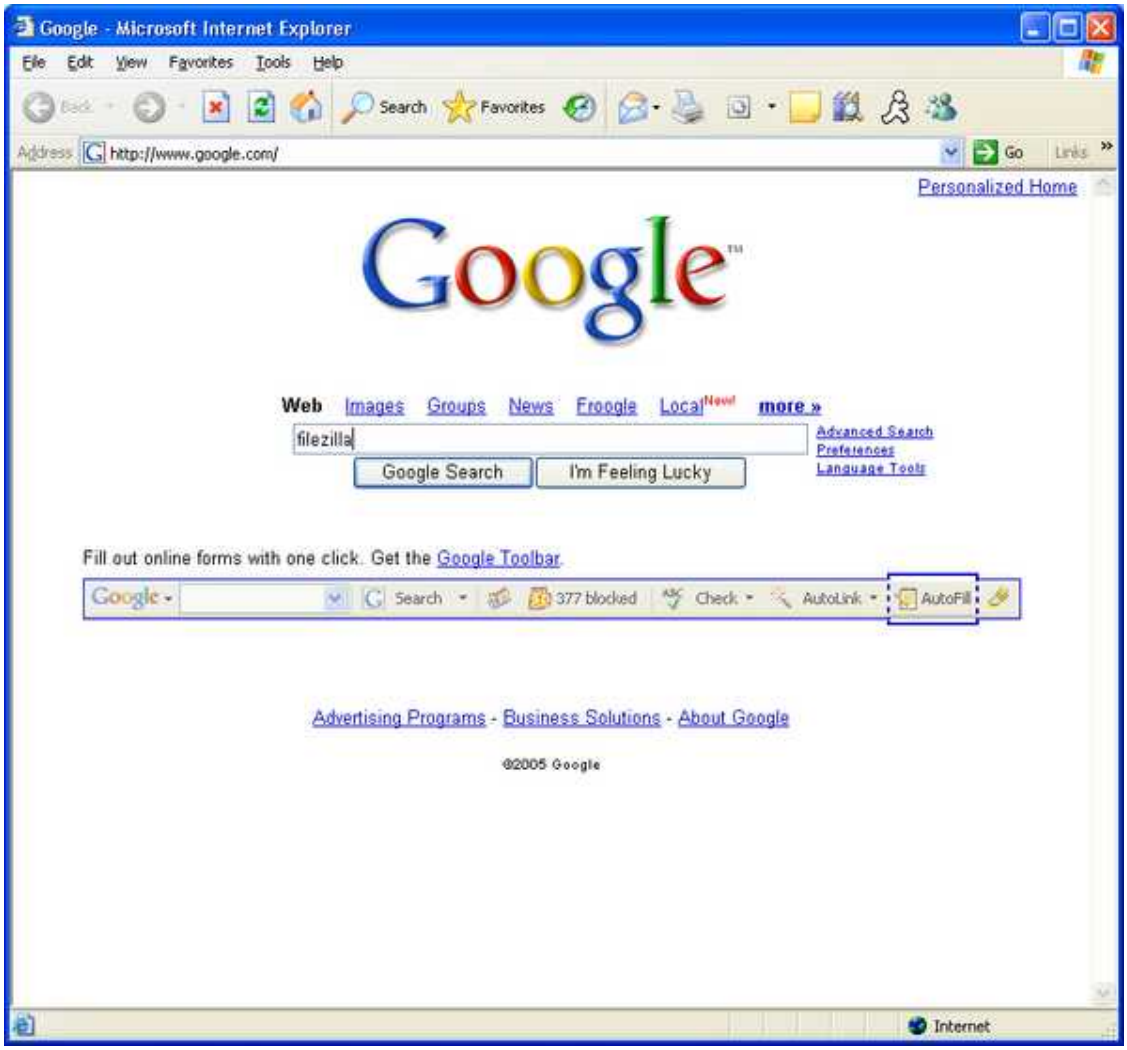
Downloading and installing Filezilla

Filezilla is a free FTP client program that you can download and install on your computer. We'll be downloading it from here [http://sourceforge.net/project/showfiles.php?group_id=21558]. If you are pretty familiar with downloading and installing software, go ahead and do that now. Then continue with the "Editing your first page" section.

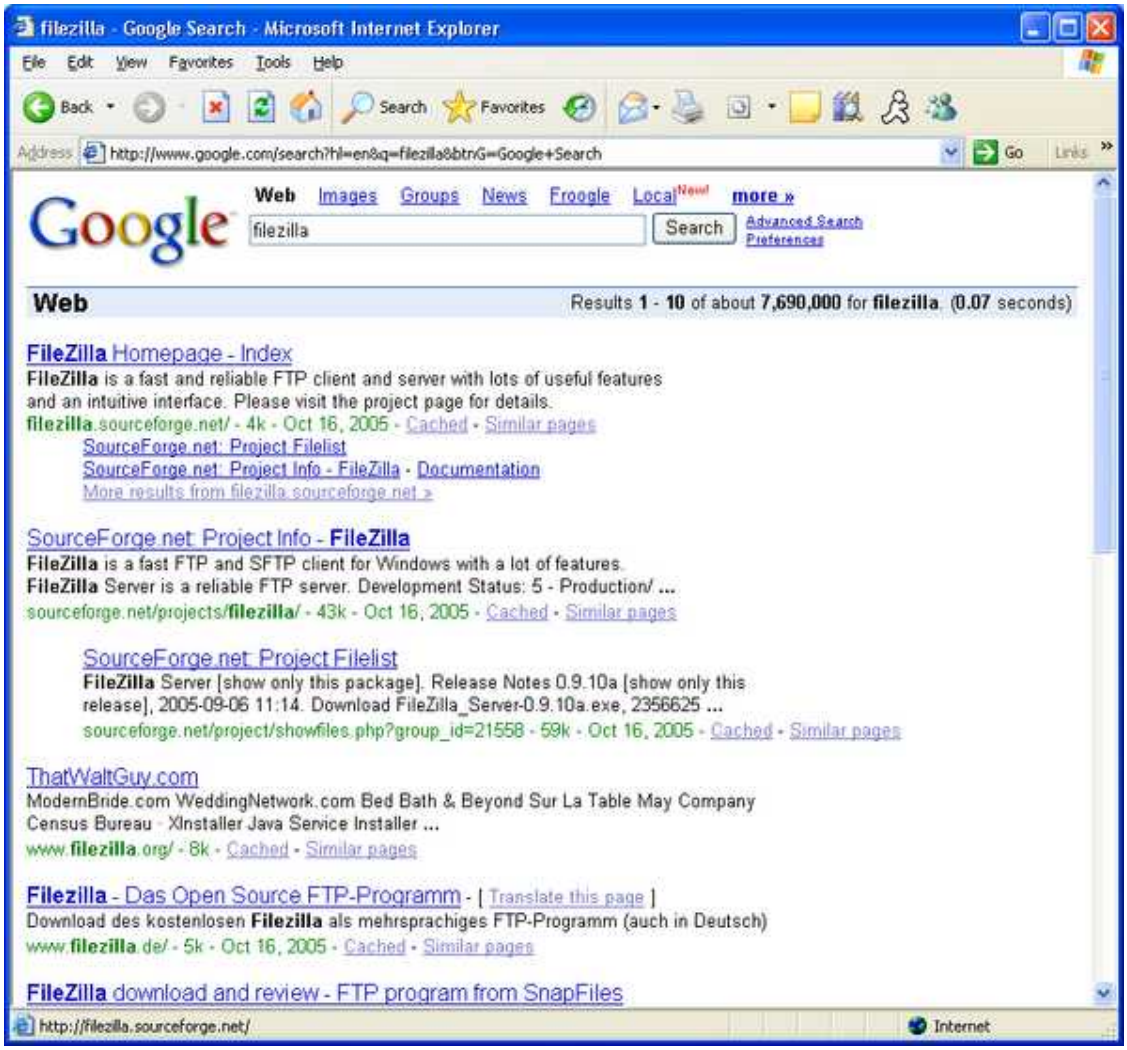
If you are less familiar with downloading and installing software, continue with these steps.

Downloading

Open a search page in your browser, then type "filezilla" in the search box.

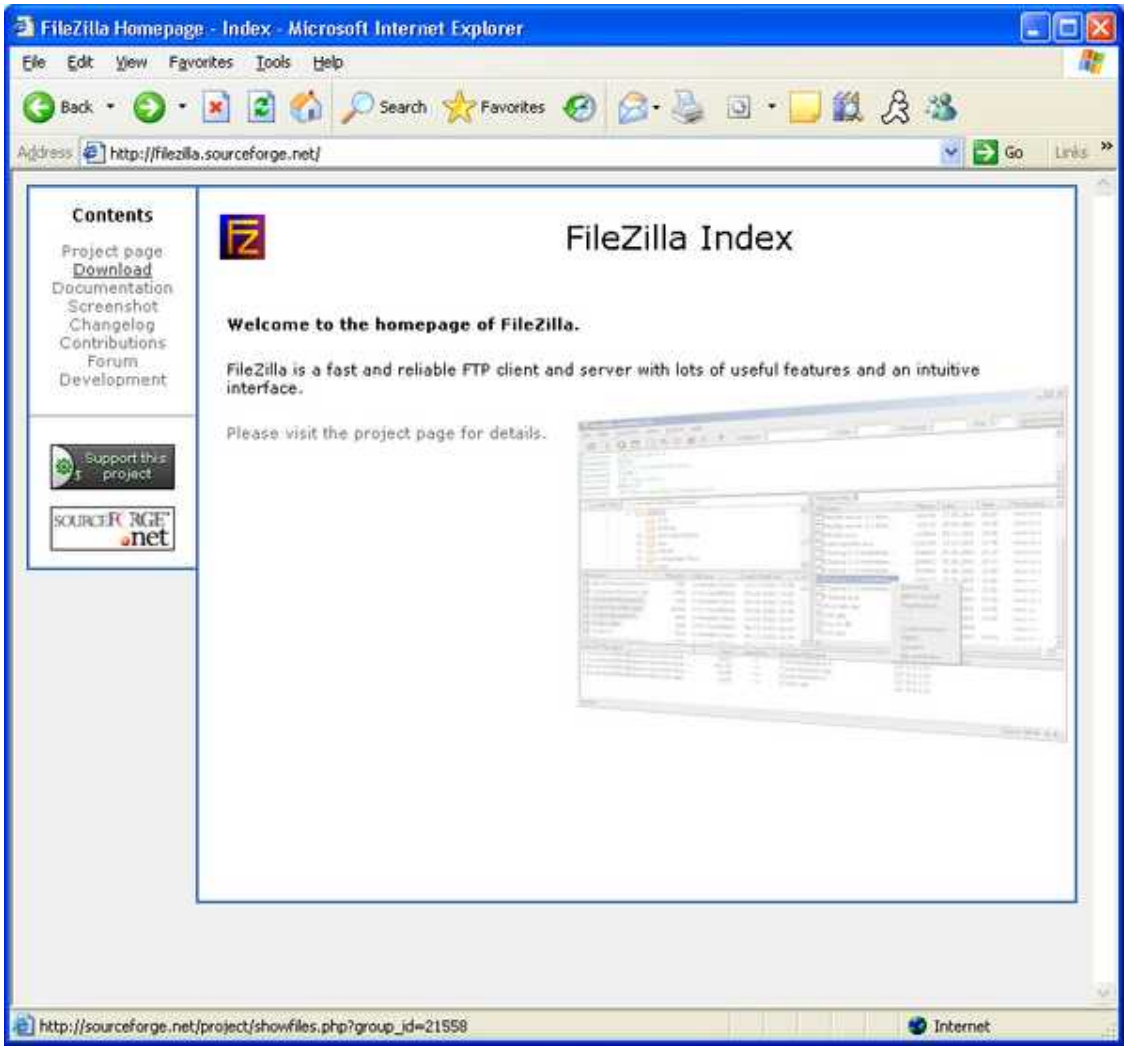


Press the search button. You should see results similar to this.

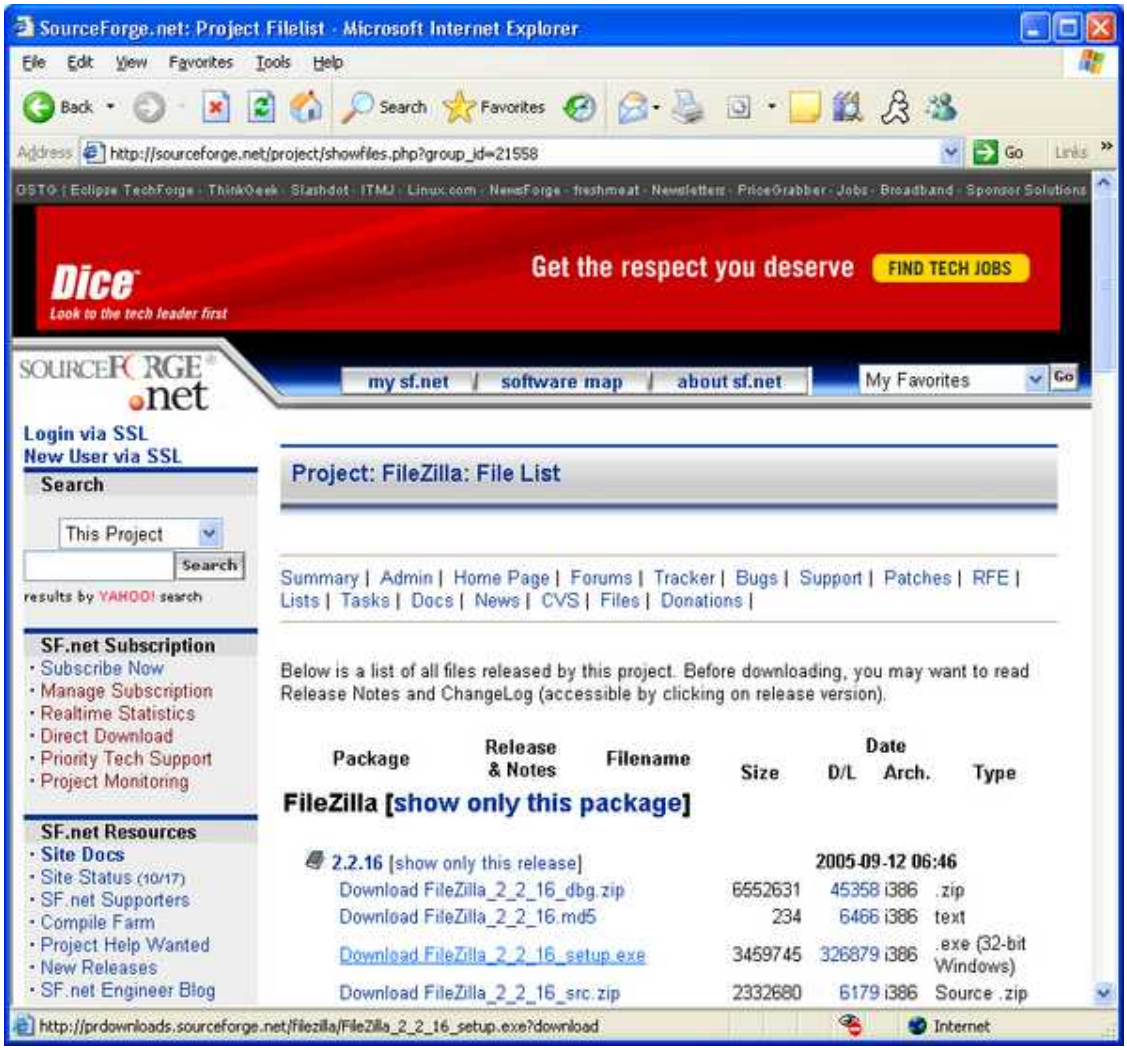


On the results page click the "Filezilla Homepage - Index" link. There is also a link to the homepage in the "Quickstart" section of this document. This page is has lots of information about filezilla. It would be a good page to add to your "bookmarks" or "favorites." You can quickly add it by pressing the control key (CTRL) plus the "D" key on your keyboard (CTRL+D). There probably won't be any feedback that it was added, but if you check your "favorites" or "bookmarks" menu, it should be there. When you get some time, please read through the Documentation [http://filezilla.sourceforge.net/documentation].

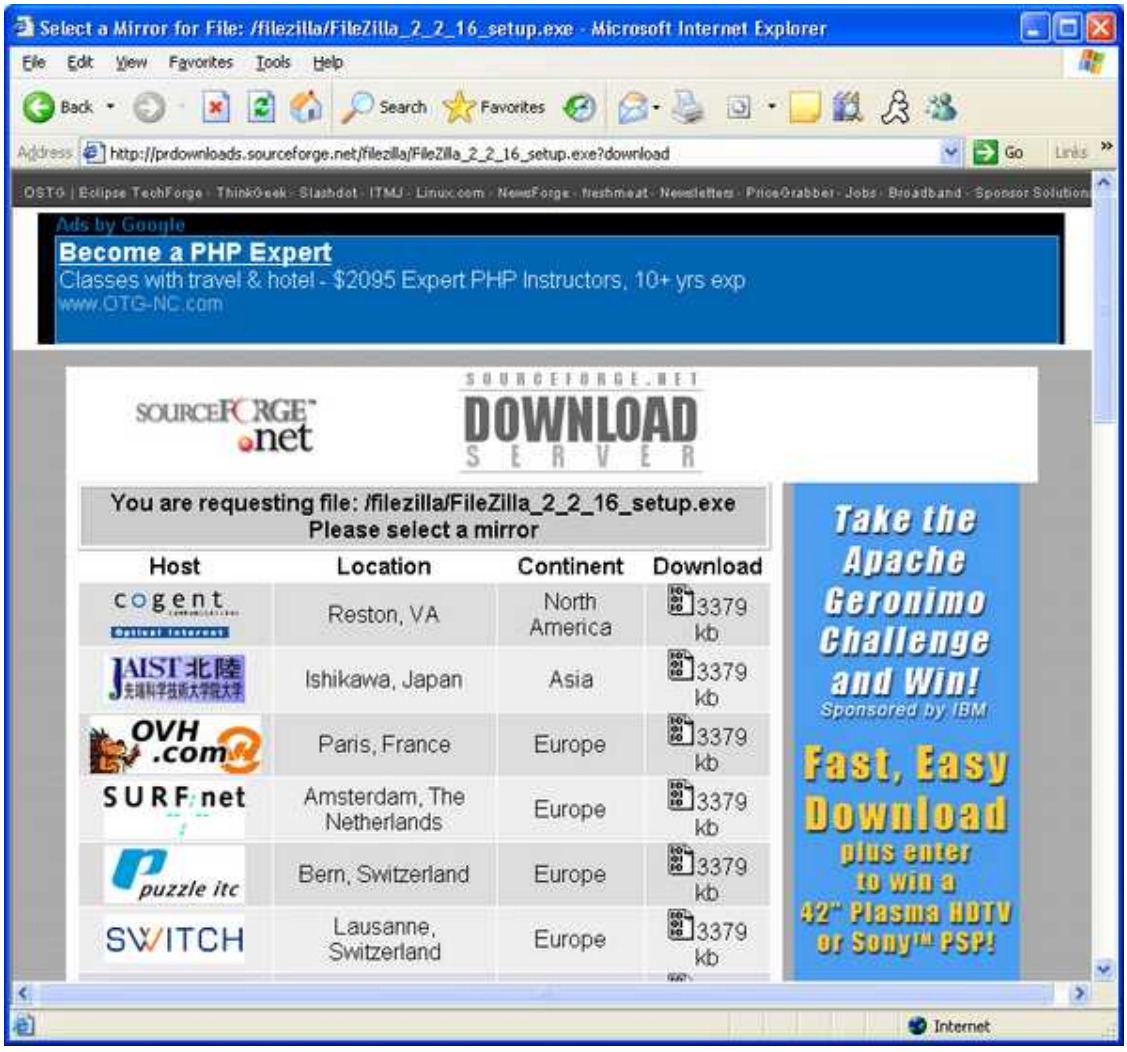
Let's get the download process started. In the menu box on the left of the page, click "Download."



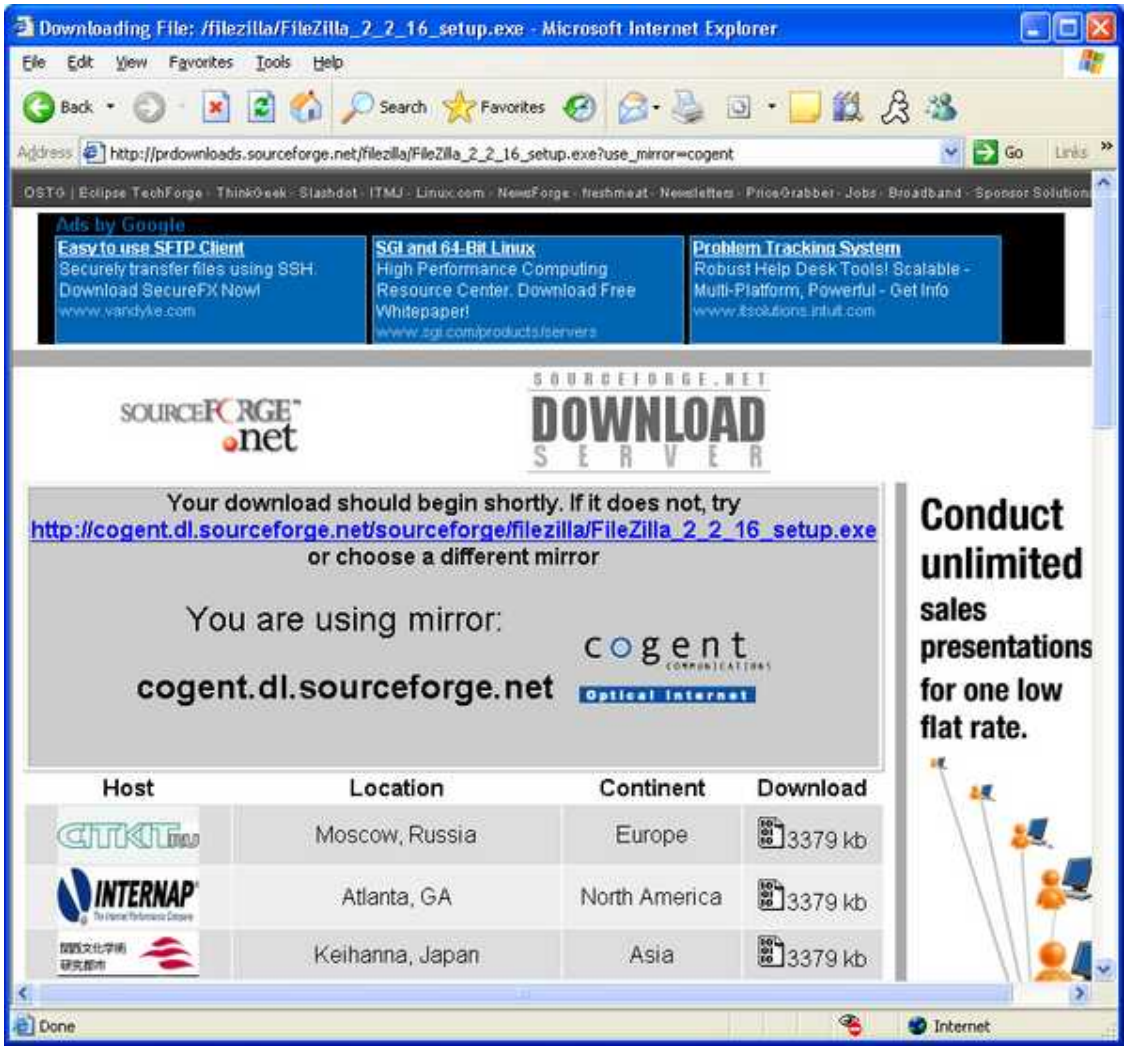
This will take you to the "Project Filelist" on SourceForge.net. The most recent version is at the top of the list. You'll want to get the file that has the type ".exe (32-bit Windows)." At the time of this writing, the most recent version was - FileZilla_2_2_16_setup.exe.



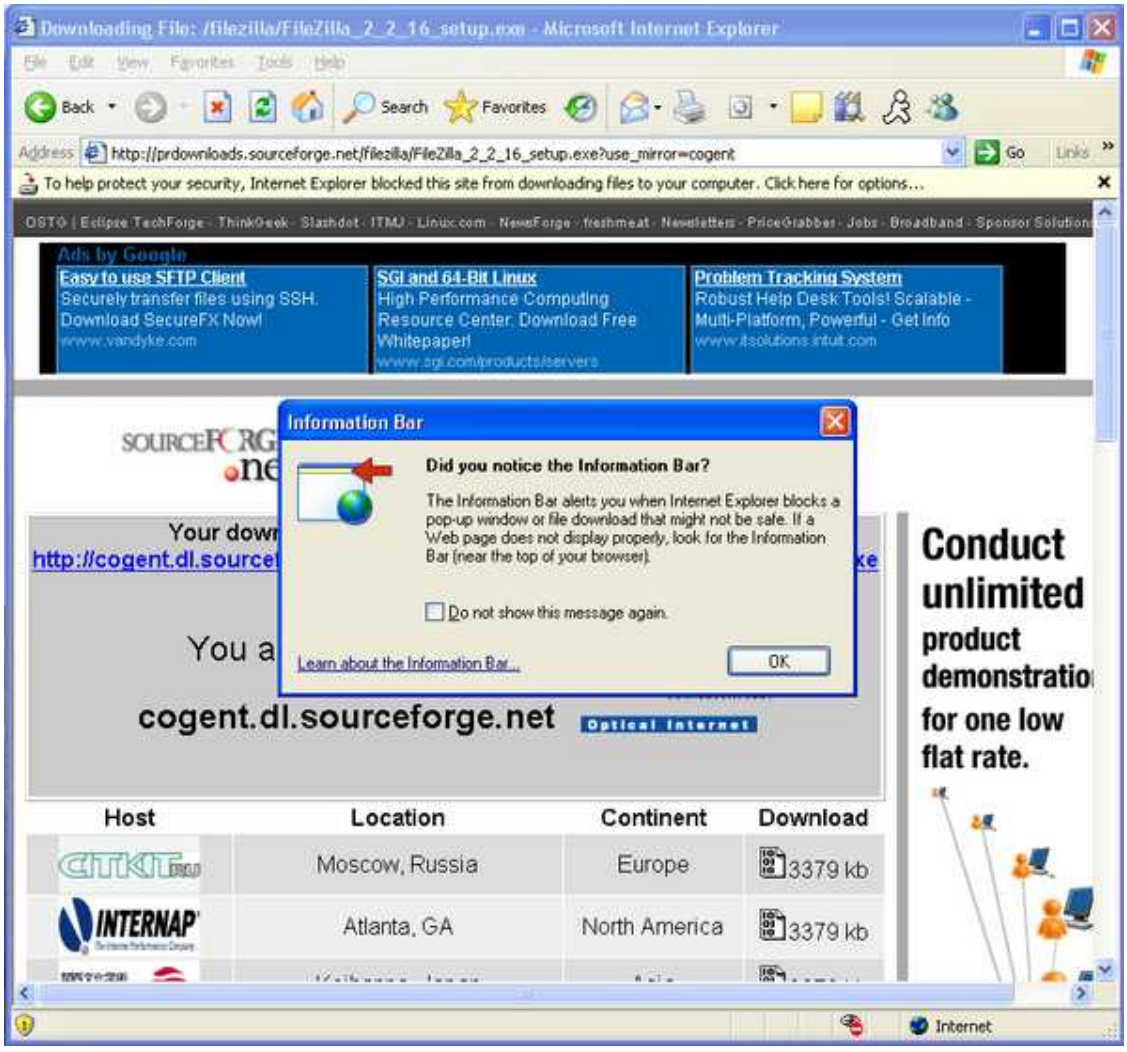
Clicking that link will take you to a list of download mirrors. A mirror is just a server somewhere on the Internet that has a copy of the file. As you can see there are quite a few. Distributing files in this way helps reduce the number of requests that a single server will have to deal with, thus making it more likely that you will get the file as quickly as possible.



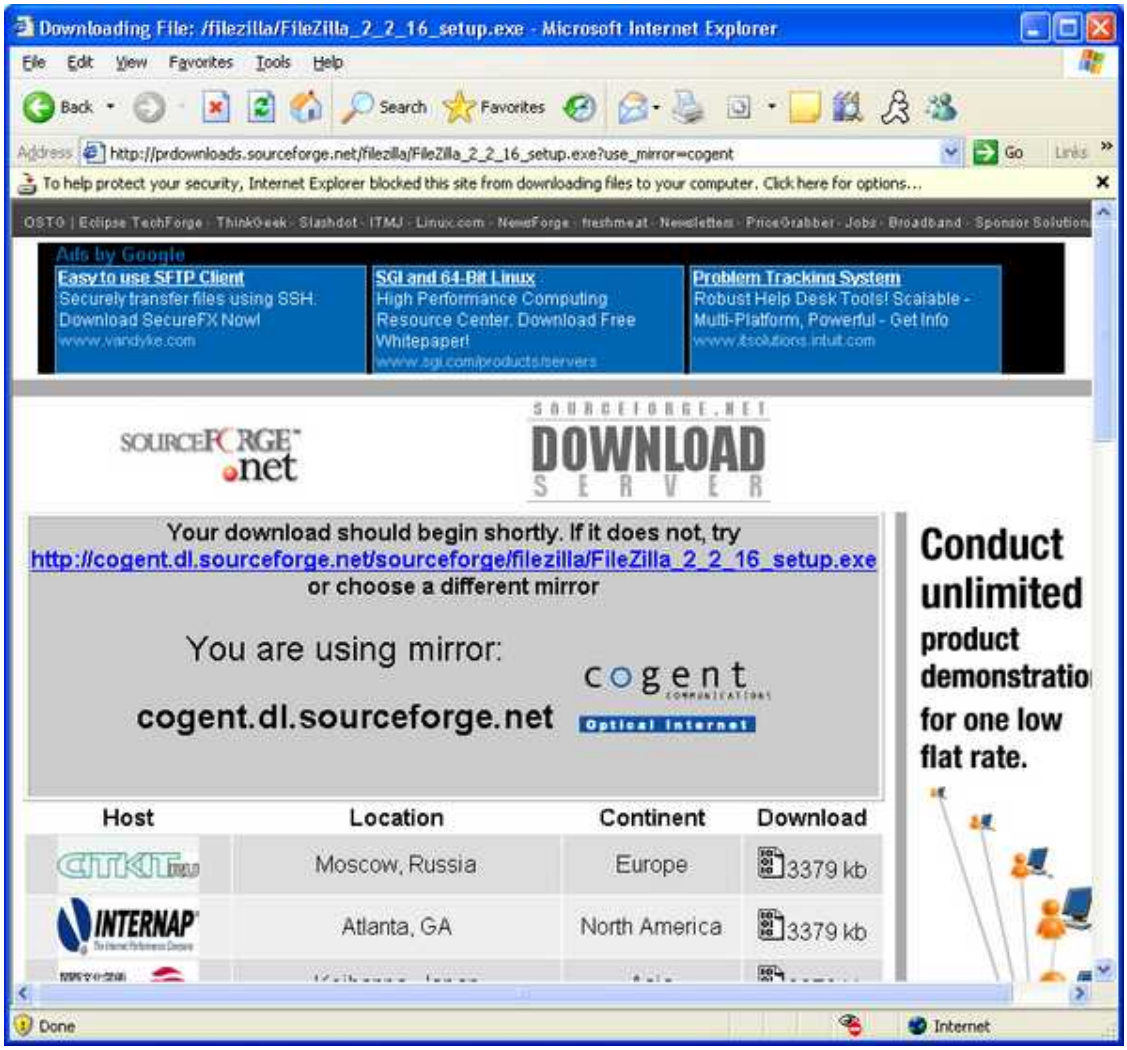
It is preferable to choose a mirror that is close to you geographically. Scroll through the list looking for the mirror closest to you, then click the icon in the "Download" column for that mirror. The page will reload, and the top will tell you that the download "should begin shortly." Give it some time. If it doesn't start, try clicking the link, or choosing another mirror, as the page says.



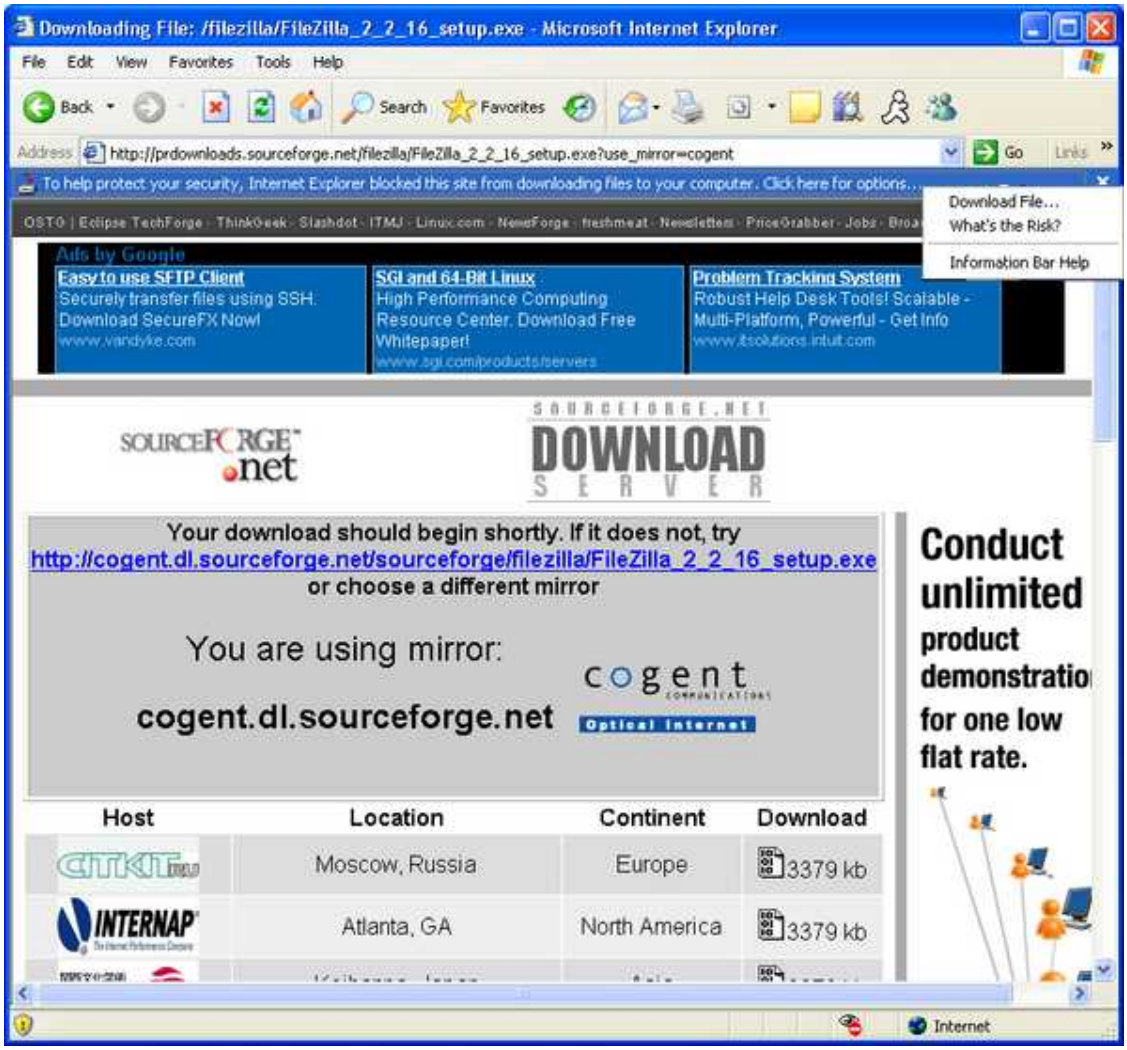
Depending upon your browser's settings, you may get a dialog that says "Did you notice the Information Bar?" If you do, continue on to the next step, otherwise continue here.



The information bar is a feature of newer versions of Internet Explorer. It appears right below the address bar in this screen shot and has the text "To help protect your security, Internet Explorer blocked this site from downloading files to your computer." It also says "Click here for options."

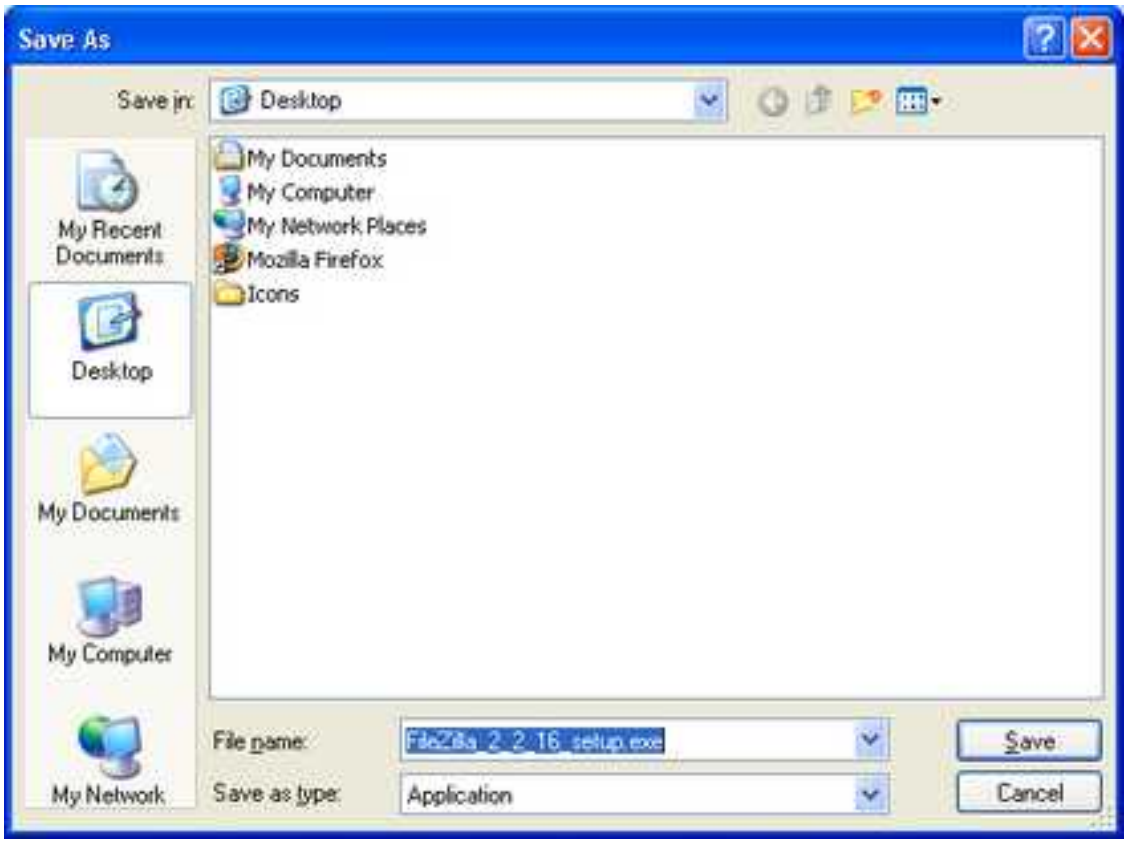


If you click on the information bar, you'll see the options. Click "Download File..."

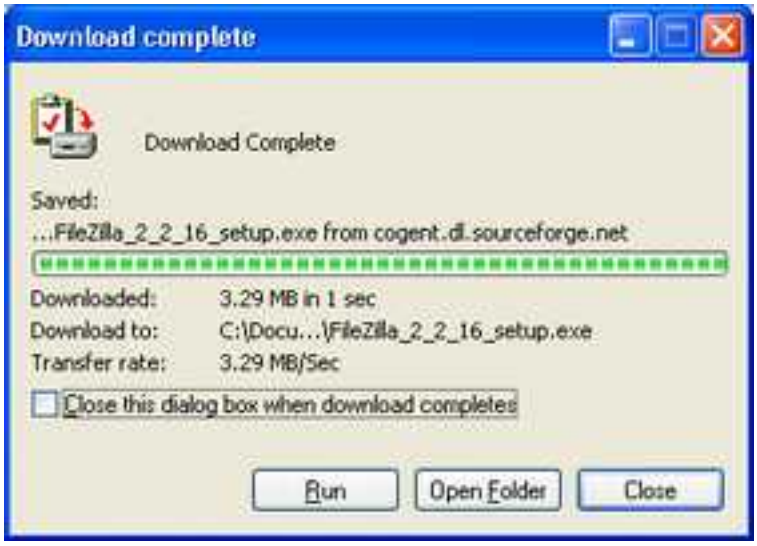


This should bring up the "File Download - Security Warning" dialog. It offers three options: Run, Save and Cancel. It is best to save the file first before trying to install the program, so click "Save."

Now the "Save As" dialog should come up. The "File name" box will already be filled in with the correct file name, so leave this as is. But we do need to make sure that we save the file in an easy to find location. At the top of the "Save As" dialog you should see the "Save In" drop-down. If yours doesn't say "Desktop," then change it by either clicking on the down pointing arrow in the drop-down, or clicking the "Desktop" button on the left side of the dialog. Finally, click "Save" to begin downloading the file to that location.



The dialog will change and show the progress of the downloading process. When it is finished, it will change to the "Download Complete" dialog. At this point, it is probably best to click "Close" to close the dialog, and any other programs you may have running. You may want to leave *this* window, the one you are reading right now, open so you can follow through with the installation instructions below.



Installing

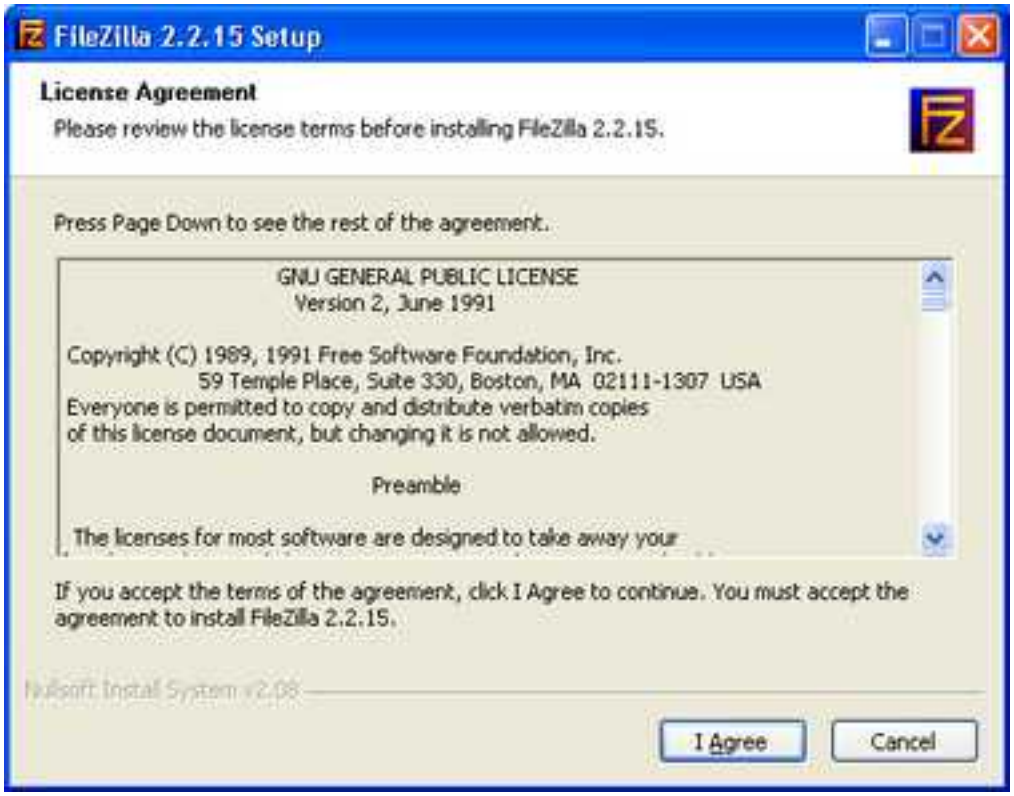
Now you should have a new icon on your desktop. This known as an installer, or setup file. It contains the program *and* other files necessary for installing the program on your computer.

Double clicking the Filezilla setup icon will start the installation process. You may, or may not see the "Open Executable File?" dialog. If you do, click "OK."

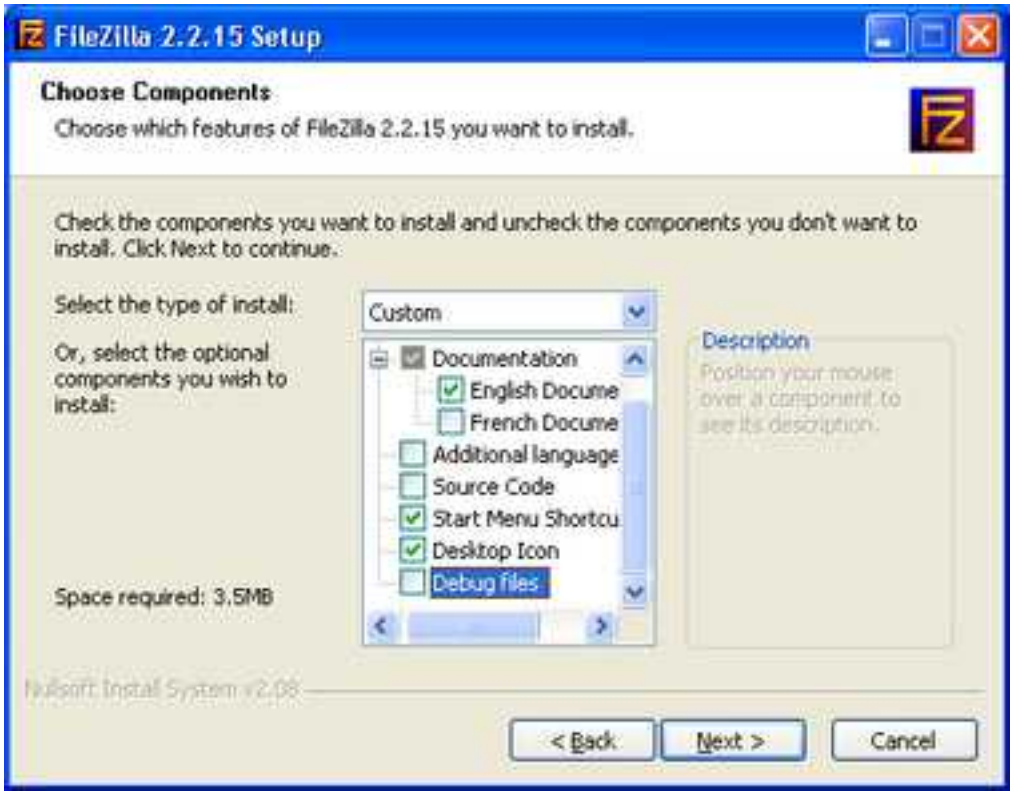
Otherwise, you'll see the "Installer Language" dialog. You'll most likely want to keep this set to "English."

When you click "OK" you'll be presented with the "License Agreement" dialog. It is recommend that you always read license agreements. They are, after all, legal documents and bind you to their terms if you agree to them. This particular license is the GNU General Public License. Software released under this License is often known as *open source software*. Open source licenses often give you lots of freedom. But with this freedom comes responsibility as well. You can read more about open source software in general, and the GNU GPL in particular, by following the link to the Free Software Foundation in the "Links and Further Reading" section.

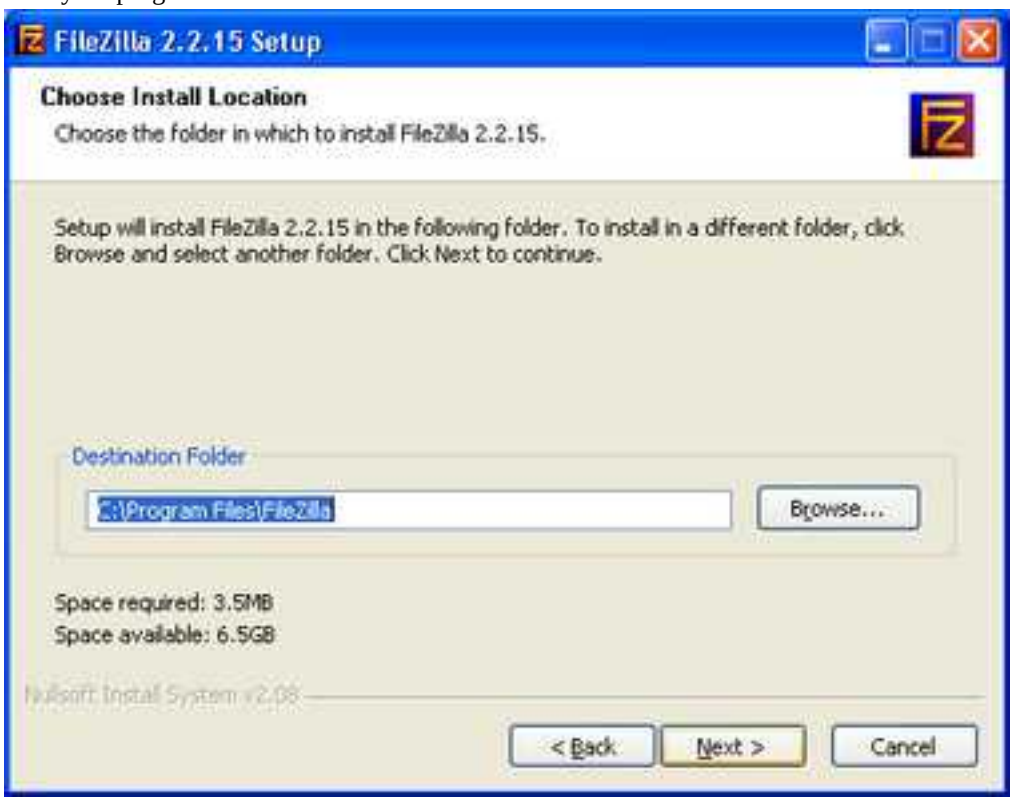
When you are ready to continue, click "I Agree."



Now you will see the "Choose Components" dialog. While the defaults are fine, I recommend that you uncheck the "Debug files" and the "Additional Languages" if you don't need them, as this will save space on your hard drive. When you are satisfied with the selections, click "Next."

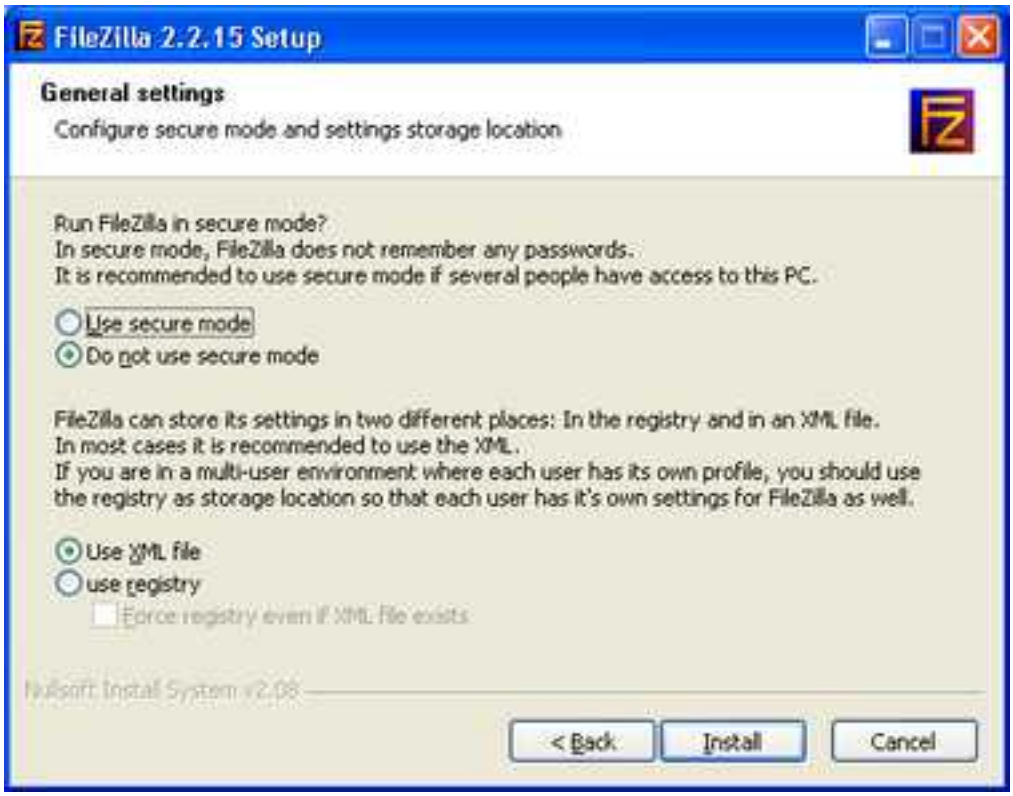


The "Choose Install Location" dialog appears. The default location is probably fine, unless you prefer to have your programs installed elsewhere. Click "Next" to continue.

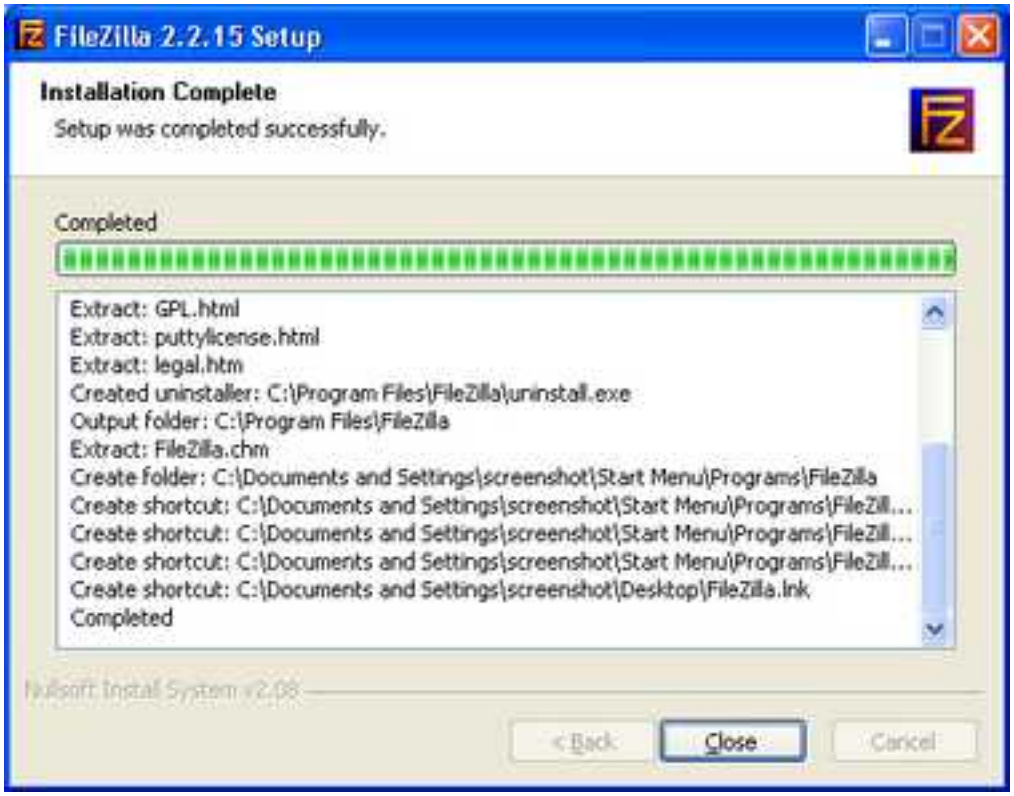


The "Choose Start Menu Folder" dialog is next. Again, the default setting is fine. Click "Next."

This next dialog will need some consideration. It is asking about two aspects of how your Filezilla user information is stored. Basically, if you are the only person who ever uses the computer you are working on right now, then you can choose "Do not use secure mode" and "Use XML file." On the other hand, if you computer is set up for more than one user; in other words, you have to login with *your* username, or click *your* icon to get to *your* desktop, then it is better to choose "Use secure mode" and "use registry." Make your decision, then click "Next."

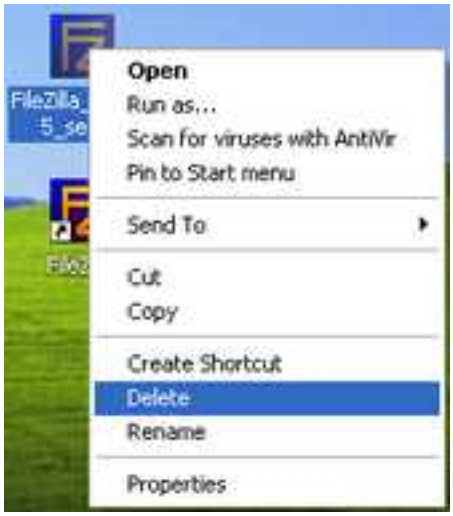


Finally, the setup program will install everything onto your computer. If everything went well, when it's done, the "Close" button will be available. Click "Close" to finish.



Now you should see a new Filezilla icon on your desktop. This one is a shortcut to the Filezilla program itself, and is simply labeled "Filezilla."

If you don't think you'll need it anymore, you can now delete the setup file. Right-click on the icon for the setup file, then left-click on delete.



Click "Yes" to send it to the recycle bin. The remaining Filezilla icon can be used to launch the program. We'll get to that later after we have created our first web page.

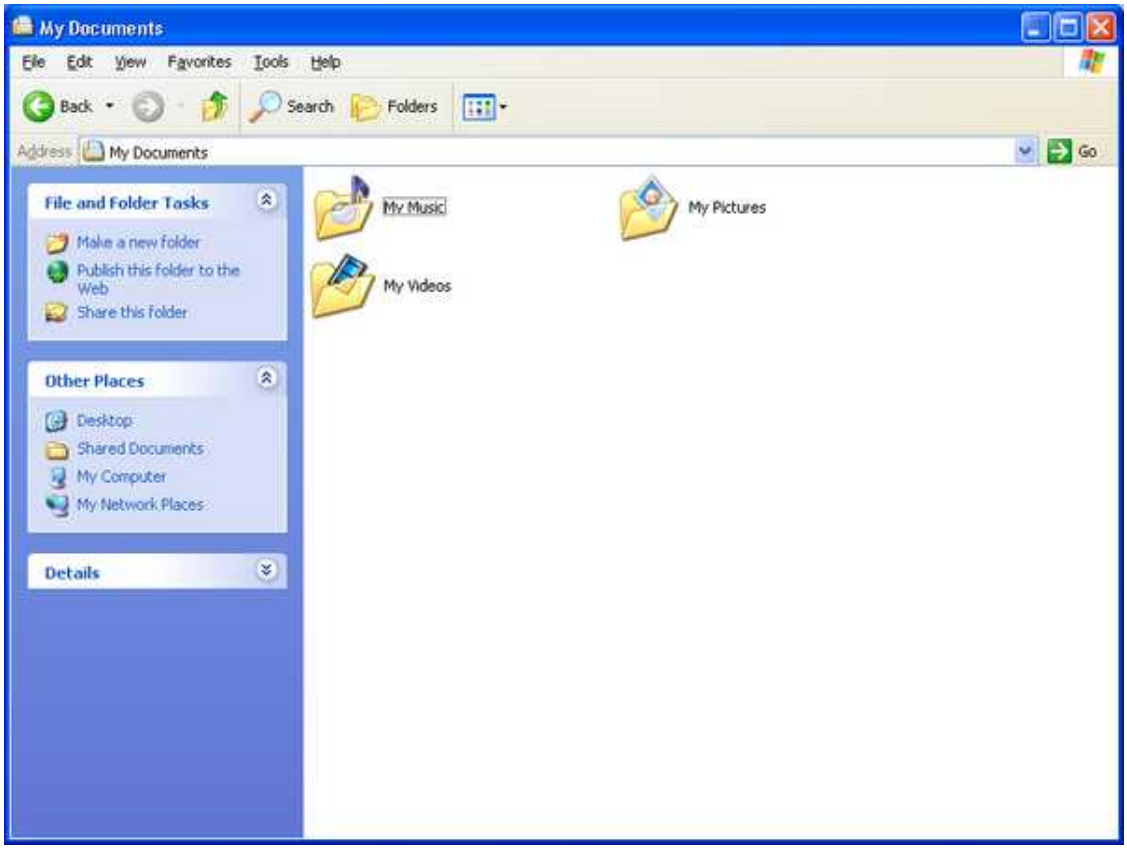
Editing your first page

In this section we'll create our very first web page. We'll need two programs to do this with. First, we'll write the contents of the HTML file using a text editor. At the same time, we'll view the same file in a browser to see how it will look when its online.

But first we'll need to create a folder, or directory, on our computer to hold all the contents of our site. If you are familiar with creating folders, go ahead and make one that is easy to find. I'm going to name mine "website," and it will be in the "My Documents" folder.

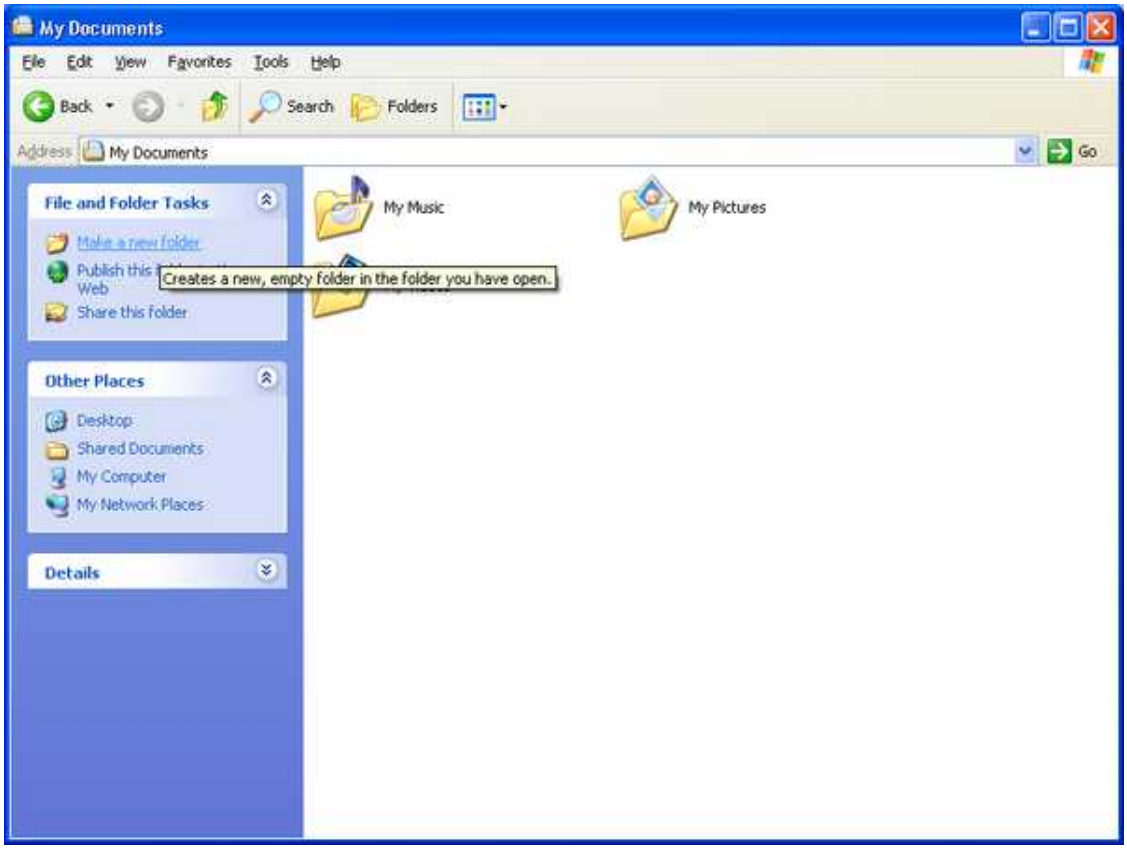
Open "My Documents"

Locate the "My Documents" folder on your desktop and double-click it to open.

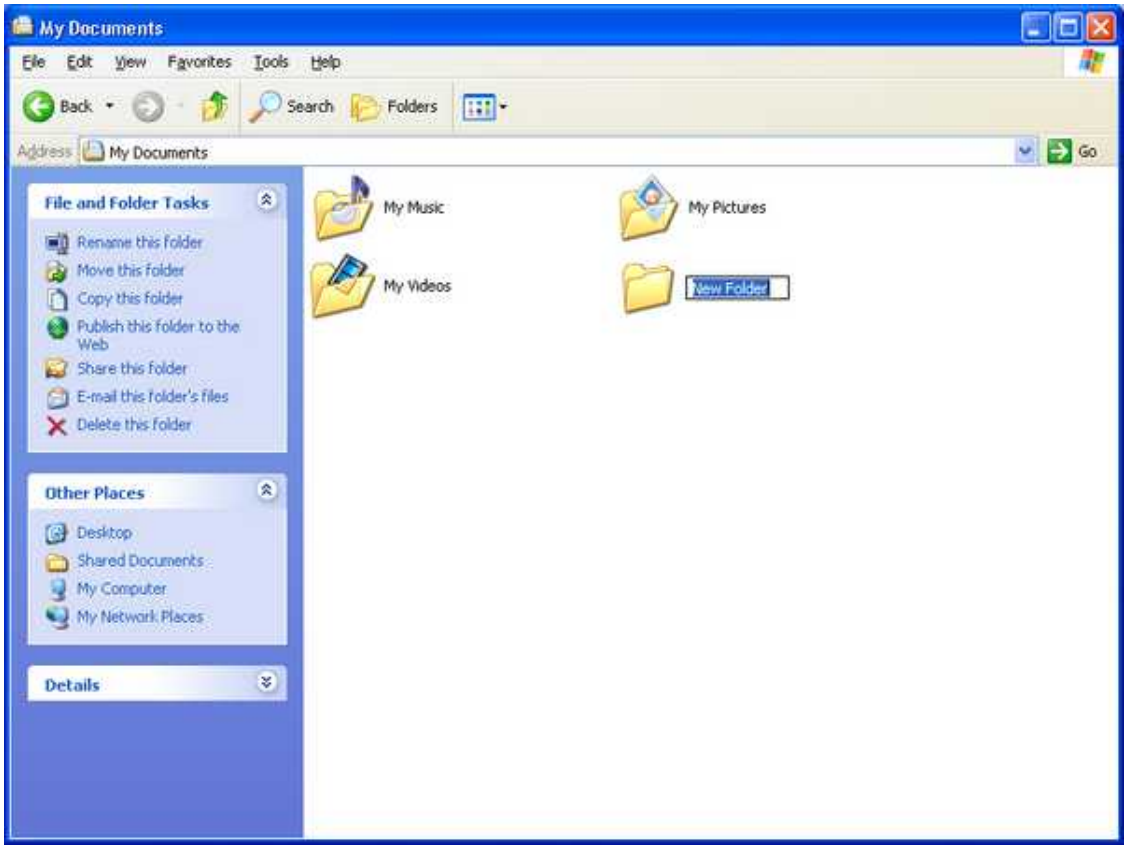


Make a new folder - "website"

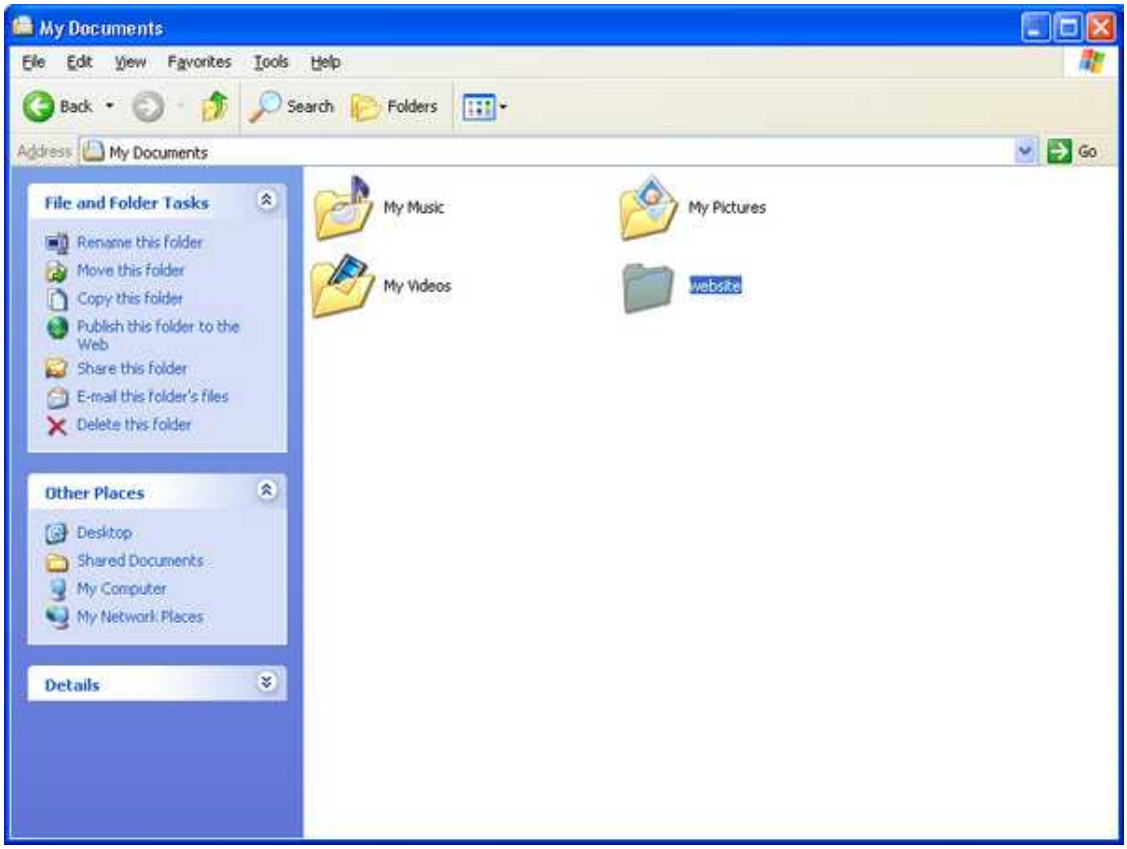
Click "Make a new folder."



A folder will be created named "New Folder." The name will be selected, highlighted blue, and surrounded by a thin border. This means that if you type something now, the text you type will replace the text in the box beneath the folder.



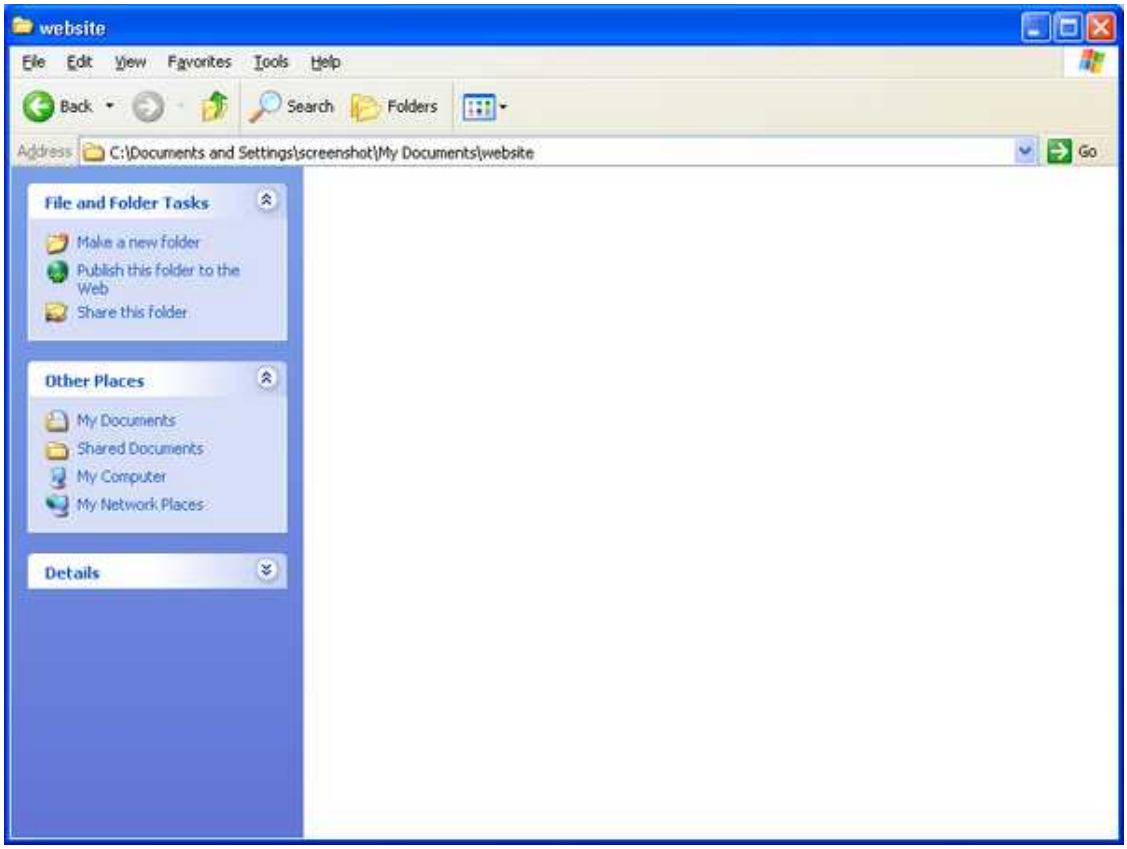
Type "website." Then press the "Enter" or "Return" key on your keyboard. If all went well, the folder will now be named "website." It will still be highlighted blue, but it won't have the thin border anymore. If you happen to make a mistake; for example clicking somewhere before typing the new name in, which causes the folder to be labeled "New Folder;" simply right-click on the folder. A context menu will appear; select rename and edit the name. Press enter when you have it the way you want it.



Open "website"

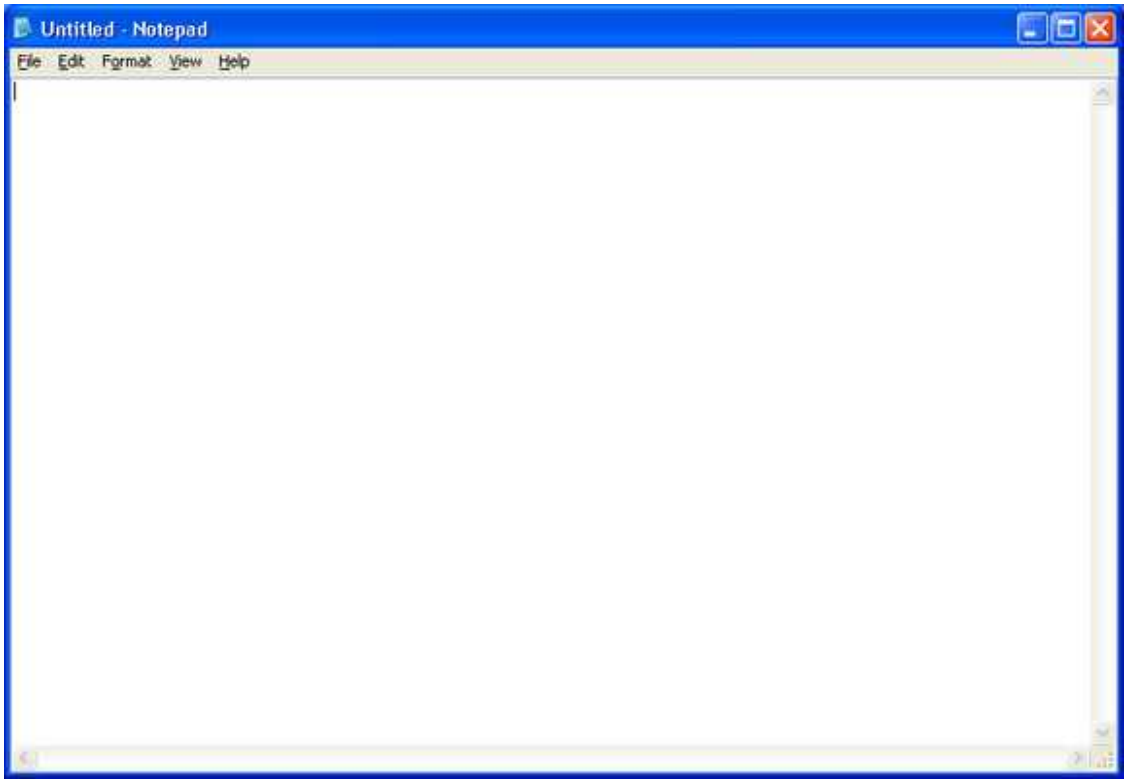
Enter the "website folder by double-clicking on it.

This folder will contain all the files and folders that constitute our website. All of the contents of this folder will later be uploaded to the web space. It will essentially become our *local working copy* of the website.



Start Notepad

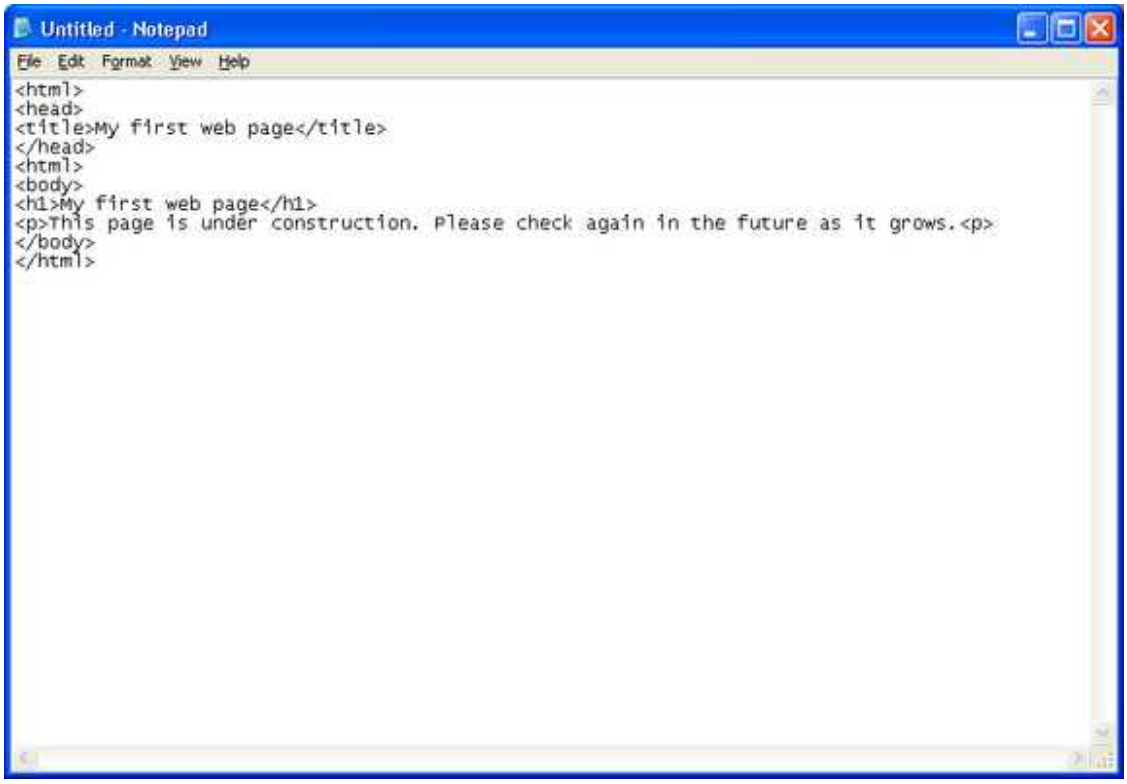
Now we need to begin creating the home page. Since web pages are nothing more than a plain text file, we need a *text editor* to create the file. It would not be a good idea to use a *word processor* to create this file, unless you are thoroughly familiar with how to save the file as plain text. So, for this task, let's use "Notepad" (please follow the Notepad link [http://www.notepad.org/] for a quick laugh). This program can usually be found somewhere on your "Programs" menu, usually under "Accessories."



Enter HTML code

Now we are going to actually begin to write the web page. We need to enter the text below exactly as it appears. This text is a very rudimentary web page. It contains the tags necessary to properly display the content in a web browser.

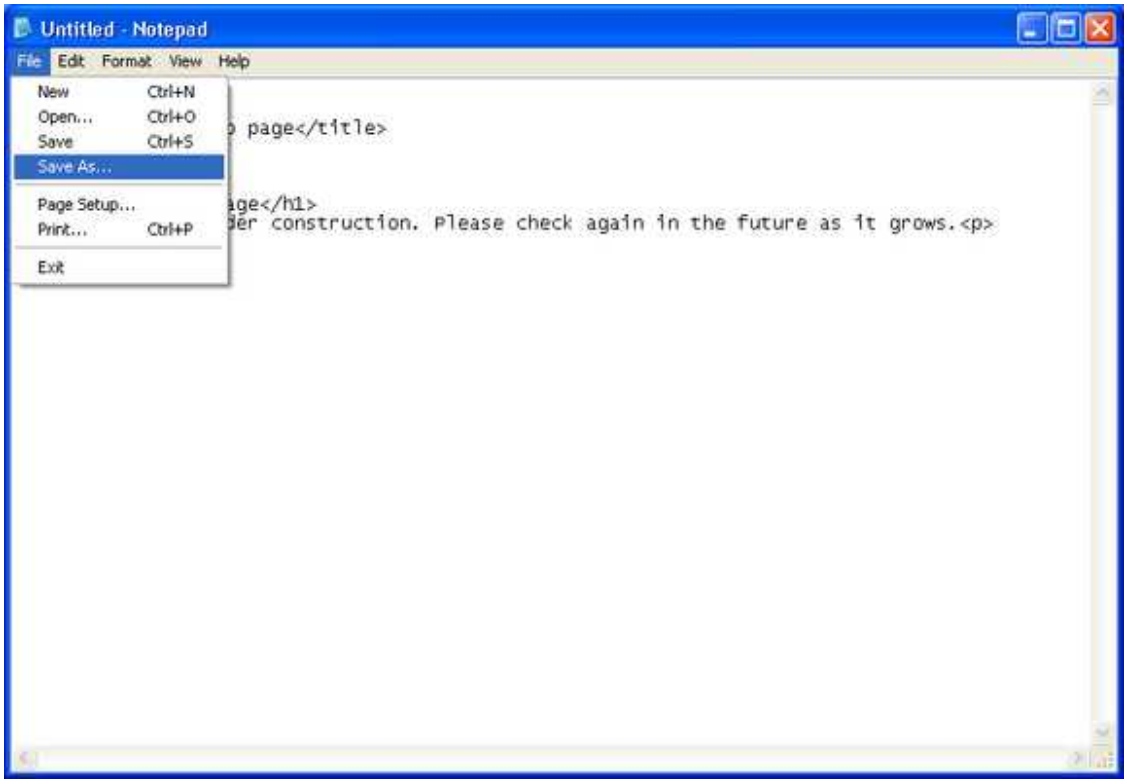
```
<html>
<head>
<title>My first web page</title>
</head>
<body>
<h1>My first web page</h1>
<p>This page is under construction. Please check again in the future as it grows.<
</body>
</html>
```



Save as "index.htm"

Programs often interpret the files they are opening or saving based on what is known as an extension. An extension is simply the last few characters of a file name that are after the dot [.] in the file name. This extension often determines the file type. If you were to save the file in Notepad with the name "index.htm" without doing anything to change the file type, it would be named "index.htm.txt." Since we want this file to be a web page, we have to make sure we save it with the extension "htm." That way when the file is opened by a browser, it will *interpret* the tags properly as HTML, rather than just displaying the text exactly as we entered it. We'll need to change the "Save as type" drop-down to "All Files" to achieve this.

Go to the file menu, and click on "Save As."

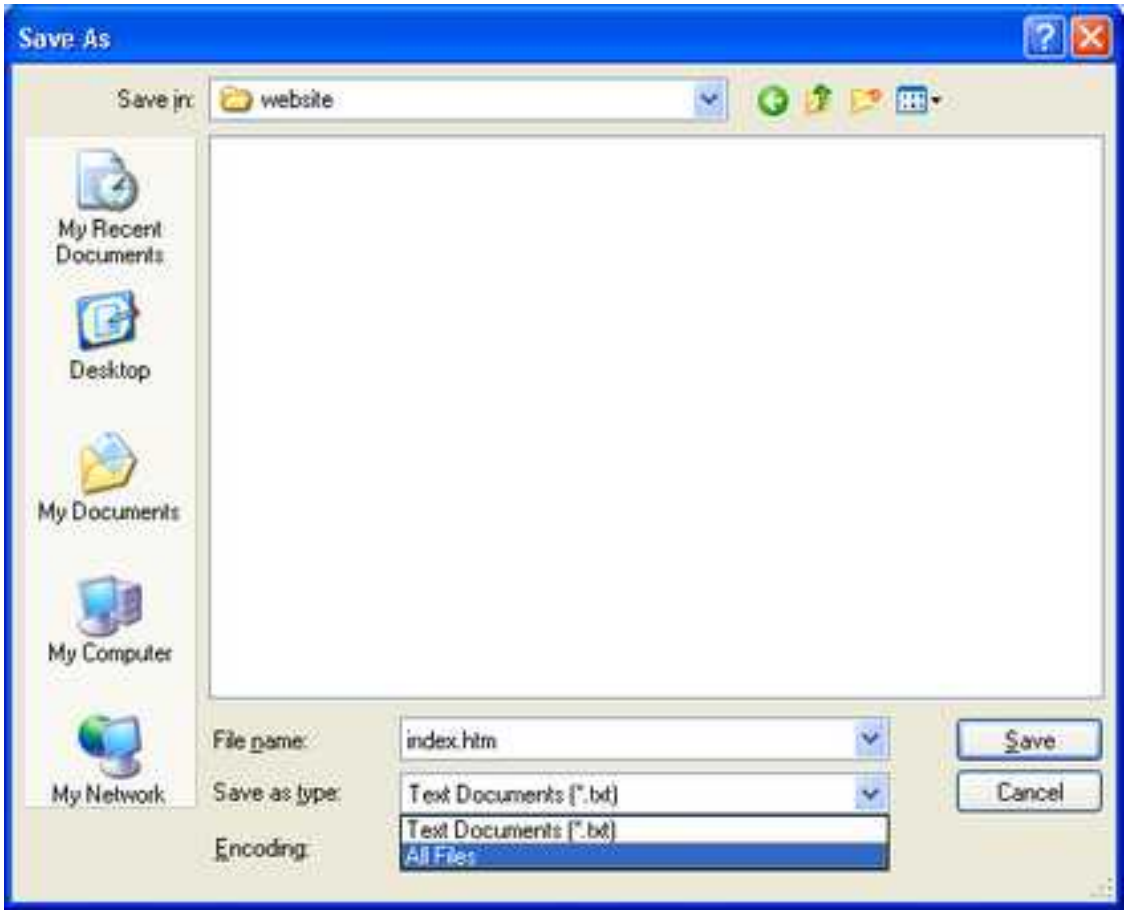


The "Save As" dialog will open. Notice that the location reported at the top where it says "Save in," shows "My Documents."

We need to make sure we save the file in our "website" folder. We can change to that folder by double clicking on it.

Now we are in the proper location; our website folder, and we want to name the file "index.htm." Type that into the "Filename" box.

It is important to now change the "Save as type" drop-down to "All Files." That way the file will be saved as "index.htm," rather than "index.htm.txt."



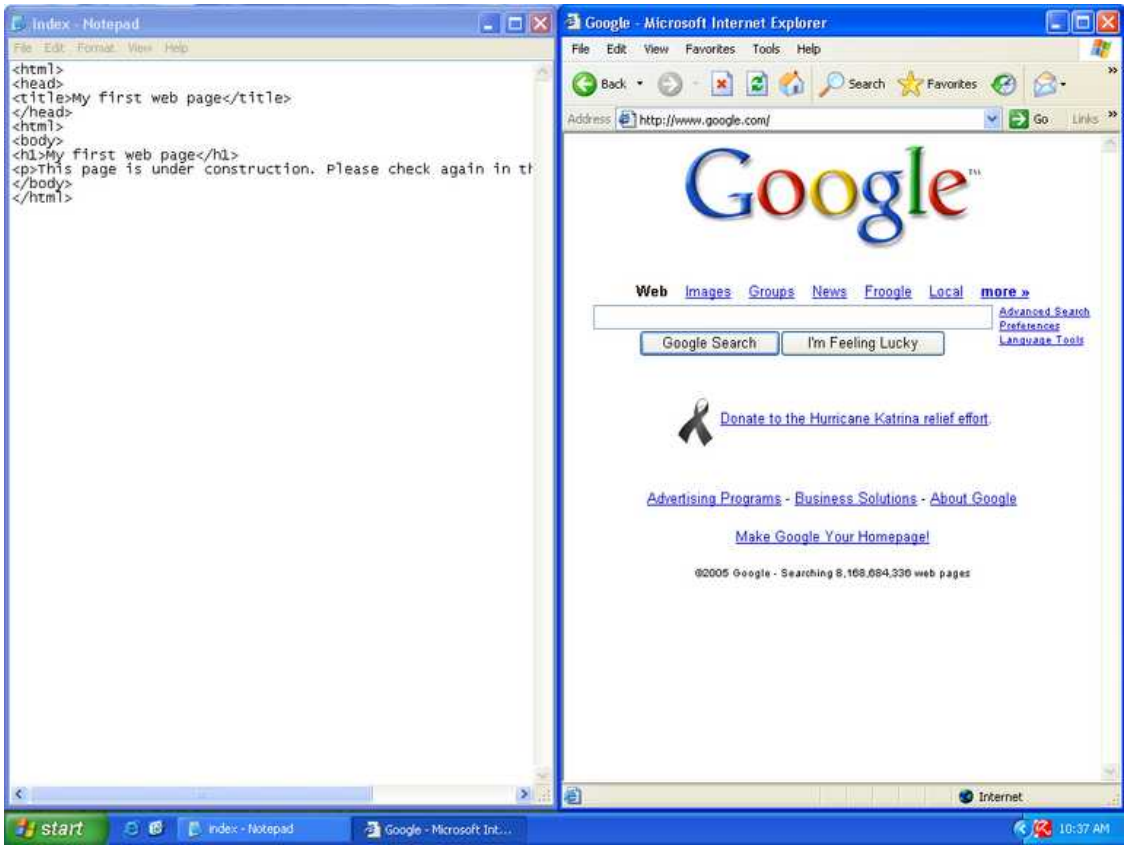
Now we can click the "Save" button and our file will be saved with the proper extension in the folder "website" under "My Documents."

Setup editing layout

Okay, we have a basic HTML file now. When I'm working on a web page, I like to be able to see the results as I work. This section describes how you can set up your desktop to allow you to edit, and view the results immediately in your web browser. Setting up your desktop this way may be helpful.

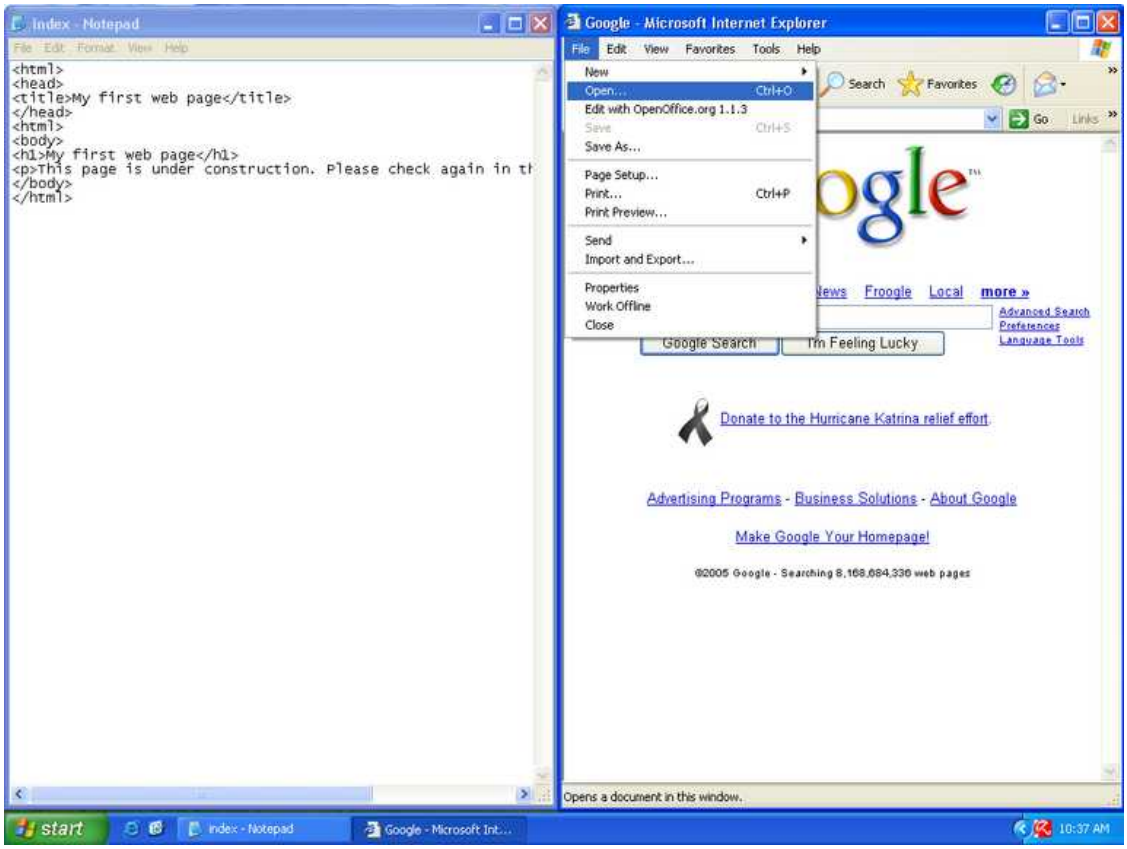
First, re-size your Notepad window so that it takes up half of your screen. Position your Notepad window so it's upper left corner is in the upper left corner of your screen. Now re-size the window, by moving your mouse over the lower left corner of the window. Your pointer will change to a double-headed diagonal arrow. Click with the left mouse button and hold. Now drag the window so that it fills the left half or your desktop.

Next, open your browser and position it's left edge next to Notepad's right edge with the title bar's aligned at the top. Re-size the browser window so it fills the right half of your desktop. When you are done your desktop should look like this.

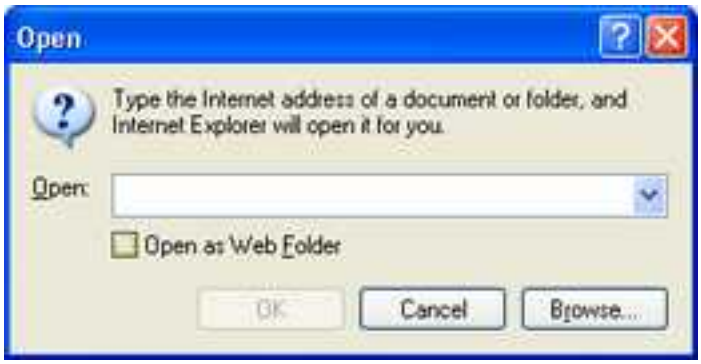


Open index.htm in browser

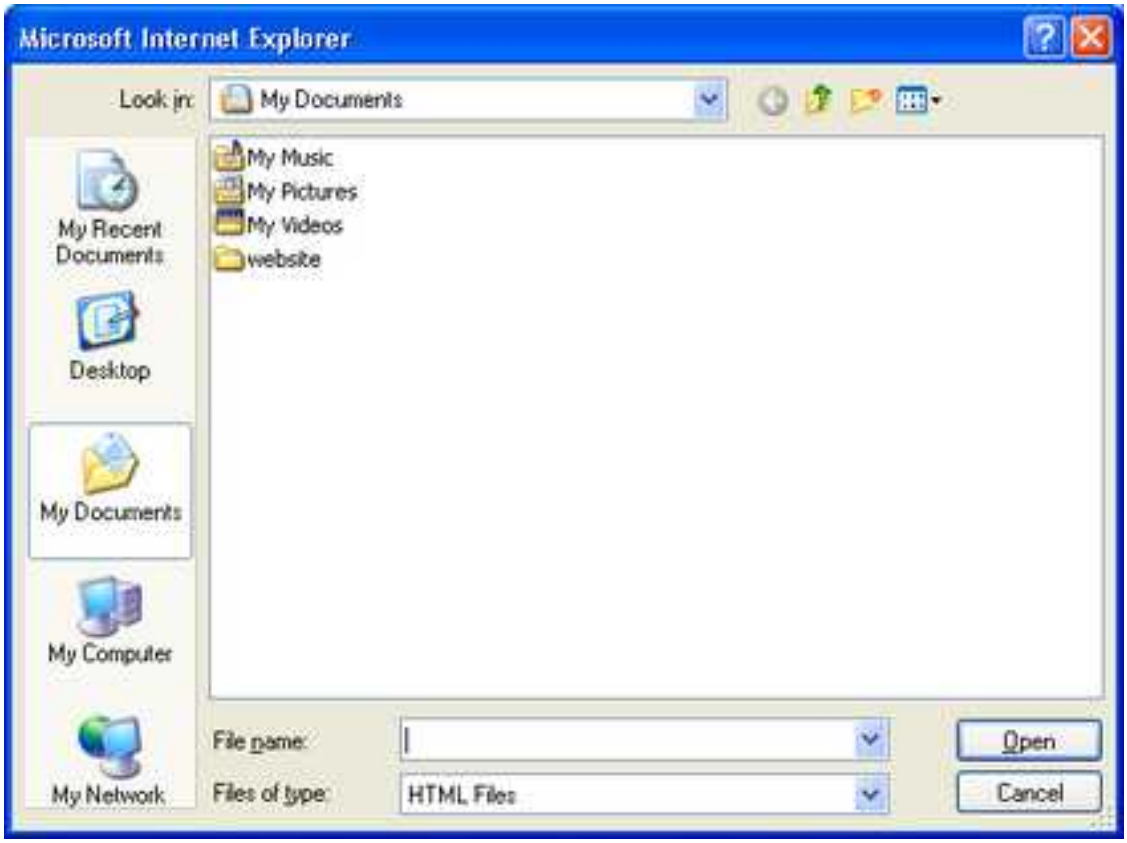
Now let's open our file and see what it looks like. Click on the "File" menu, then click "Open."



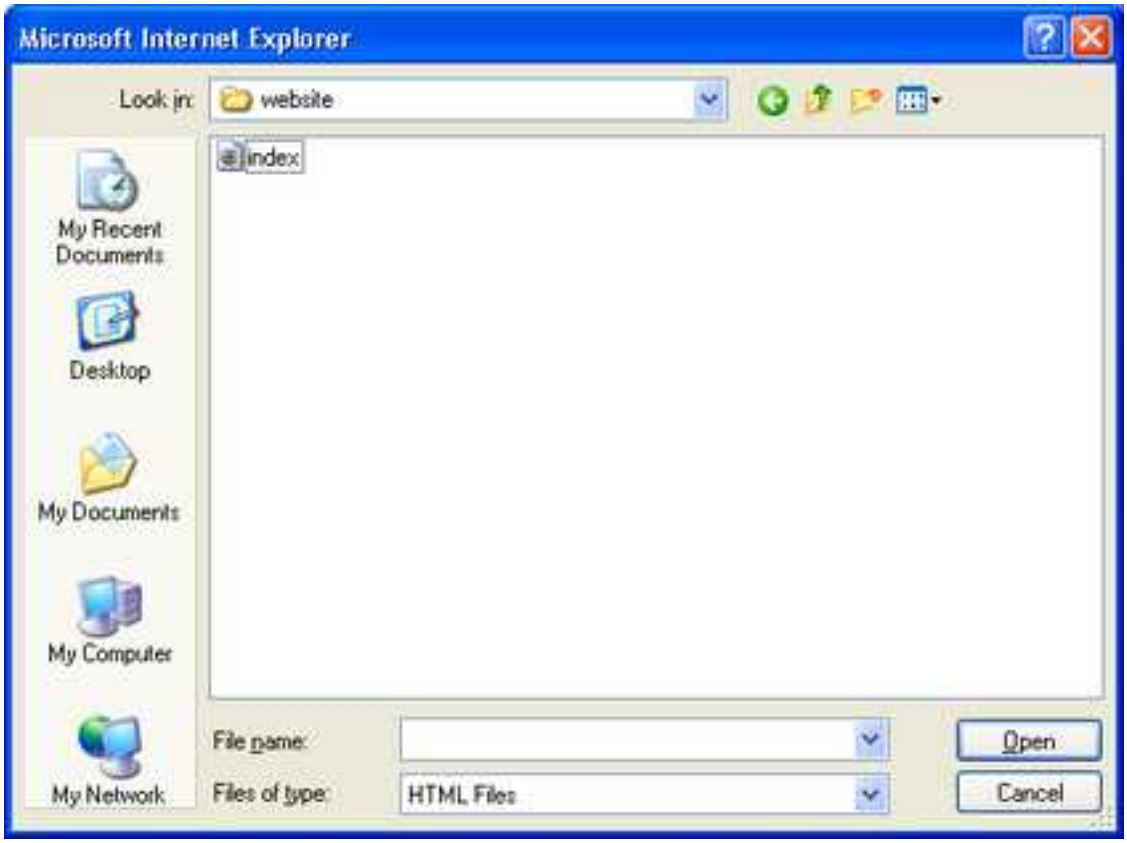
The "Open" dialog will appear. Click "Browse."



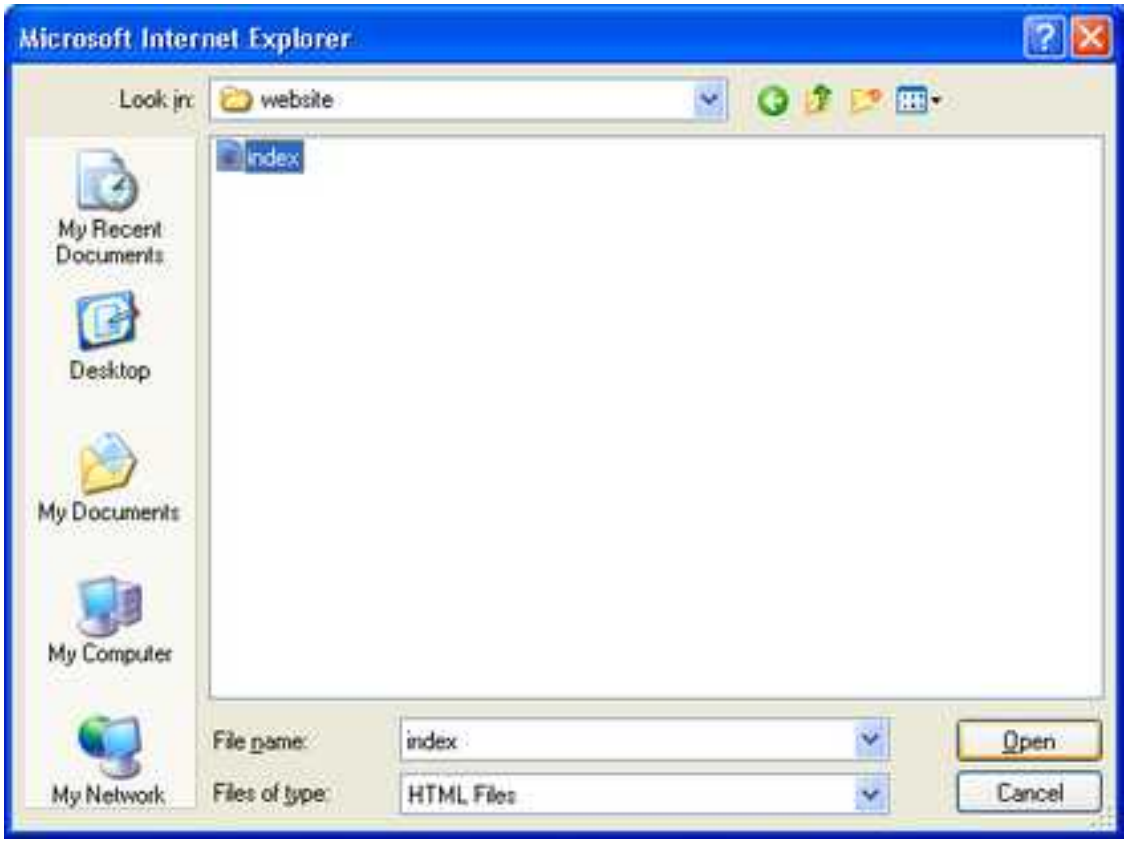
Change to the "My Documents" folder by either clicking the "My Documents" button on the left, or changing the "Look in" dropdown to "My Documents."



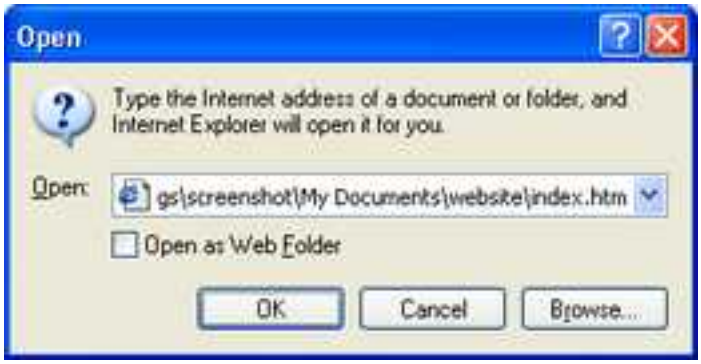
Double-click the "website" folder to enter it.



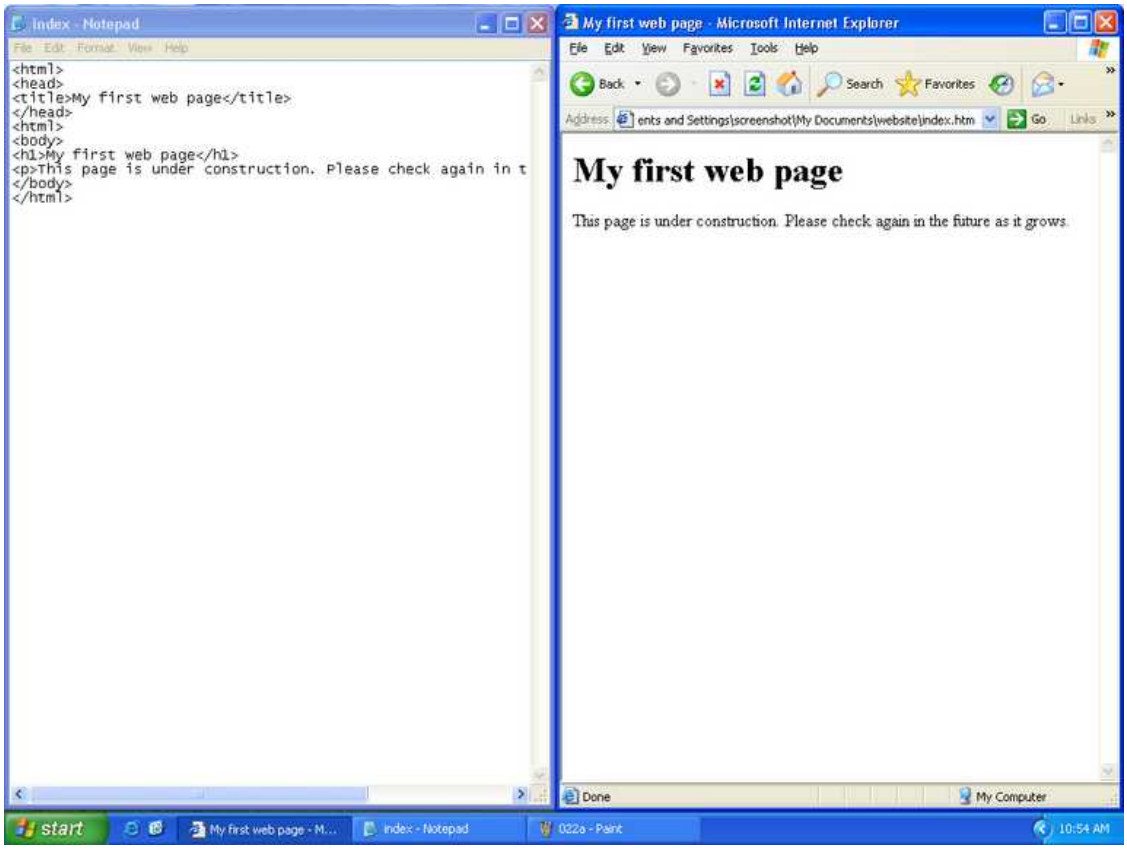
Here you should see the file "index" or "index.htm." If you don't see the file "index" or "index.htm" try repeating the steps in the section [link to Save as "index.htm"] Click that file to select it.



Now click "Open" and the full path to the file will be filled into the "Open" dialog.



Voila! Your browser is now showing the web page. With this setup you can edit the web page using Notepad on the left. Then view the results of the editing in the browser on the right. When you edit, you have to click "File" then "Save" in Notepad first, then click the "Refresh" button in the browser and your changes will appear.



Adding an Image

In this section, we are going to add an image to our web page. One of the uses you might have in mind for your website is sharing your digital photos. Instead of emailing photos to individuals in your address book, you could instead simply send an email with a link to your website. Sharing photos in this way is much more efficient than emailing them. We'll be adding a small GIF file to our example web page. You can later employ this technique with your own images.

Website image file size

The pictures that come directly from a digital camera are usually very, very large, often several MB (mega bytes). This is so those images can be printed using photo quality printers which need more data to make crisp clear prints. On the other hand, a digital photo on a computer screen will still look good, even though the image has been compressed. Therefore, the images that you upload should probably re-sized and saved with higher compression, than the files that originally were created by a digital camera. Performing this transformation on your images is currently beyond the scope of the document. However, check the links section for some other resources.

If you have photo editing software that came with your camera, there is often an easy way to get photos "web ready." Essentially, you want to change two attributes: dimensions in pixels, and jpeg compression level.

Changing the dimensions is often done with a tool in photo editing software called "re-size" or "scale." Reasonable sizes for photos on the web would be 320x240, 640x480, or 800x600. Given the choice between larger or smaller, smaller is better as this avoids scrolling the screen too much for people with lower desktop screen size settings. Additionally, keeping the images smaller in dimensions also makes the files themselves smaller in bytes. This is good because smaller files on websites load faster.

Changing the compression level can usually be done when you get ready to save the image. You'll want to make sure you choose "Save As," and change the name of the saved file to ensure you don't overwrite your original image. When you do this with a jpeg image, typically the dialog box that comes up has a setting for "compression" or "quality." If you change this setting to a lower level, such as around 50%, the file saved will have a much smaller file size in terms of bytes. If you don't see anything like "compression" or "quality" on the dialog, see if you have an "Options" button. This setting may be there. Also, It may not have numerical values. It could have something like "highest compression, lowest quality." Experiment with these settings until you are getting the results you want. Always remember to change the file name in some way so you don't overwrite your original image.

Example image

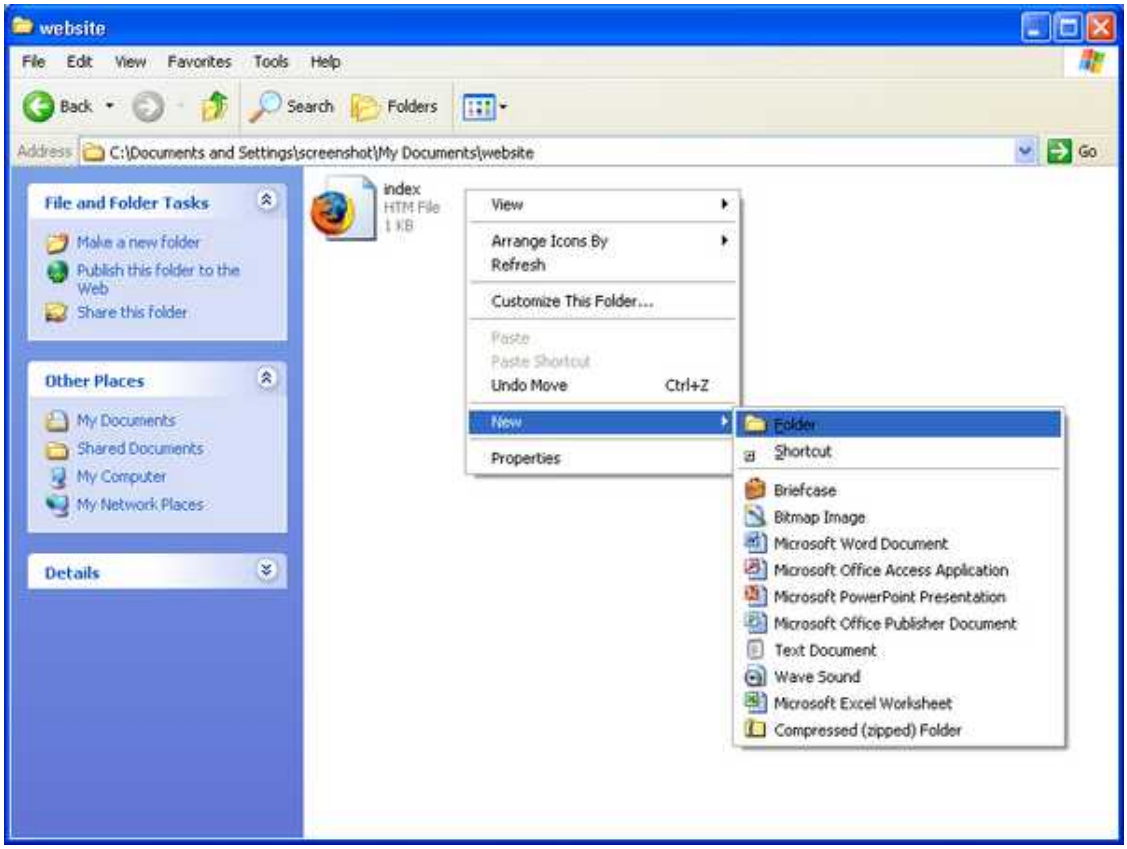
Below is a small picture of the U.S. Flag. We are going to use this as an example image to incorporate into our web page. If you want to follow along with this example, you'll need to get this image downloaded to your computer. Right-click on the image and a small menu will appear. In the menu, click on "Save Picture As." A dialog box will appear, and the "Save In" location at the top will typically automatically be set to "My Pictures." Leave this as it is, or change it to a location that you will be able to find later. The "File name" will already be filled in with "us-flag.gif." Leave this as it is, then click the "Save" button. You have now copied the image to your hard drive.

Organizing images on your web space

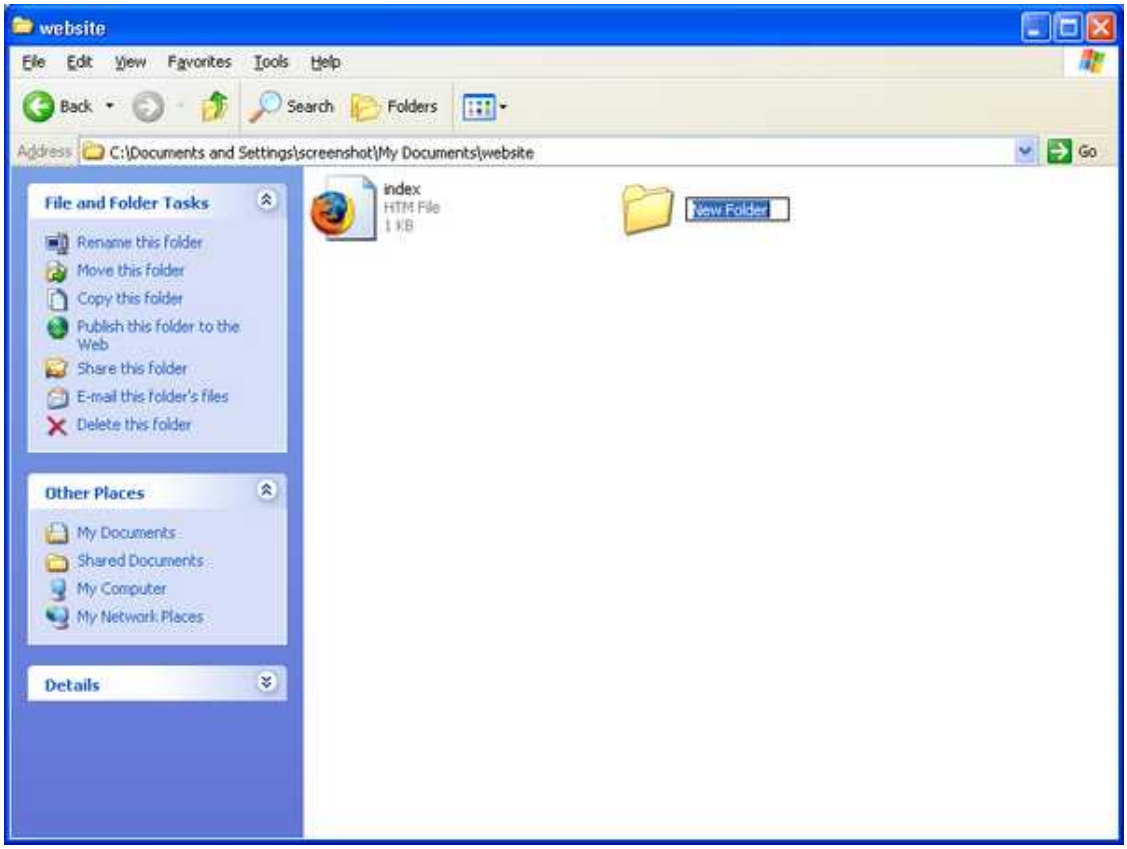
Usually, web developers keep image files in a separate folder, or folders, on the web server. The number of image files that make up a website can become quite numerous. We'll follow this model and create a folder that is a sub-folder of our "website" folder.

Open "My Documents" then enter your "website" folder as before. You should see that the folder contains only the file called "index" or "index.htm."

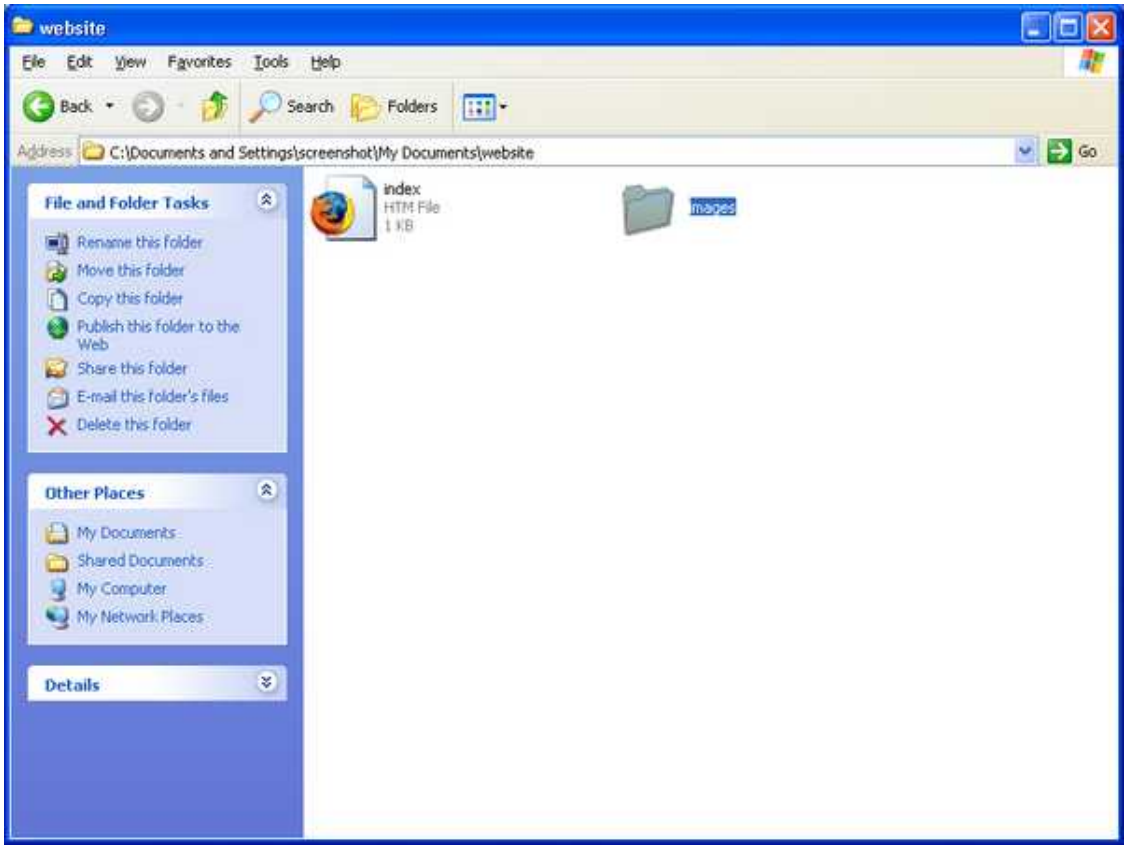
Right-click somewhere in the blank area and a context menu should appear. Left-click on "New" then Left-click on "Folder."



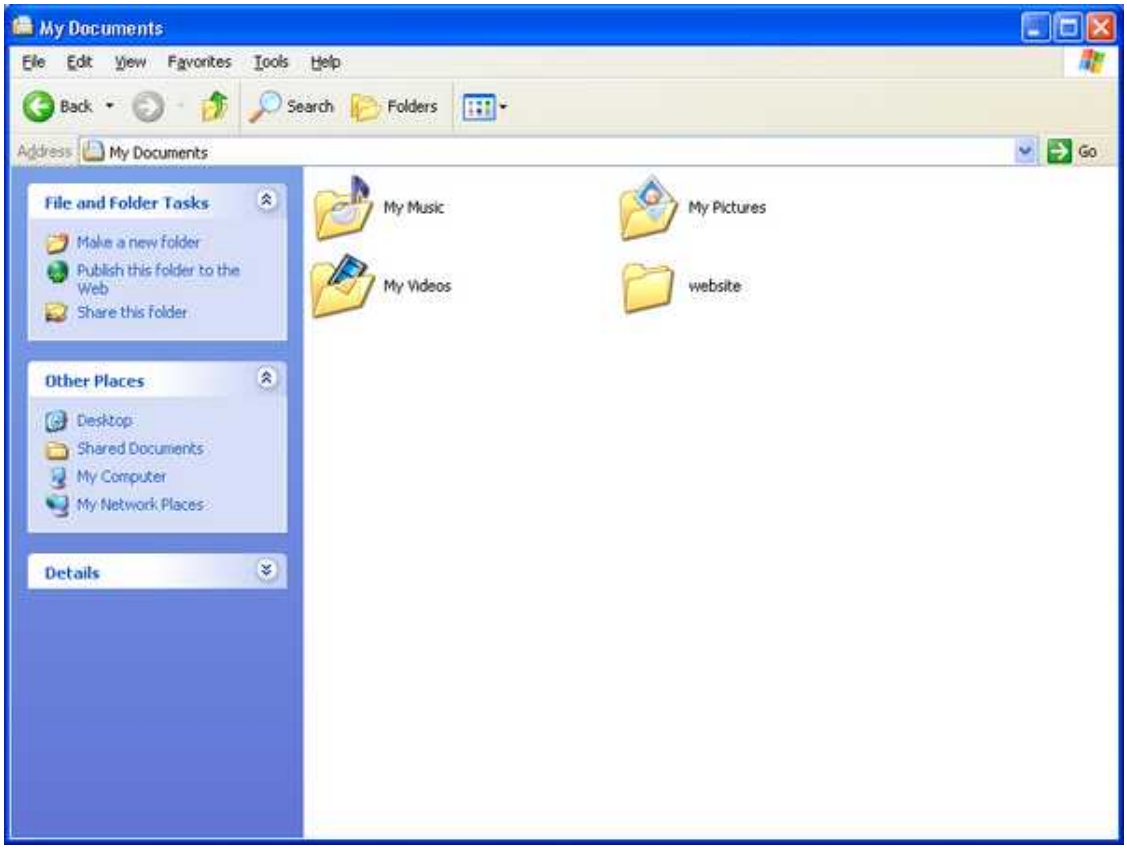
A new folder will be created, the name will be "New Folder" and it will be selected (usually means highlighted blue) and surrounded by a small border, meaning you can edit the name simply by typing a new one.



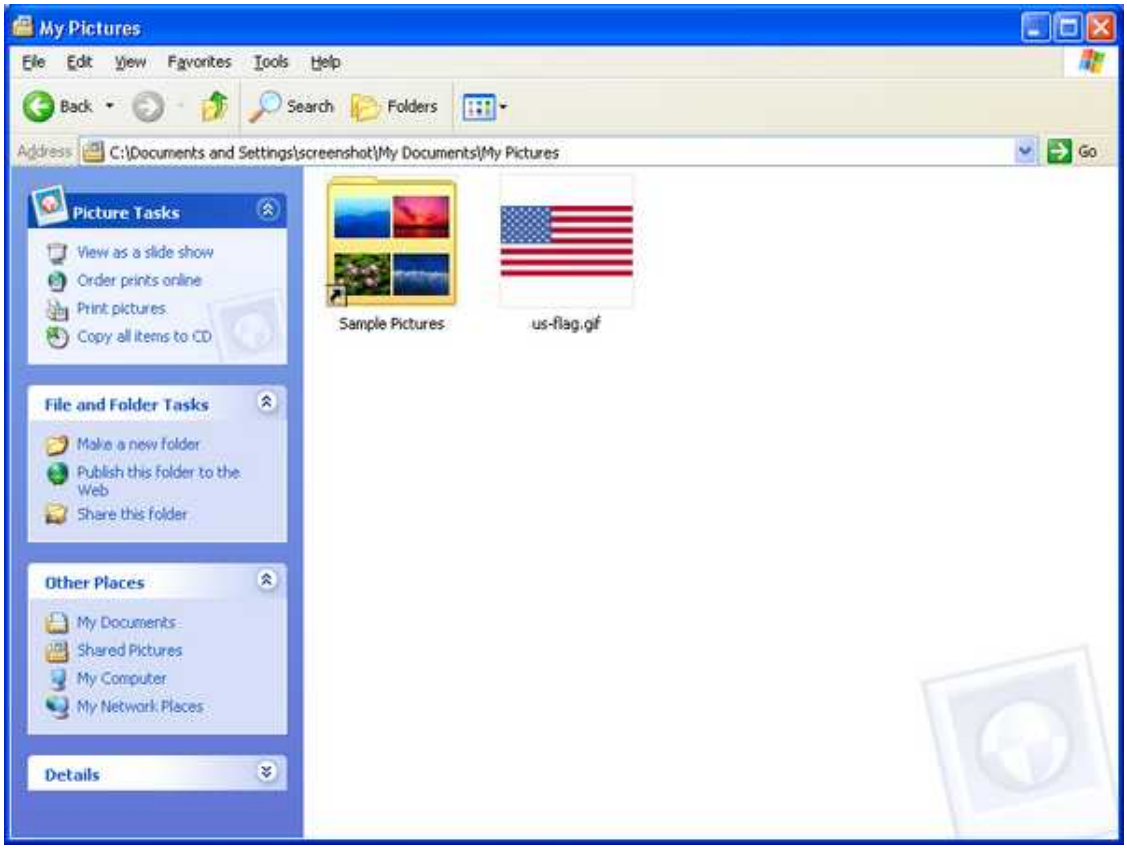
Type the name "images" then press "Enter" on your keyboard. You'll see that the folder is now named images. Now we have a place to put all of the images for the site. Later, when your site grows, you can add more folders such as this to help keep things organized.



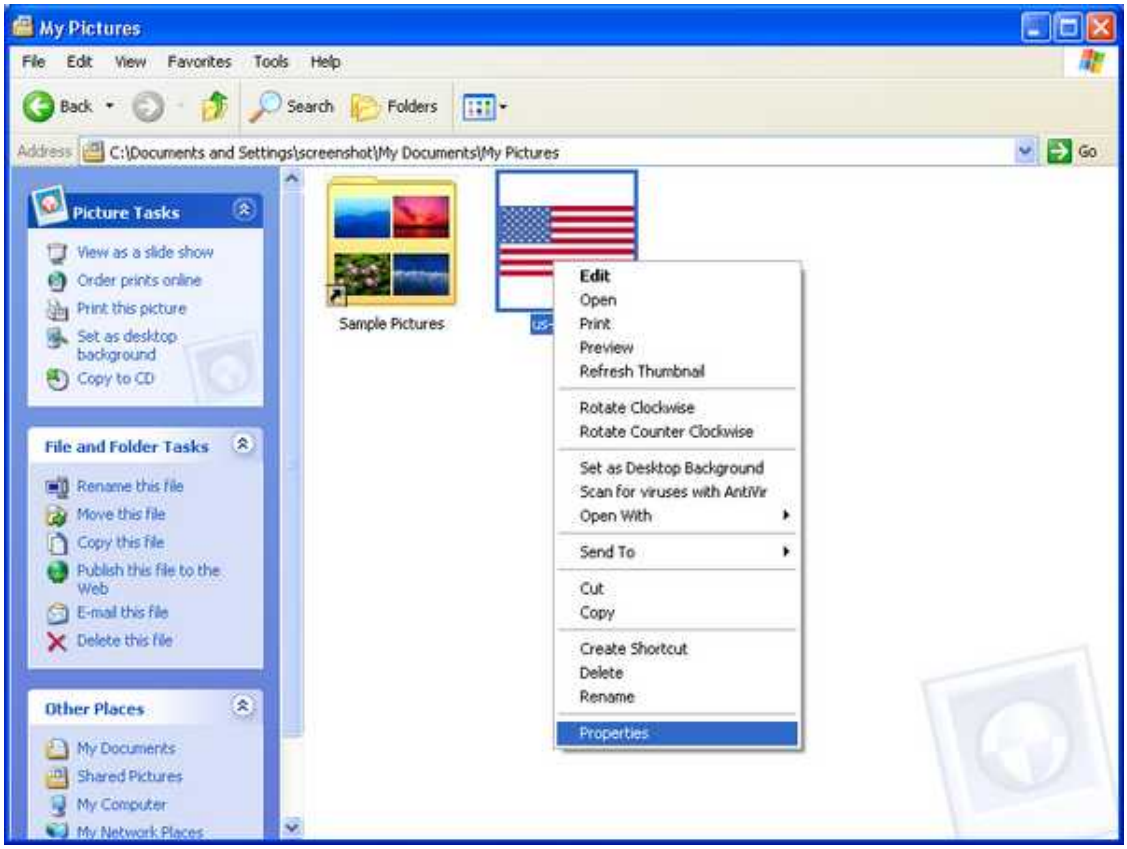
Now we have to find the image we downloaded and move it to this folder. Either press the "Back" button or the "Up" button to return to the "My documents" folder.



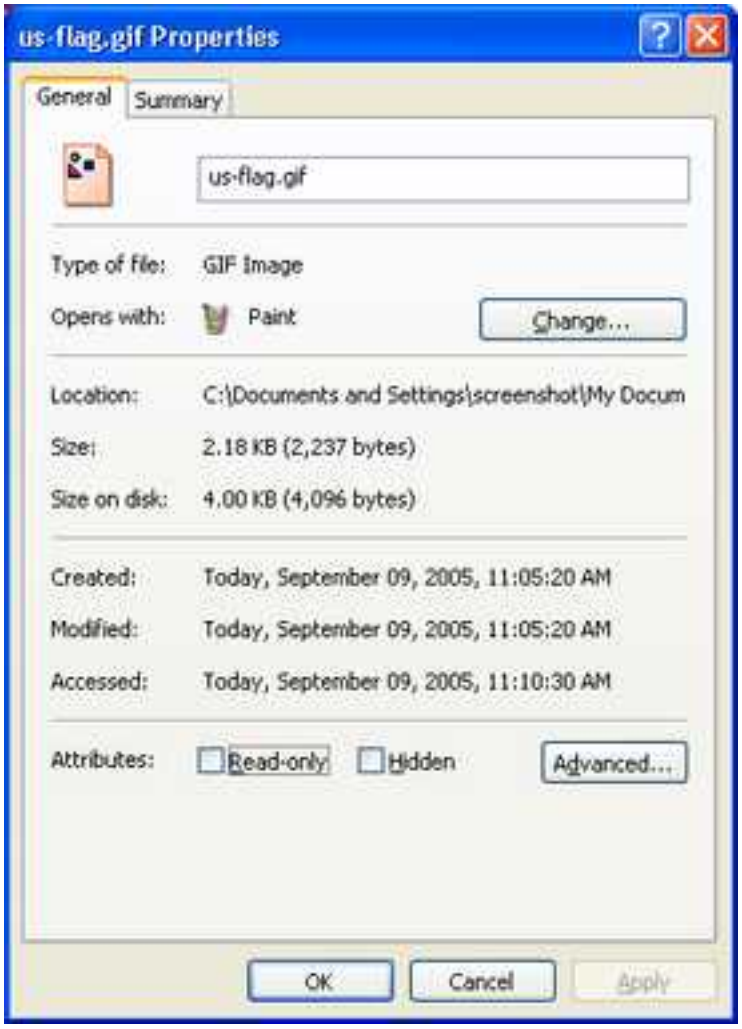
Double click the "My Pictures" folder to enter it. You should now see the "us-flag.gif" image that we want.



Let's just have a quick look at the properties of this image. Right-click the image, then left-click "properties."

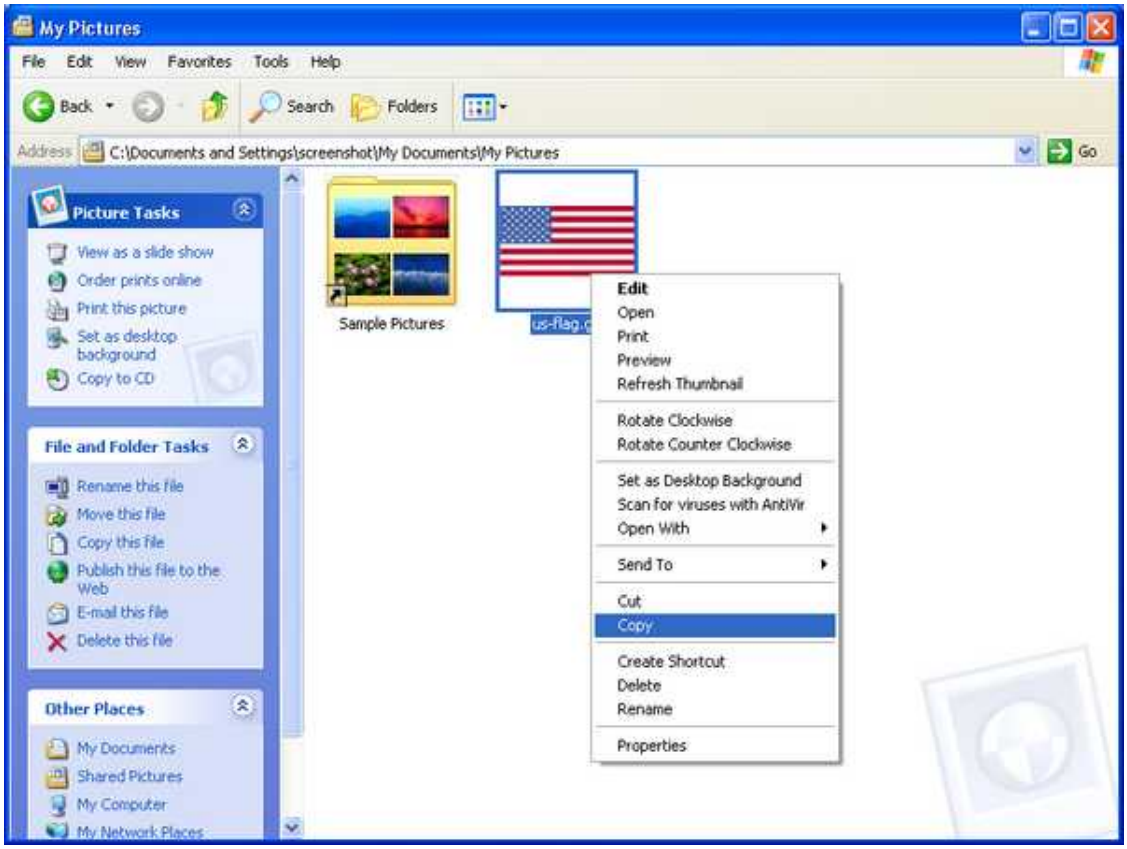


The properties window will appear. Notice the "Size" attribute. This is the size, in bytes, of the file; not the size, in pixels, of the image. Ultimately, this value will give you an idea of how quickly the image will be transferred when someone views the web page. A file with the size of 2.18KB (kilo bytes) should transfer rather quickly, even over a slow connection. In general, you want to keep your pictures small, generally under a few hundred KB. Refer to the discussion of image file size.

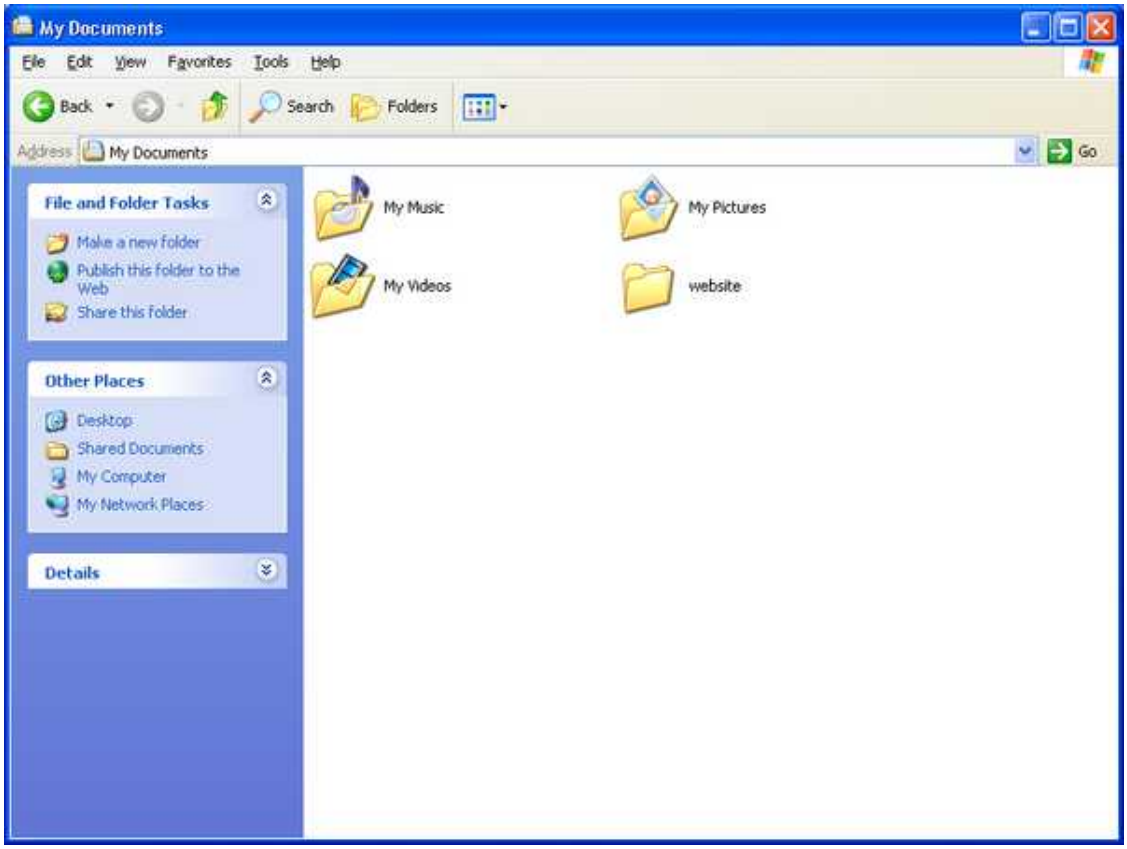


Now we want to copy this image to our the "images" folder. Press "OK" to close the properties window.

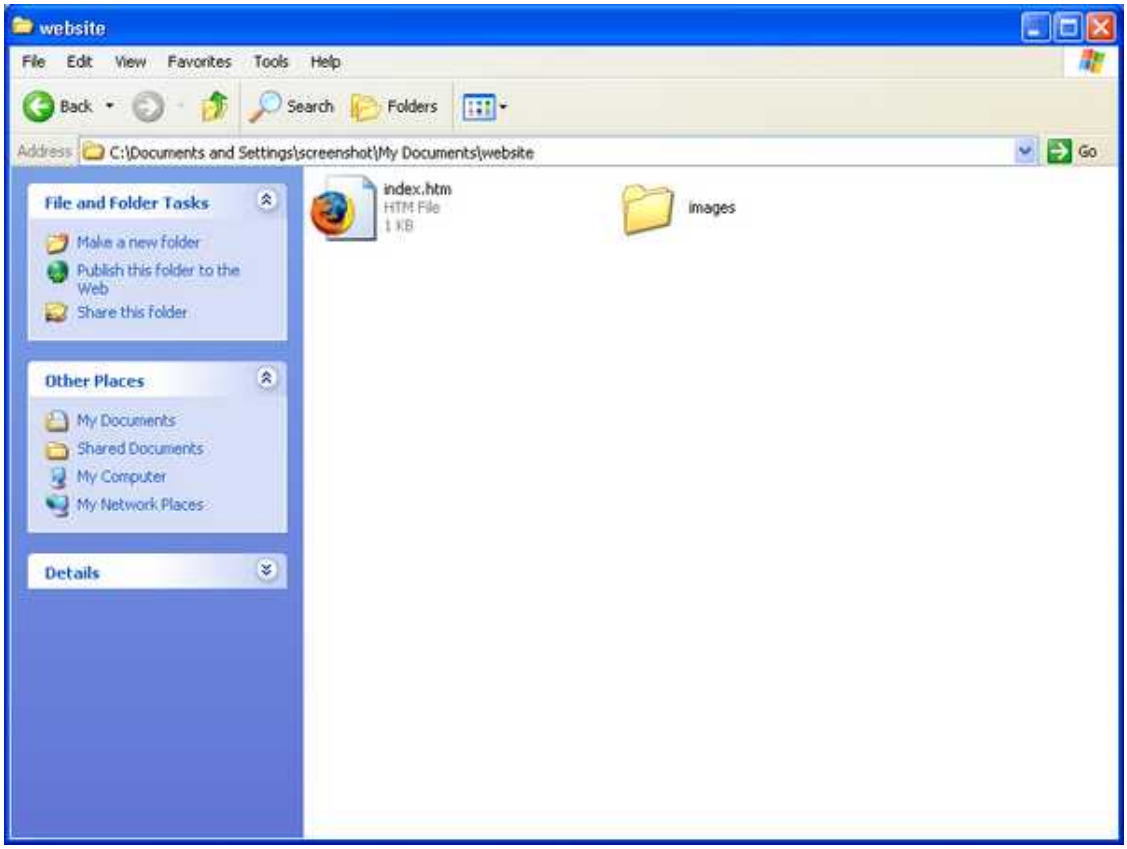
Right-click the image again, then left-click "copy."



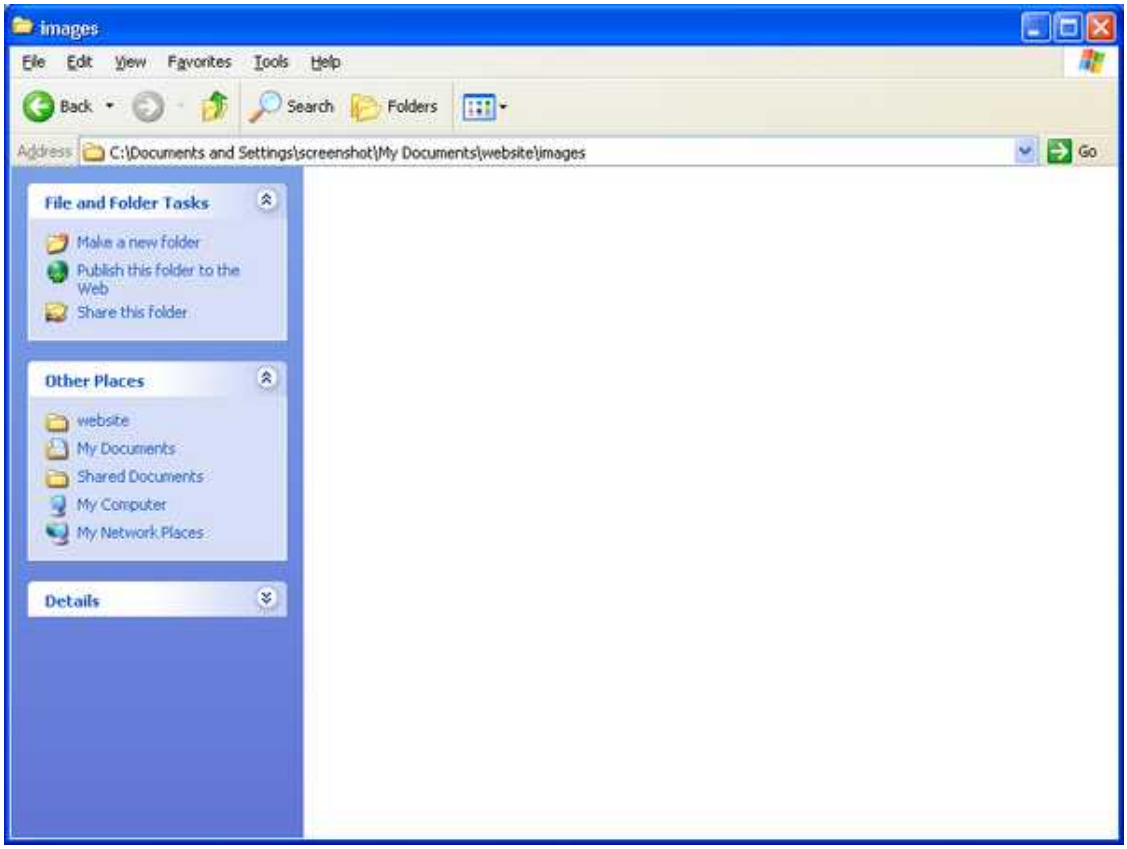
Either press the "Back" button or the "Up" button to return to the "My documents" folder.



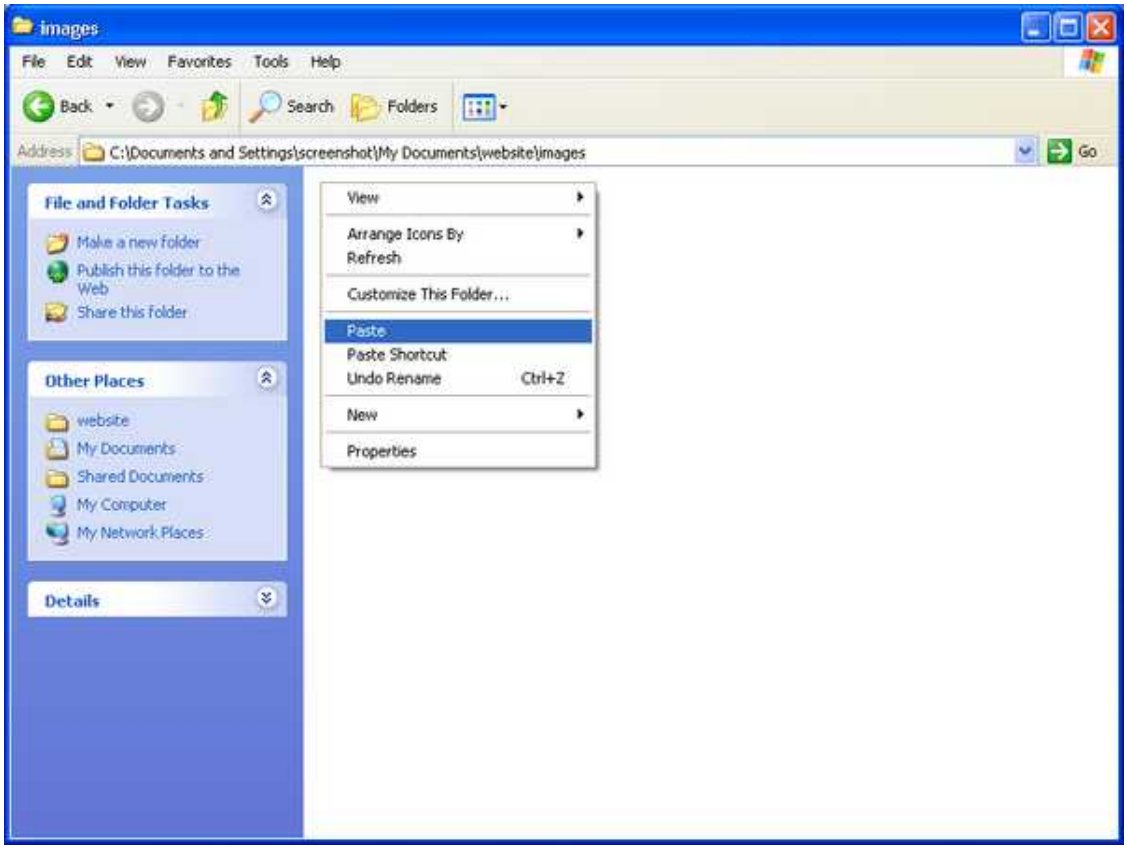
Double-click the "website" folder to enter it.



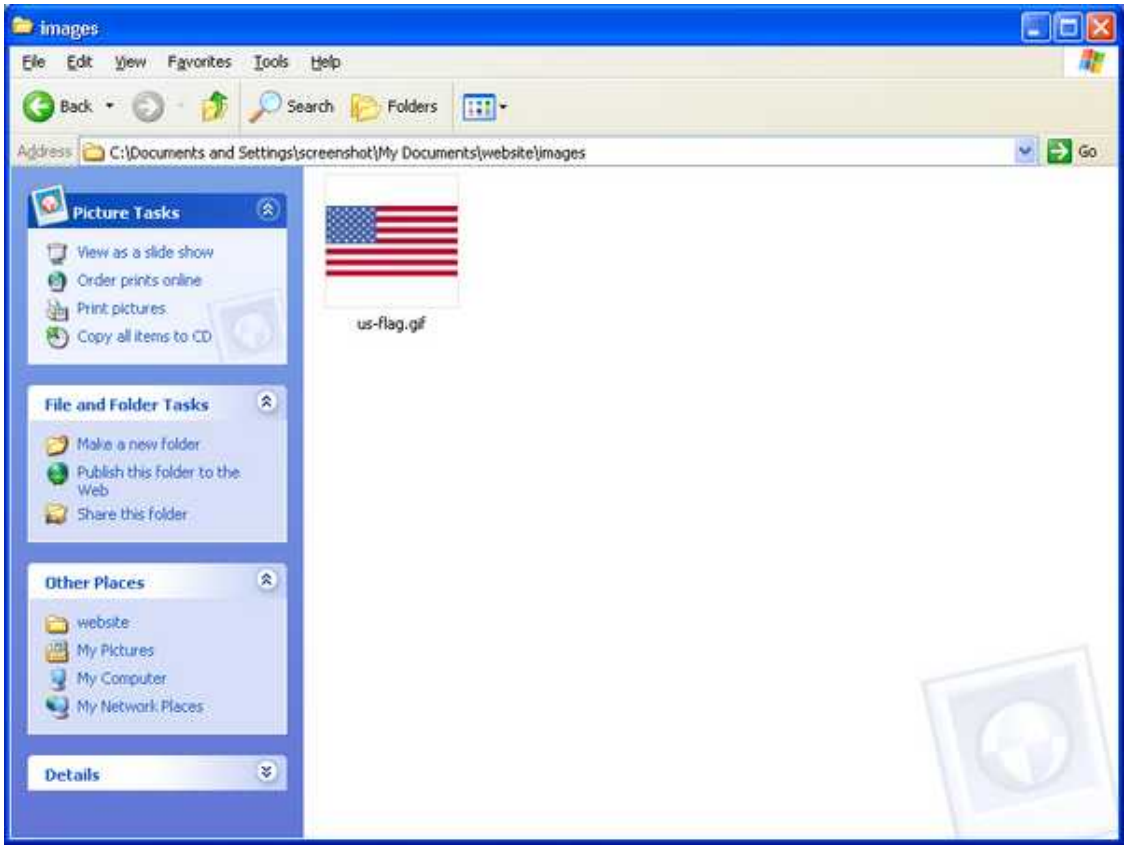
Double-click the "images" folder to enter it.



Right-click somewhere in the blank area and a context menu should appear. Left-click on "Paste."



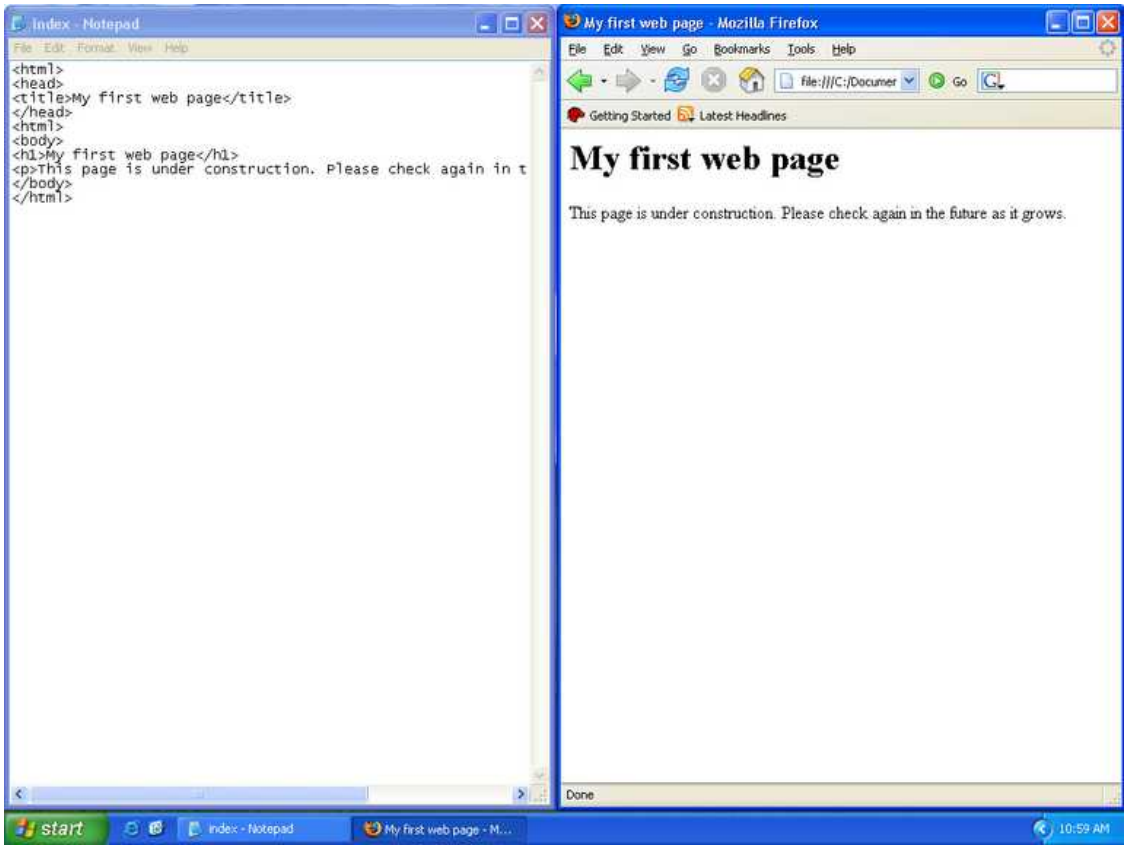
Now we have the image where we want it.



Editing the code

Let's return to the setup we had before with the web page open in Notepad on the left, and the local copy of the website open in the browser on the right. Keep in mind that when you use the menu "File" then click "Open" in Notepad, the default file type will be "Text Documents (*.txt)." You will have to change this to "All Files" or your "index.htm" file won't show up in the "Open" dialog.

Here is how it looked before.



Let's add the image right above the heading on our page. Place the cursor right above the opening body tag (<body>) then press enter to create a new line.

Now type the following on that line.

```
<img src="images/us-flag.gif">
```

Your file should now look like this.

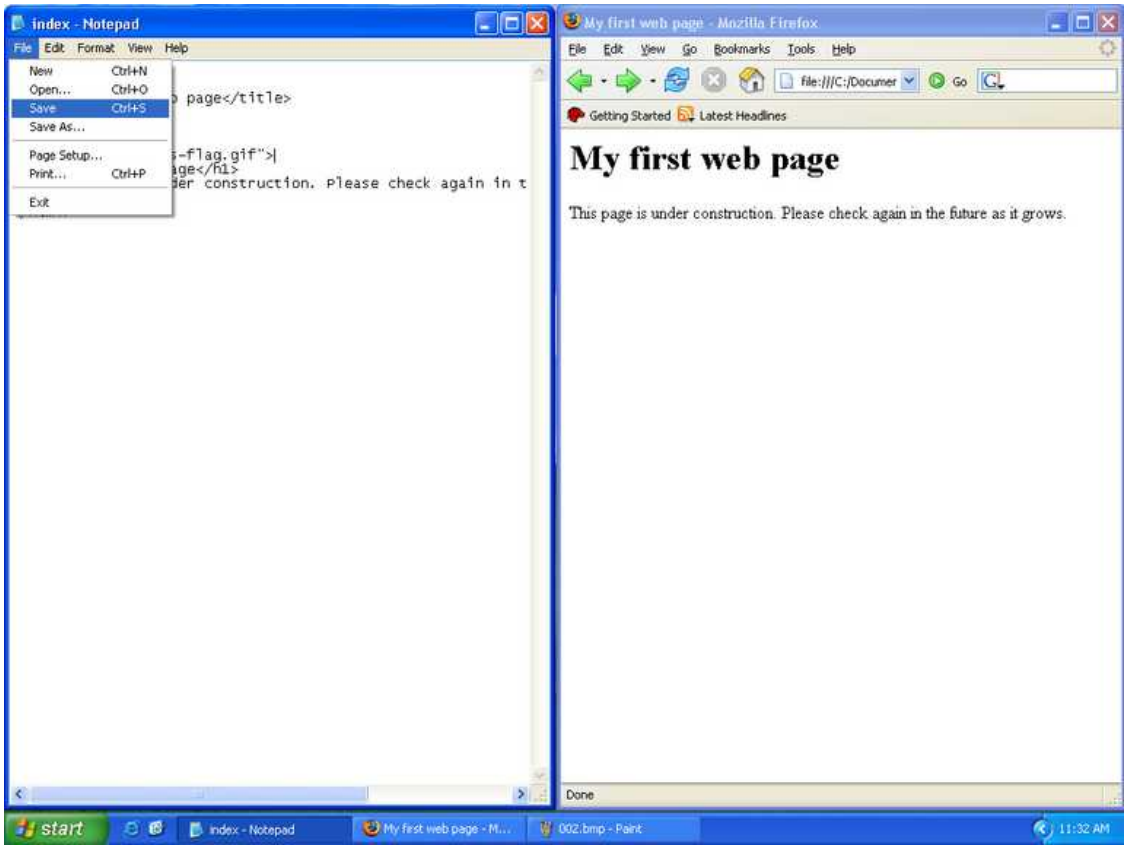
Some explanation is in order. This code is a simple form of image tag. It has two parts. The "img" really just specifies that this is an image that we want included at this point in the web page. The "src=" part is the location of the image *file*. In this case, we have specified that the location is "images/us-flag.gif." You may know that the actual location of this file on your hard drive is something like "C:\Documents and Settings\Owner\My Documents\My Pictures\website\images\us-flag.gif." If you were to put that in your index.htm file it *would* work, but only on your computer. Once you upload your web site to the web server it would not. The reason is that the location, or path, on the web server will quite likely be

different from the one on your computer. Hence, when someone visits your page they will either see nothing, or an empty box where your picture should be.

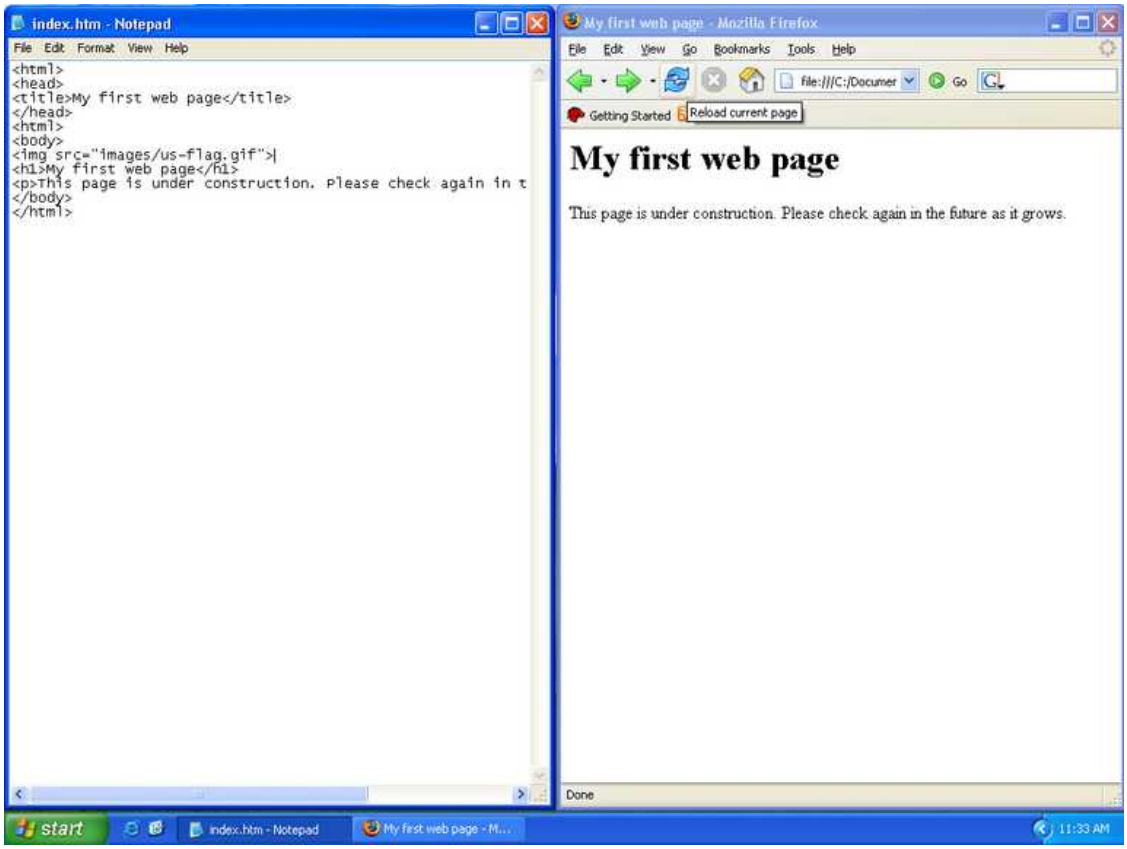
To solve this problem we use what is known as a relative path. The relative path in this case starts at the location of the of the current document, our index.htm file. It specifies to first look in the "images" folder where it will find "us-flag.gif."

Notice also that the separator between the folder name and the image file name is a *forward slash.* If you'll notice that when you visit a web page, the separators are also forward slashes. This is because all web servers can use the forward slash as a separator, but only windows based servers would correctly interpret *back slash* separators. So the convention has evolved to always use the forward slash in HTML files, so they'll work regardless of the server type.

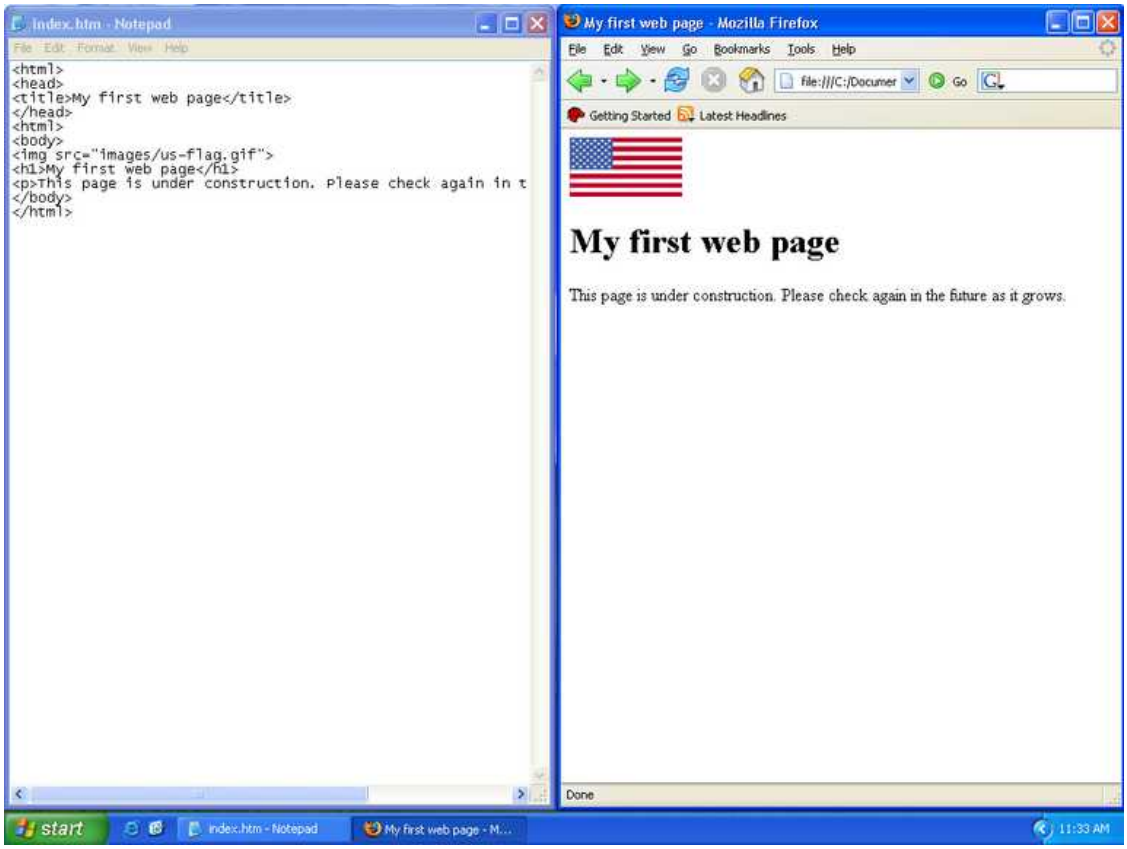
Okay, so we have added the code necessary to display the image in our browser. Now we need to save the file. Click "File" then click "Save."



Now to see the effects in your browser we need to refresh. Click the "refresh" button.



Here is the result.



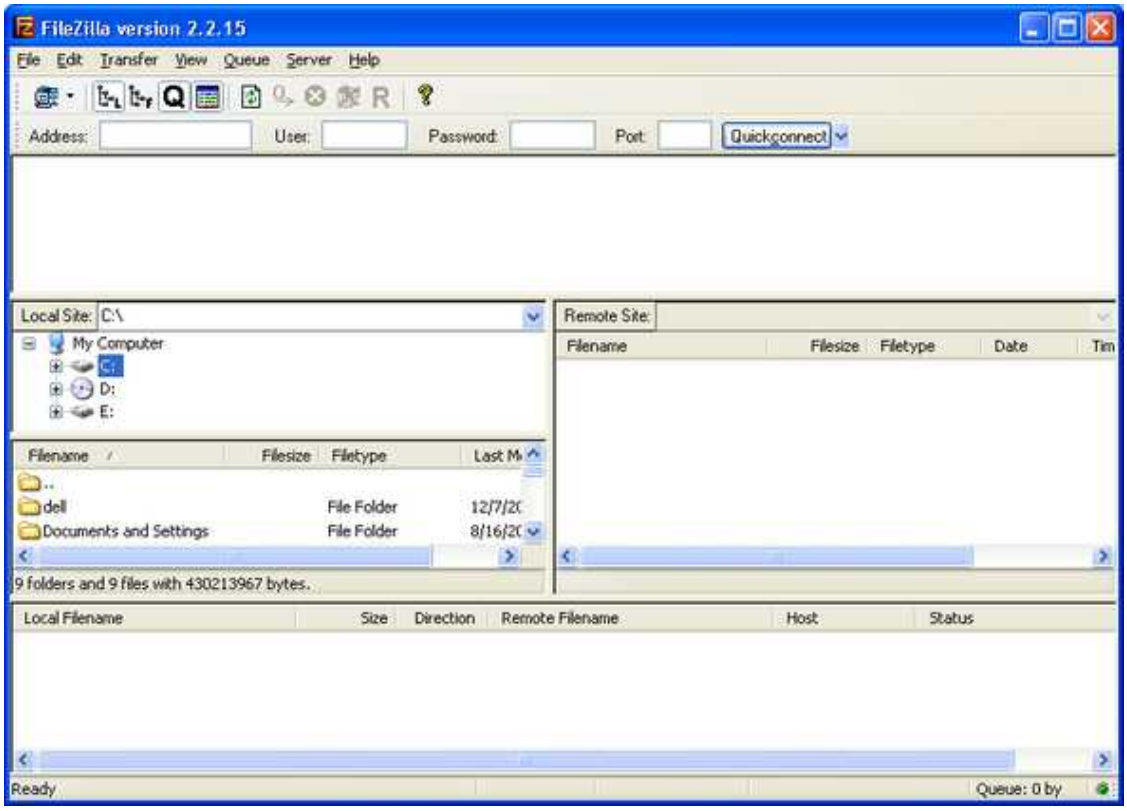
If you've made it this far, congratulations! You have created a basic HTML file, added an image to it, and it works in your browser. But only you can view it now. Its time to move on to publishing it for the world to see.

Uploading the page

In this section we will begin using our FTP program to upload the files and folders that constitute your website to the web server. Once they have been uploaded they can be retrieved by anyone in the world with an Internet connection, a web browser and the URL that points to your site. You'll need to have your Internet connection established so if you aren't online, go ahead and start it now.

Starting Filezilla

Locate the Filezilla program on your "programs" menu and click on it to bring it up.



Now for a little tour of the Filezilla window. At the very top is the menu, below that are some buttons for frequently needed operations, below that is an address bar. These items will be used to operate the program.

The main part of the window is divided into three horizontal sections.

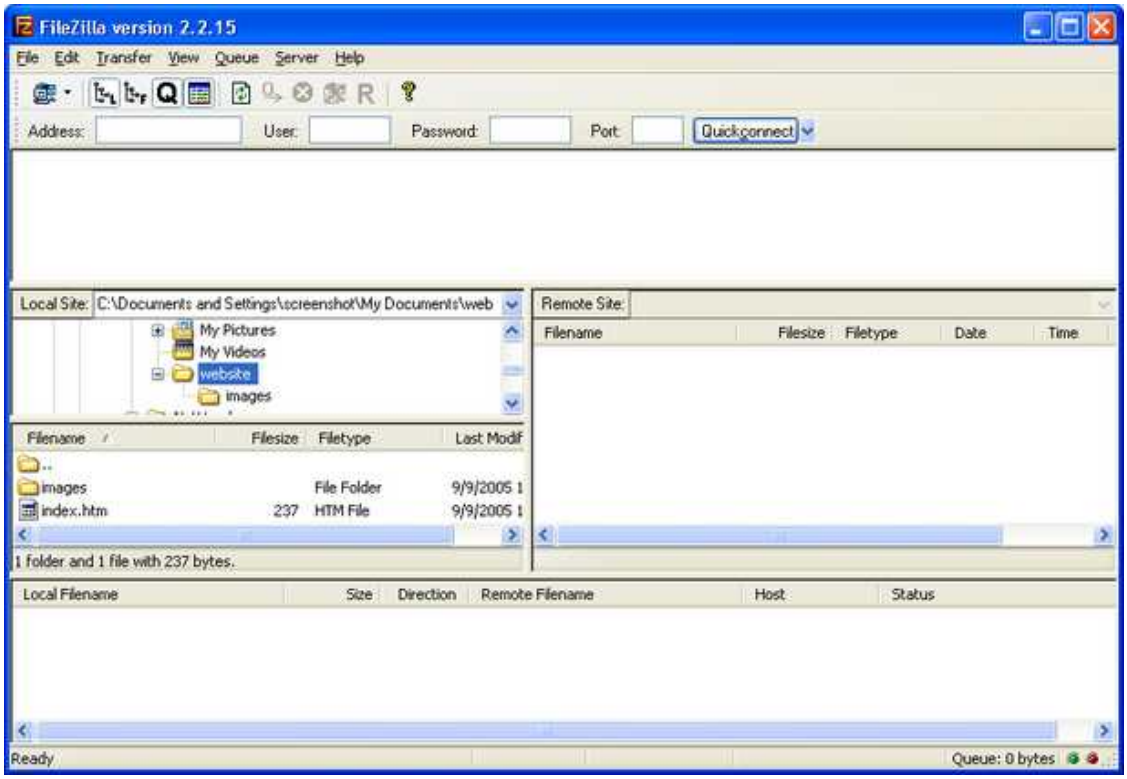
The top section that goes all the way across the window is the "message window." This window echos the communications between your computer and the web server. Once you have Filezilla setup and connecting to the web server reliably you may want to turn this off [link to note - how to turn off].

The middle section itself is sub-divided into three sections, two on the left and one on the right. The two on the left represent the contents of your computer (Local Files), with the top part showing a file system tree that allows you to navigate your folders. When you select a folder in the top section, the contents are displayed in the bottom section.

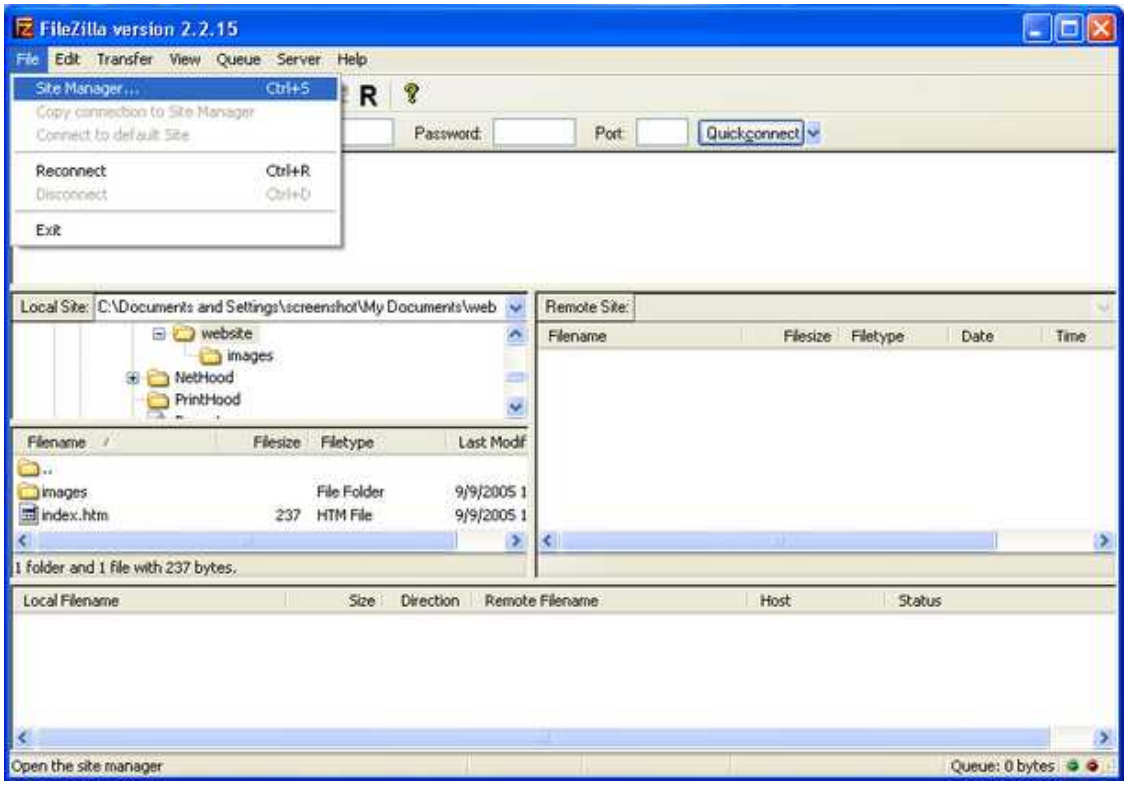
The section on the right represents the contents of the web server (Remote site). Once you are connected to the web server, this will display the contents of your web space.

The bottom section is the "Transfer Queue." It shows the progress of files being uploaded to the web server. It also can safely be turned off once you get familiar with Filezilla [link to note - how to turn off].

Let's get setup and connected. First, in the middle section, on the top part of the left side, navigate to your "website" folder. If you click the *plus sign* next to the website folder it will expand and show the sub-folder images. Finally, click on the "website" folder and you will see the contents (your index.htm file and the images folder) on the bottom part of the "Local Files" section.

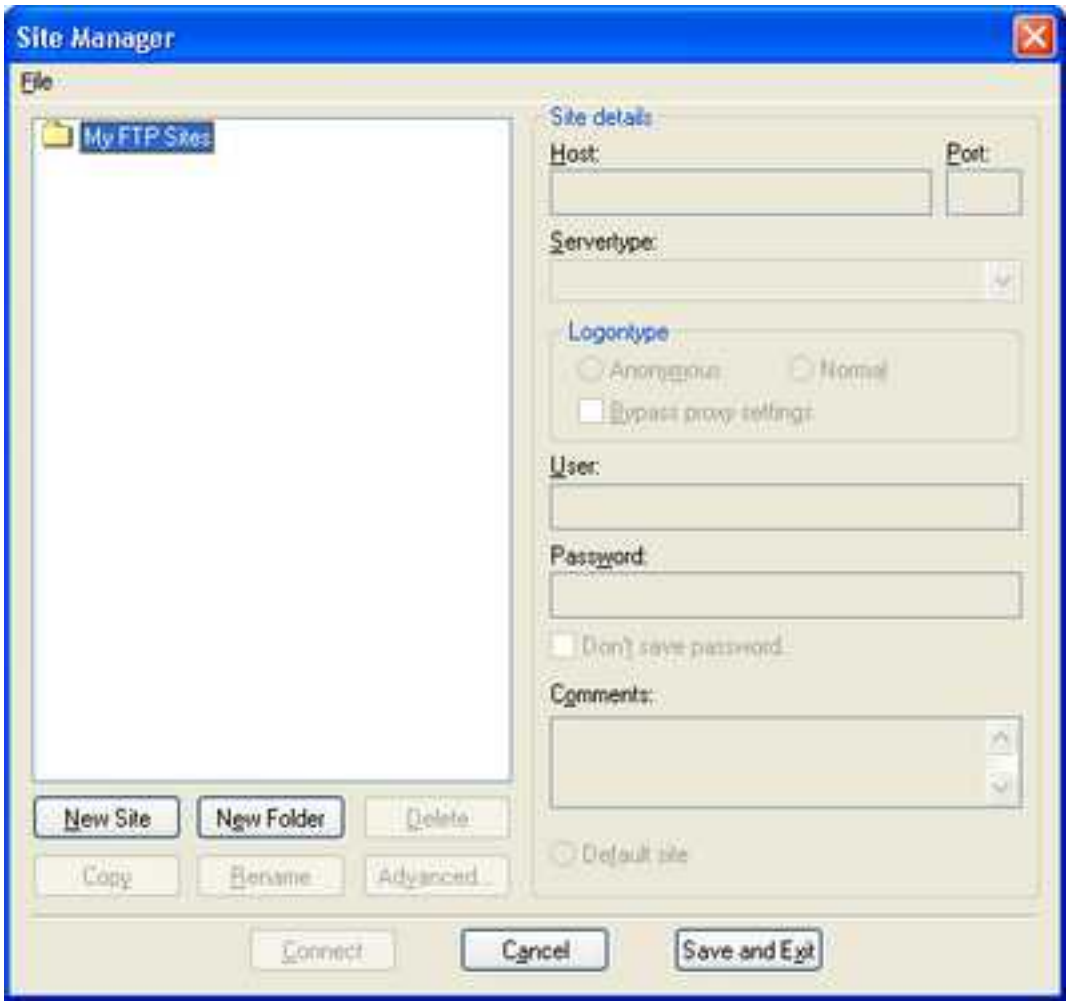


Now we need to get connected to the web server. At the top, click on the "File" menu then click on "Site Manager."

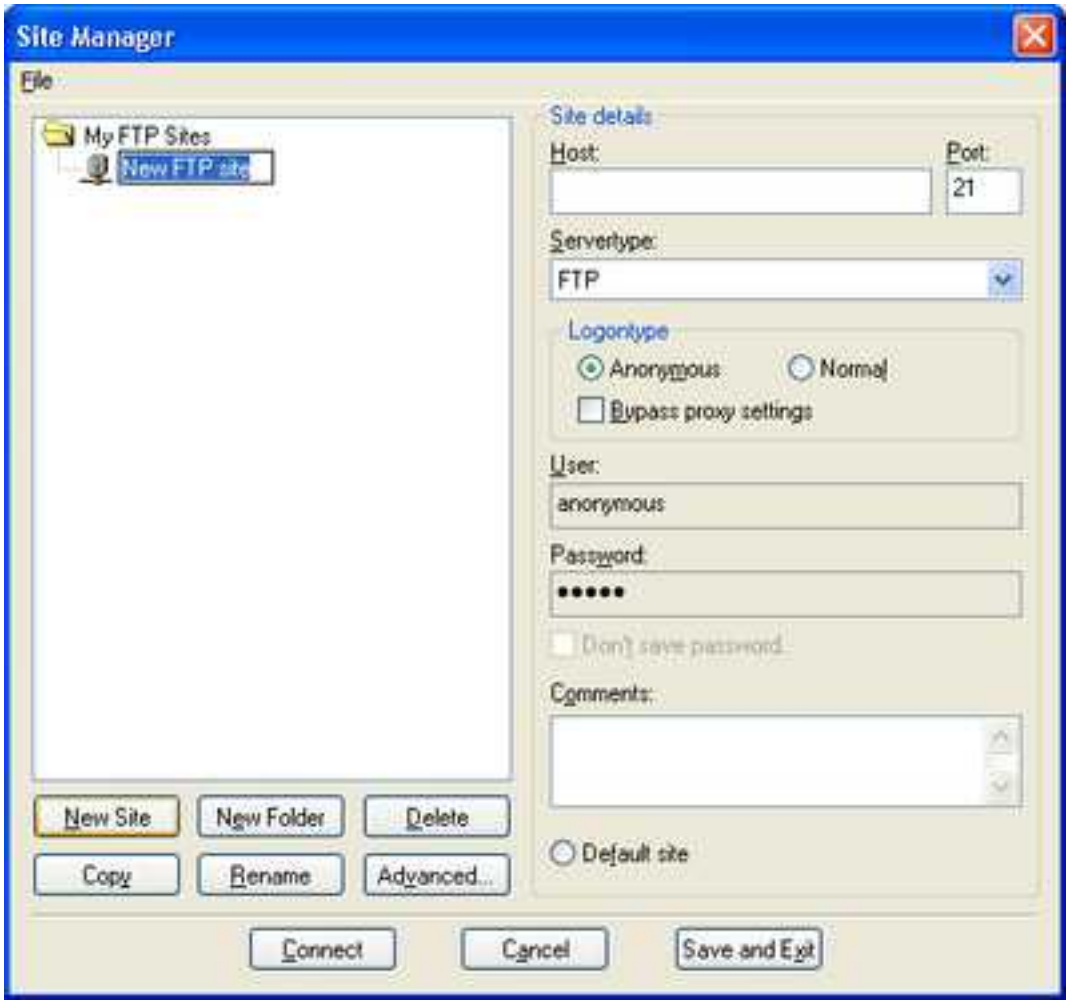


This tool allows us to save the information needed to connect to the web server. Once you have it set up,

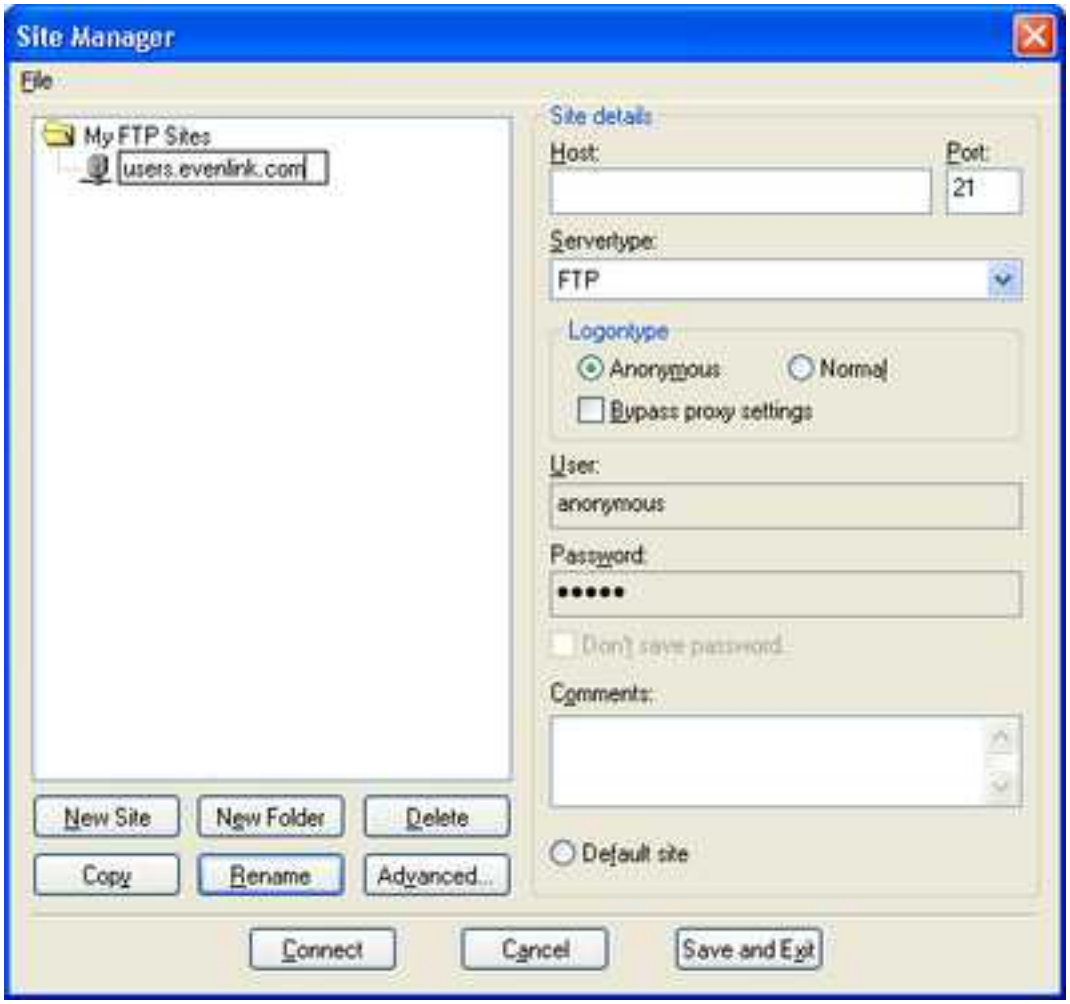
you'll just have to make a couple of clicks and you'll be logged into your web space and ready to transfer files.



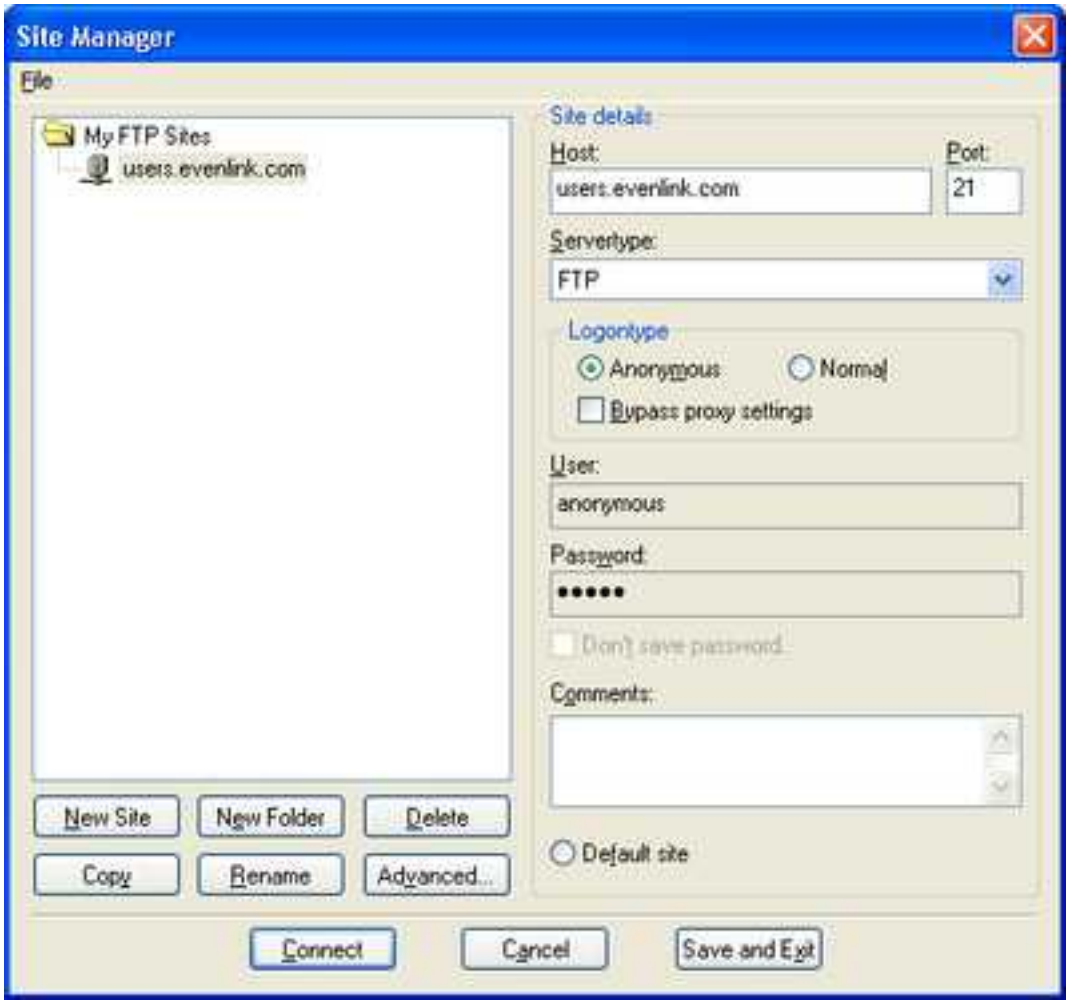
Click the "New Site" button. An icon will be added to the list and the text "New FTP site" will appear selected in box with a thin border. This means you can type the name of the server and it will replace the existing text with what you type.



It is helpful to name the site by host name, but you can name it anything you like. I'll name it users.evenlink.com since that's the host we'll be connecting to.

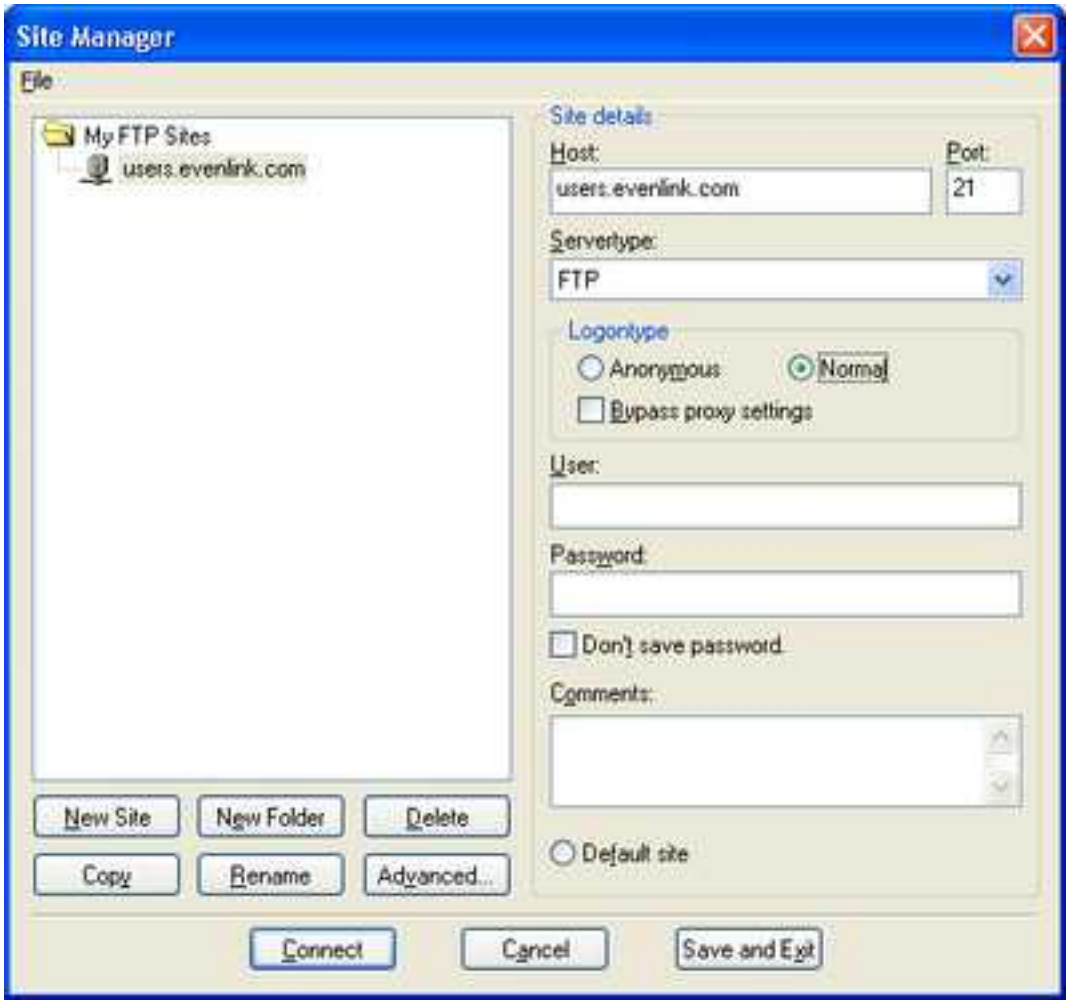


Now let's type that host name into the "Host" box.

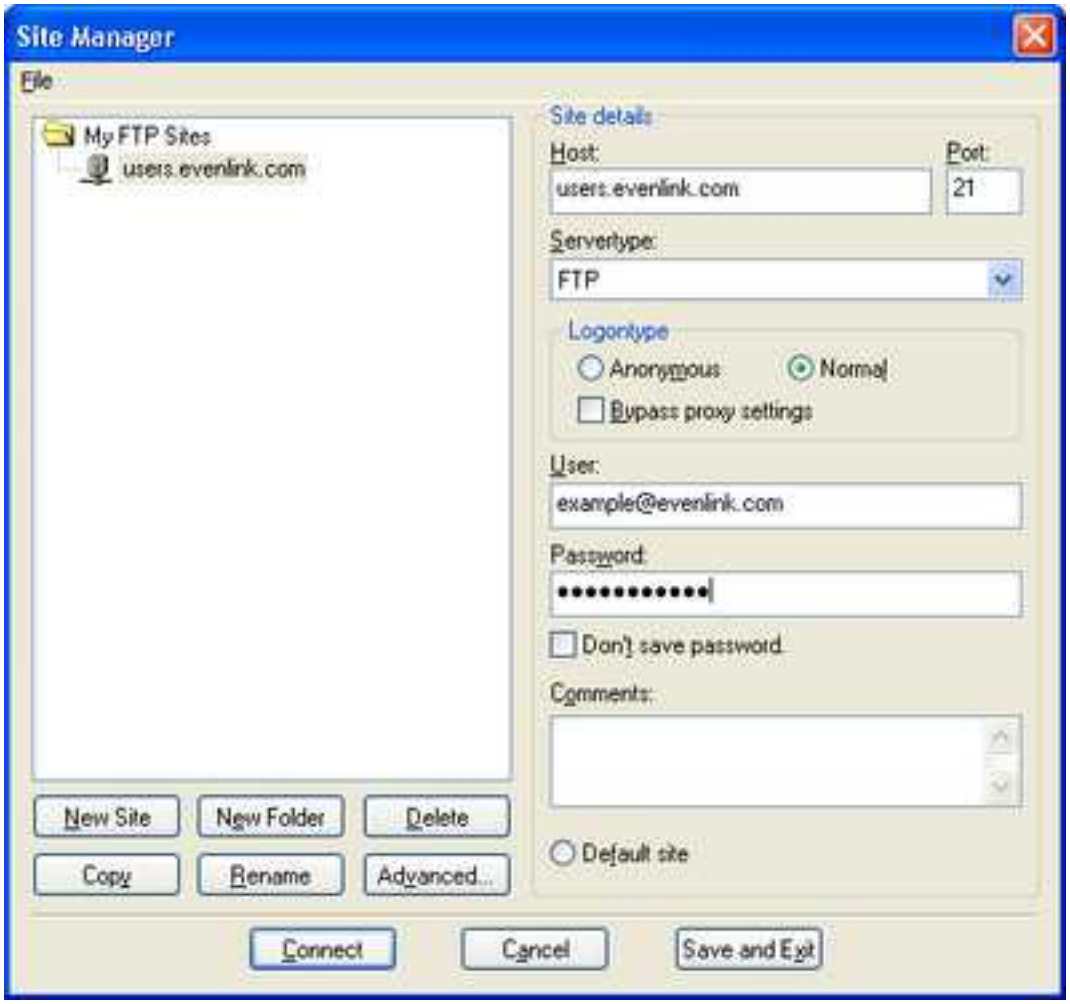


The "port" and "Servertype" are already filled in with the necessary values. But take a look at the "Logon type." It currently is set for "Anonymous." This is because an FTP program can also be used for *downloading* files from what are known as anonymous FTP servers. These types of servers allow anyone to download files (such as freeware and shareware programs for example) but usually not upload files. Since we want to upload files to our web server and a valid user name and password *is required* to do this, we need to change this.

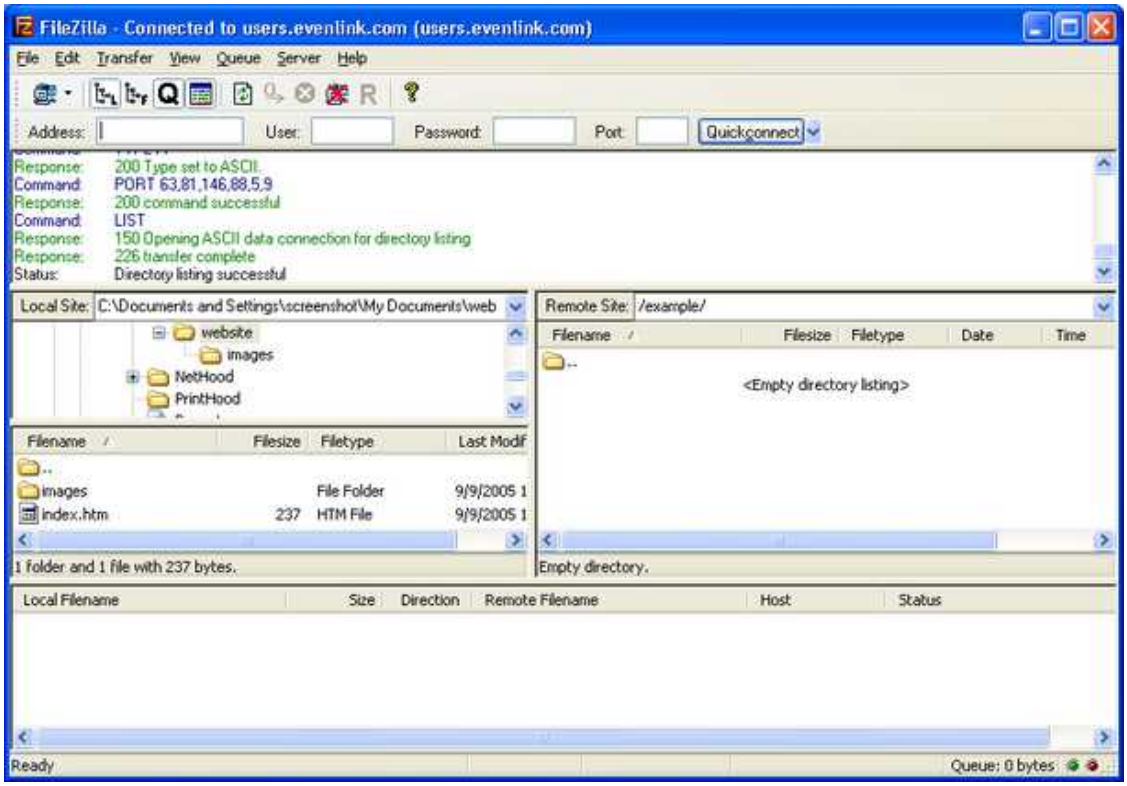
Click on "Normal." This will make the "User" and "Password" boxes available.



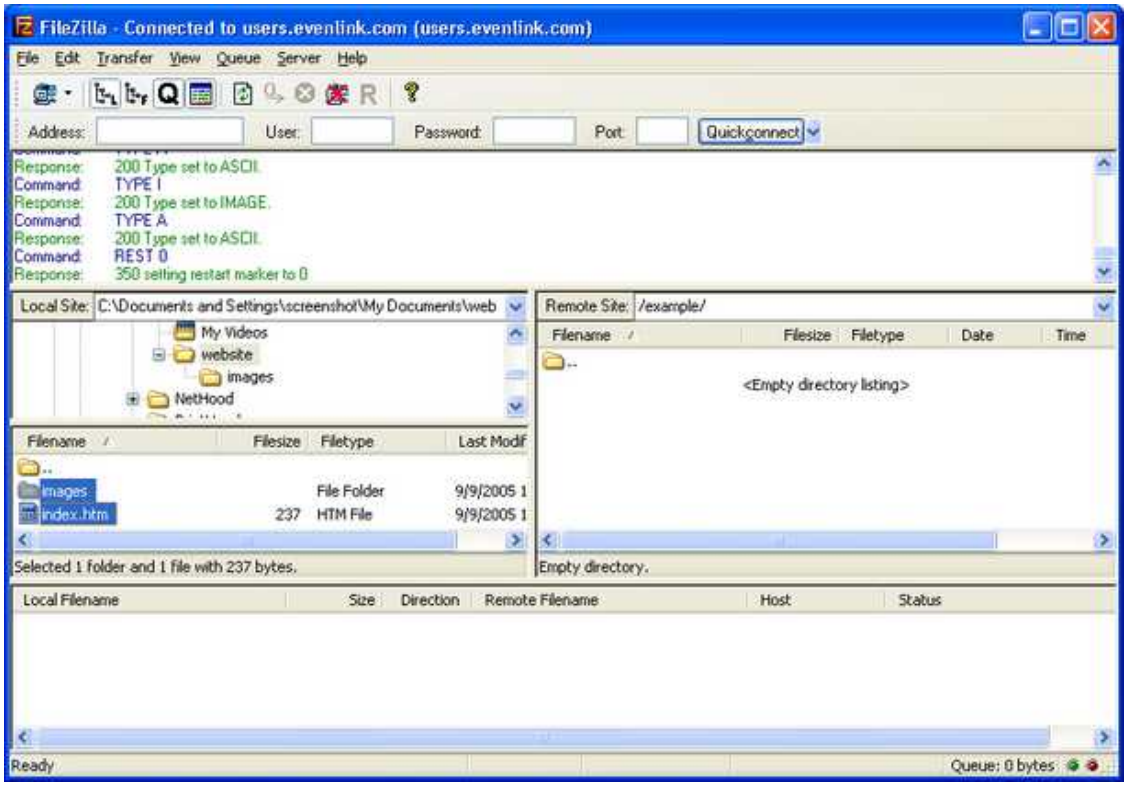
Enter your user name (usually equivalent to your primary email address) in the "User" box. And enter your password (again, usually the same as your account's primary email address) in the "Password" box.



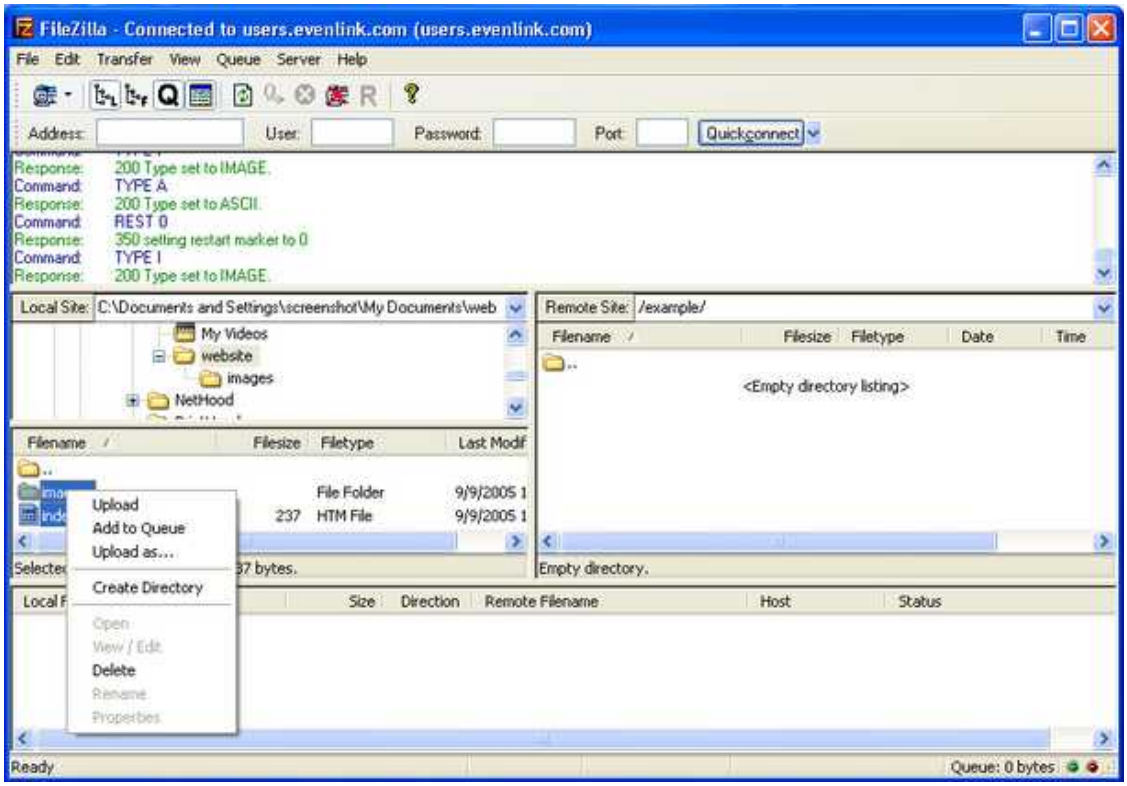
Press the "Connect" button. If all goes well you'll see the program connect and log you into the web server. If not, take a look at the messages in the top message section. This will usually tell you what went wrong. Look for something like "Invalid userid/password" or "Can't resolve hostname." The first one means *either* the information entered into the "User" box, *or* the information entered into the "Password" box is wrong. It doesn't specify which, so look at the "User" box first. If it's wrong then retype it and try again, otherwise retype the "Password." If you are getting the "Can't resolve hostname" error, then check and retype the information in the "Host" box. Finally, your window should look like this.



Now we are setup for transferring the files. Again, in the middle section, the left side represents the "Local Files" on your computer. The right side represents the contents of the web site. Our goal is to make them equivalent by transferring the files on the left, to the web space on the right. First we have to *select* the files on the left. You can transfer them one at a time, or all at once. We'll select them all and then upload them. In general, to select multiple items in the files system you hold down the *control* key on the keyboard (usually labeled CTRL), while clicking the files once with the mouse pointer. Files selected for transfer in this way will be highlighted (usually appearing blue). Release the CTRL key after you've selected all the files you want to transfer.

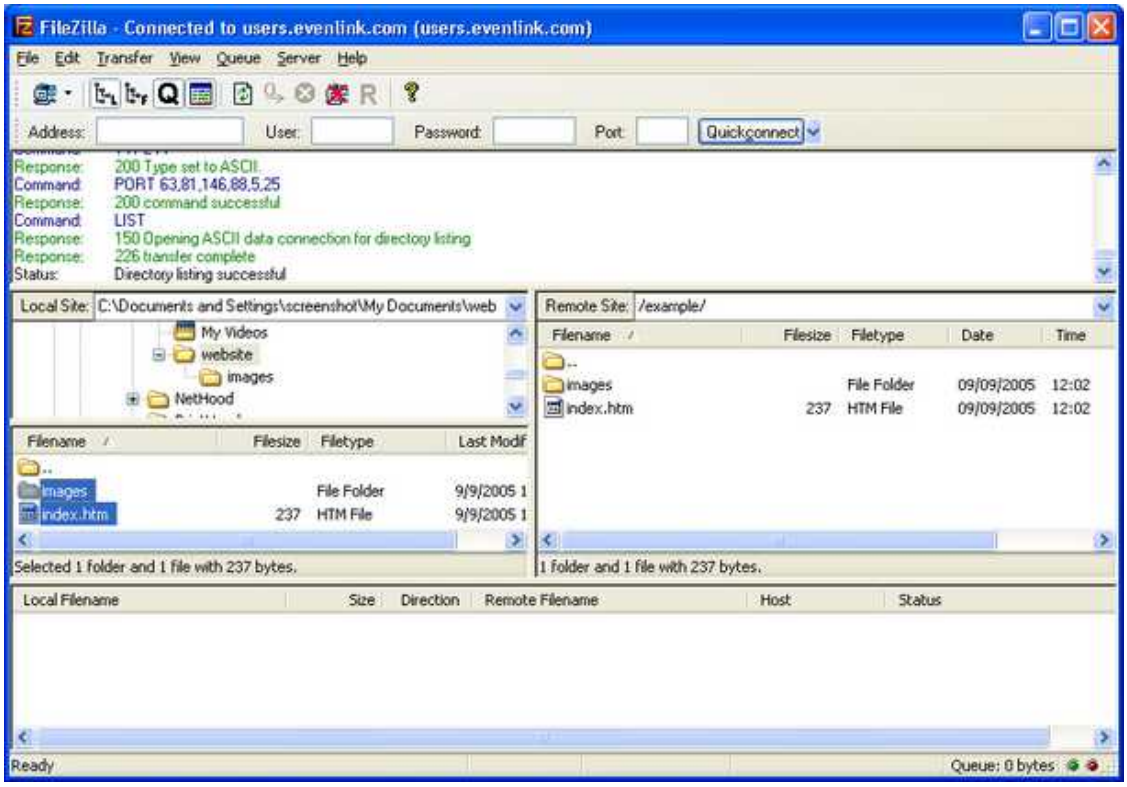


Now you can simply right-click on any one of the selected files and a context menu will appear.



Click on "Upload." You'll see the files appear briefly in the "transfer queue" section below, and you'll see messages about the transfers taking place in the "messages" section above. After the transfer is fin-

ished, you'll see the files have appeared on the "Remote Site."



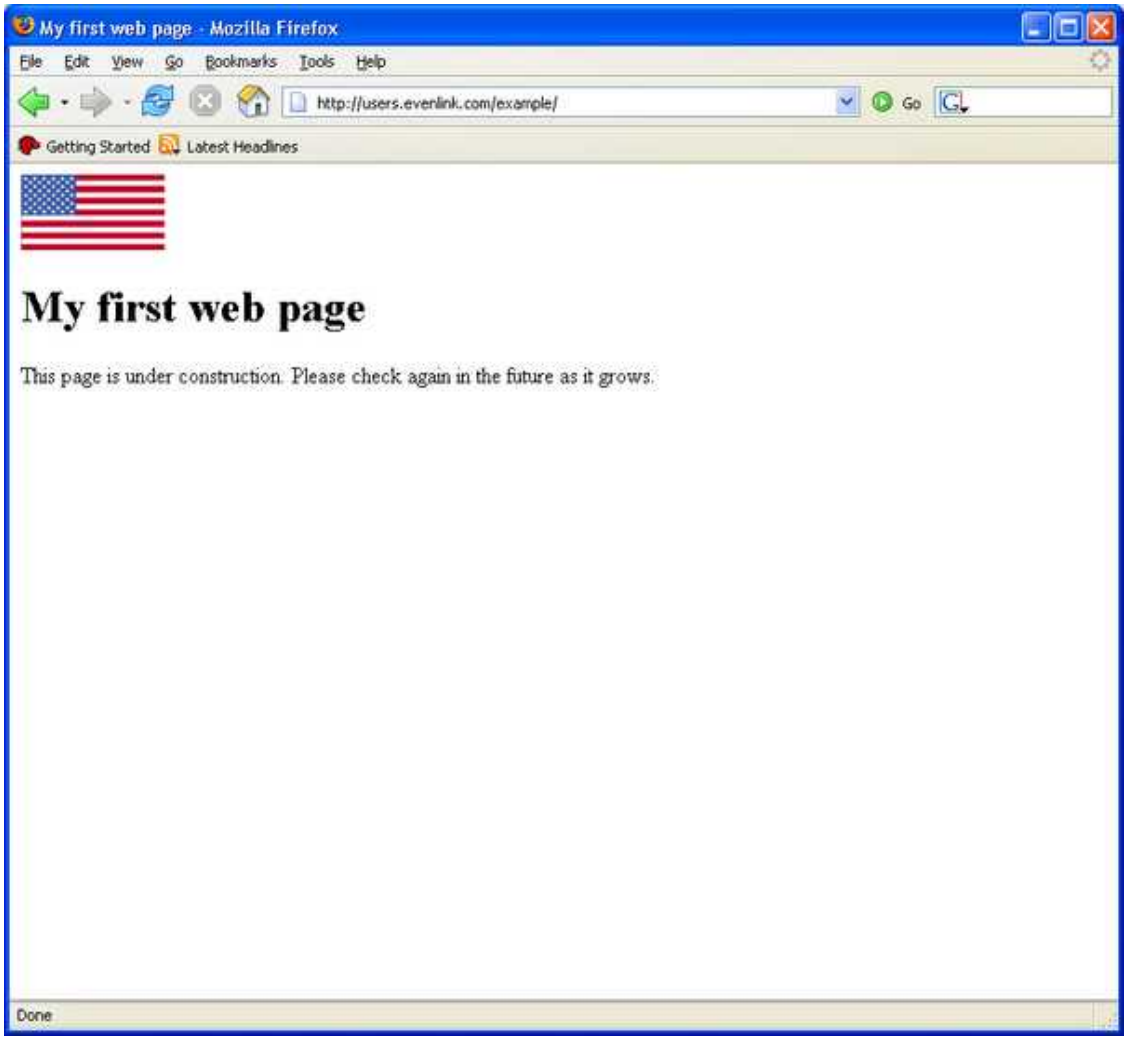
Guess what? Your website is now published on the Internet. Well done!

Checking the results

If you still have your web browser open, it is a simple matter to change the URL in the address box to the online version of your site. Enter the following URL into the address box, where <username> is the first part of your FTP user name (the part before the "@" symbol).

```
users.evenlink.com/<username>
```

Note - for purposes of this documentation, I'm using the user name of "example." You should use your user name in the address bar instead. When you press "Go" you'll be taken to your website.

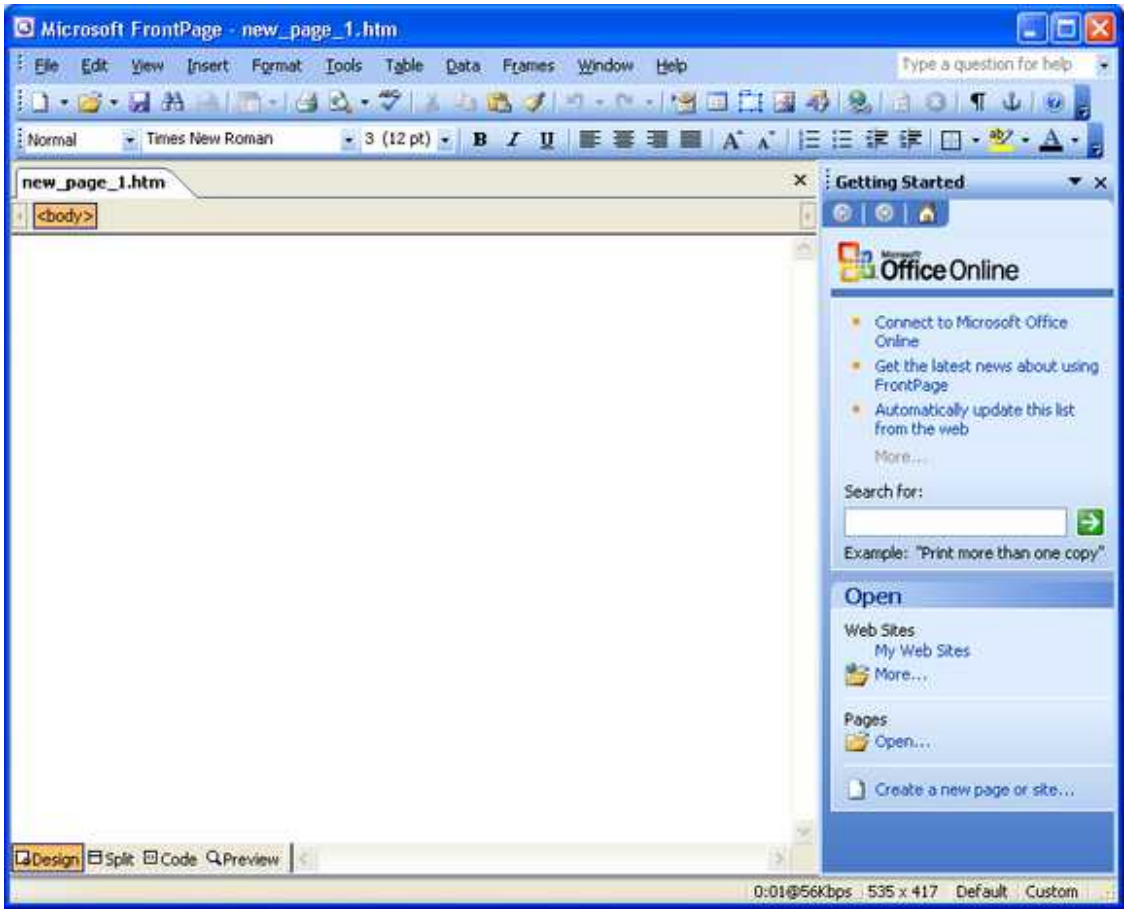


Using Frontpage

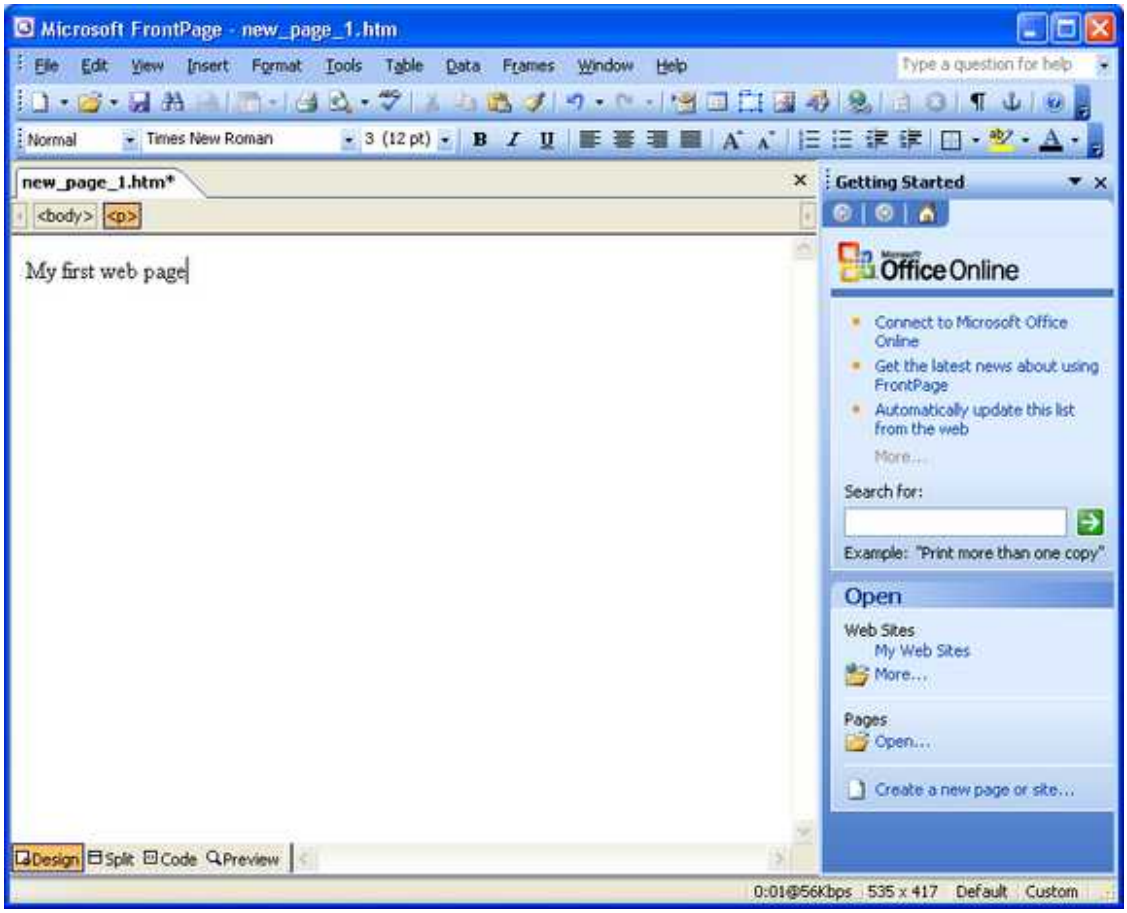
If you have Microsoft's Frontpage software and you would like to use that to publish to your Evenlink web space, this section will show you how. Frontpage combines the ability to edit, organize, and upload your site in a single program. Additionally, it is known as a *what you see is what you get* (WYSIWYG) web editor, meaning that you can layout and edit your pages much like you would with a word processing program, and it will take care of the HTML code.

Starting and saving your page

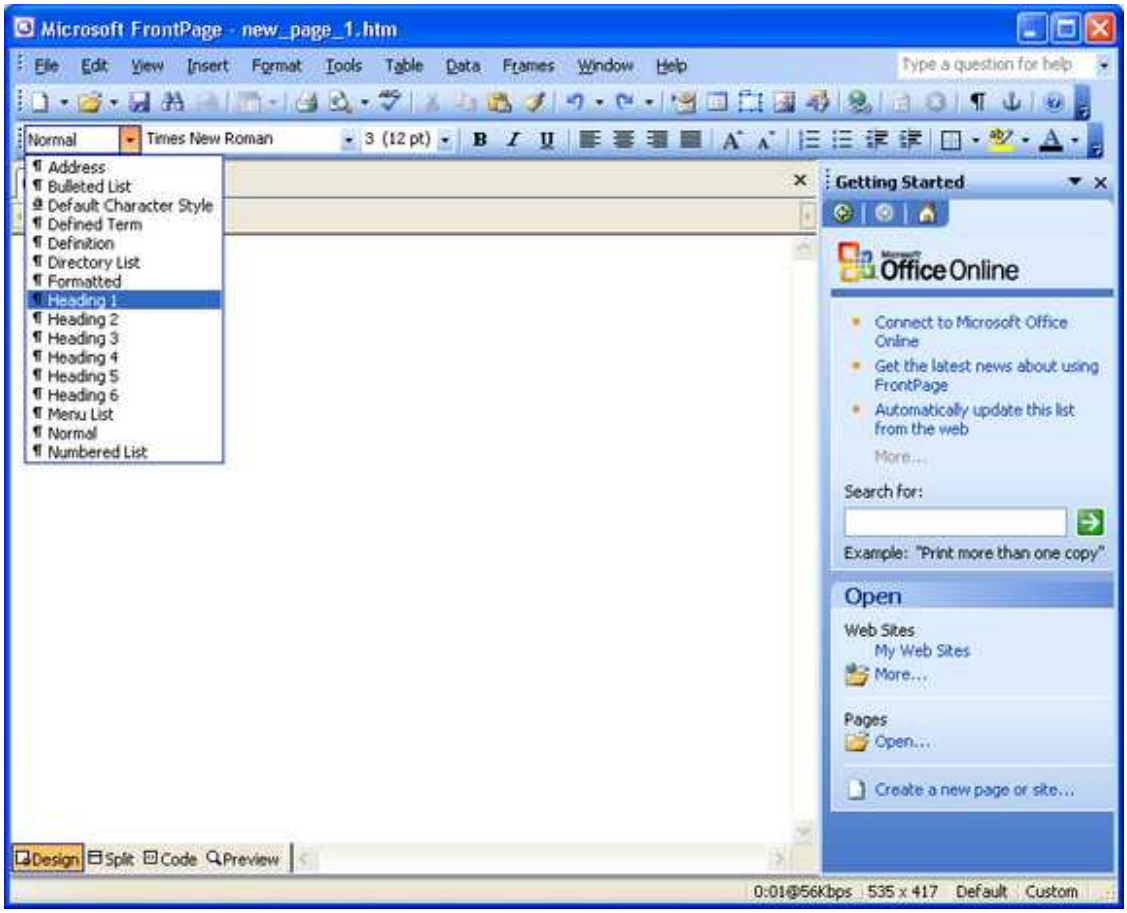
Upon opening Frontpage, you'll be presented with a window containing a new blank web page that looks similar to this.



Let's add some text. Type "My first web page" right in the window on the first line.



The line you just typed is in *normal* text style. We want it to be our main heading so let's change the paragraph style to *Heading 1*. Above the page on the toolbar you should see the paragraph style drop-down. Click on the down-pointing arrow to drop the list down, then click on *Heading 1*.

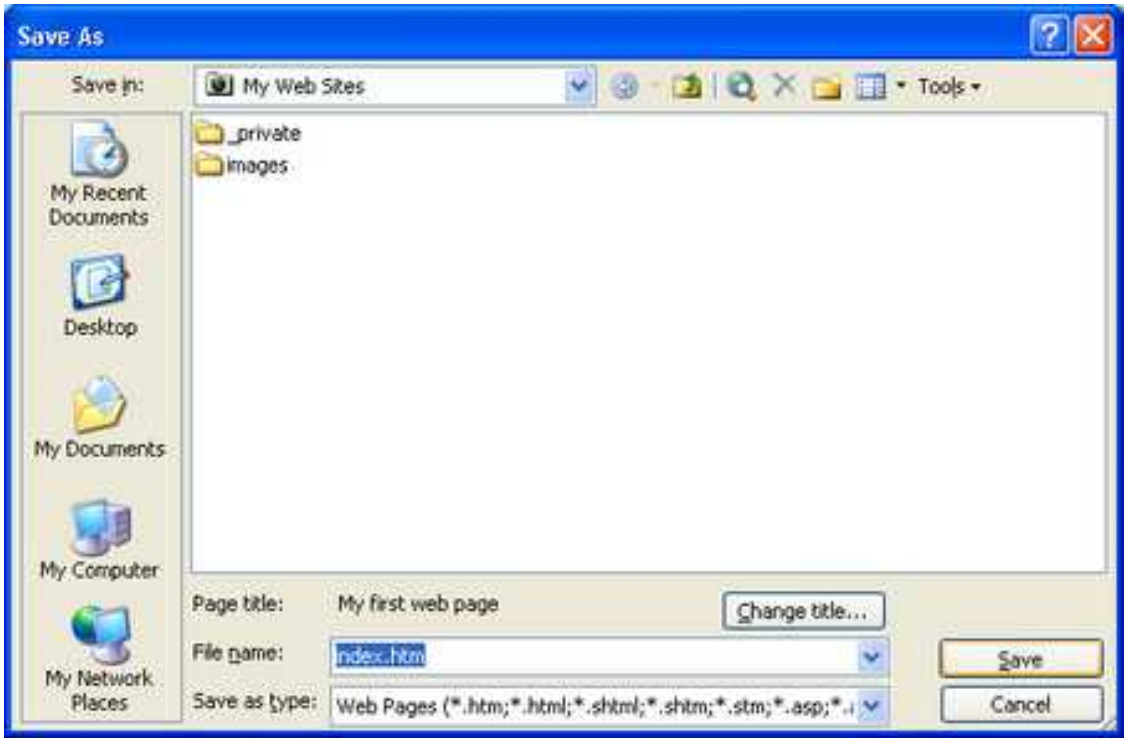


Now we have a nice bold heading.

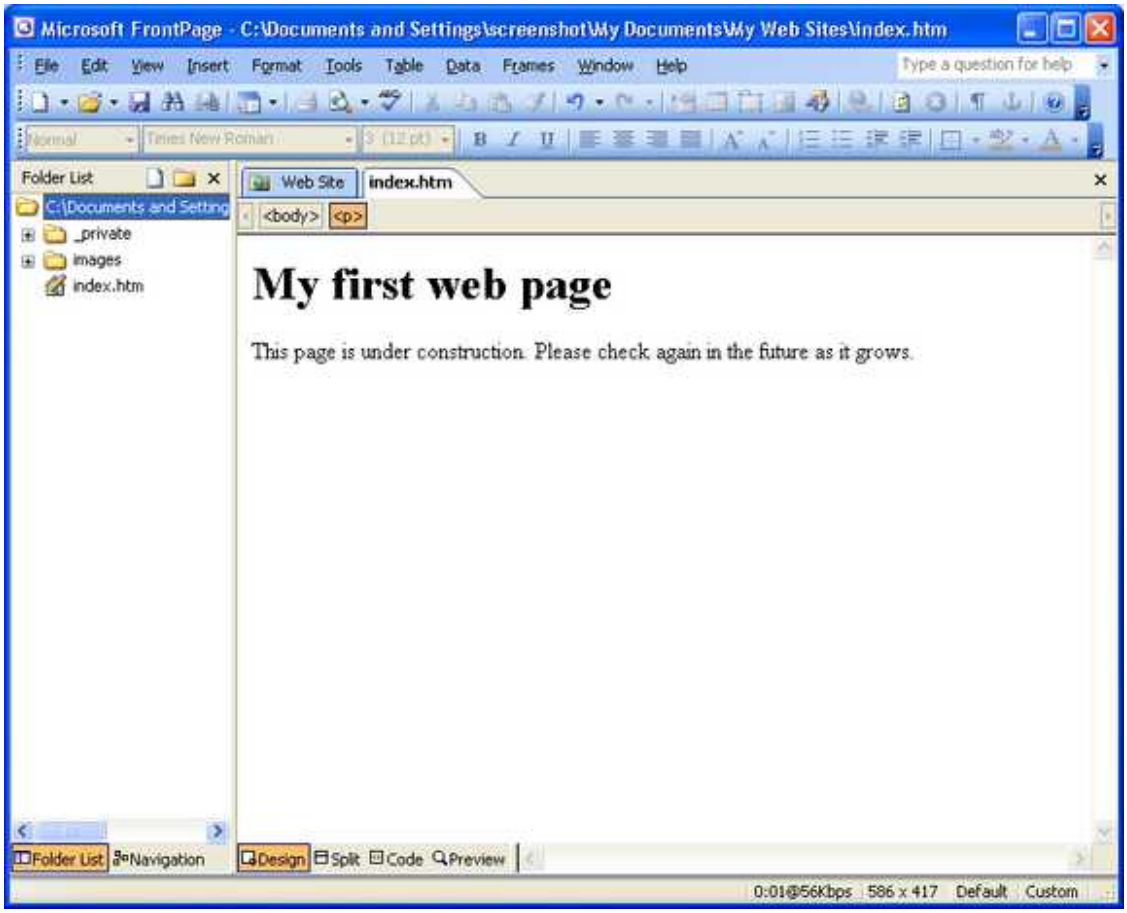
Go down to the next line and enter some more text. In the example we'll enter "This page is under construction. Please check again in the future as it grows."

Now we want to save it. Click the "File" menu, then click "Save." Alternatively, you can click the "Save" icon on the toolbar.

The "Save As" dialog will appear. Notice the location at the top. It indicates the file will be saved in "My Web Sites." Also notice there are already some folders in there. Frontpage creates the location and these folders for you automatically. Further, Frontpage has named the file "index.htm" for you. This is what we want in this case, so just click the "Save" button.



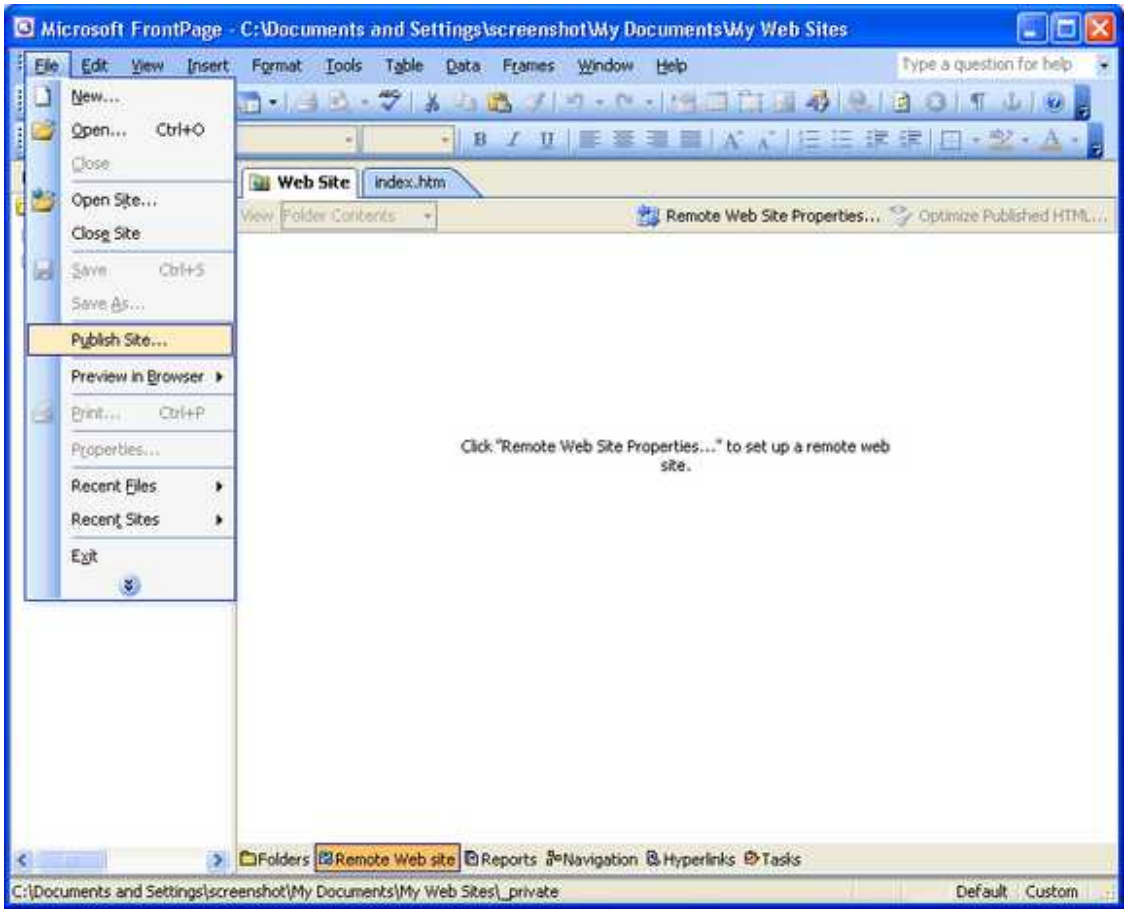
Now the window may change to reflect the creation of your file. You may now see that there is a folder list on the left side of the window. As your site gets bigger and more complicated, this will help you navigate your files.



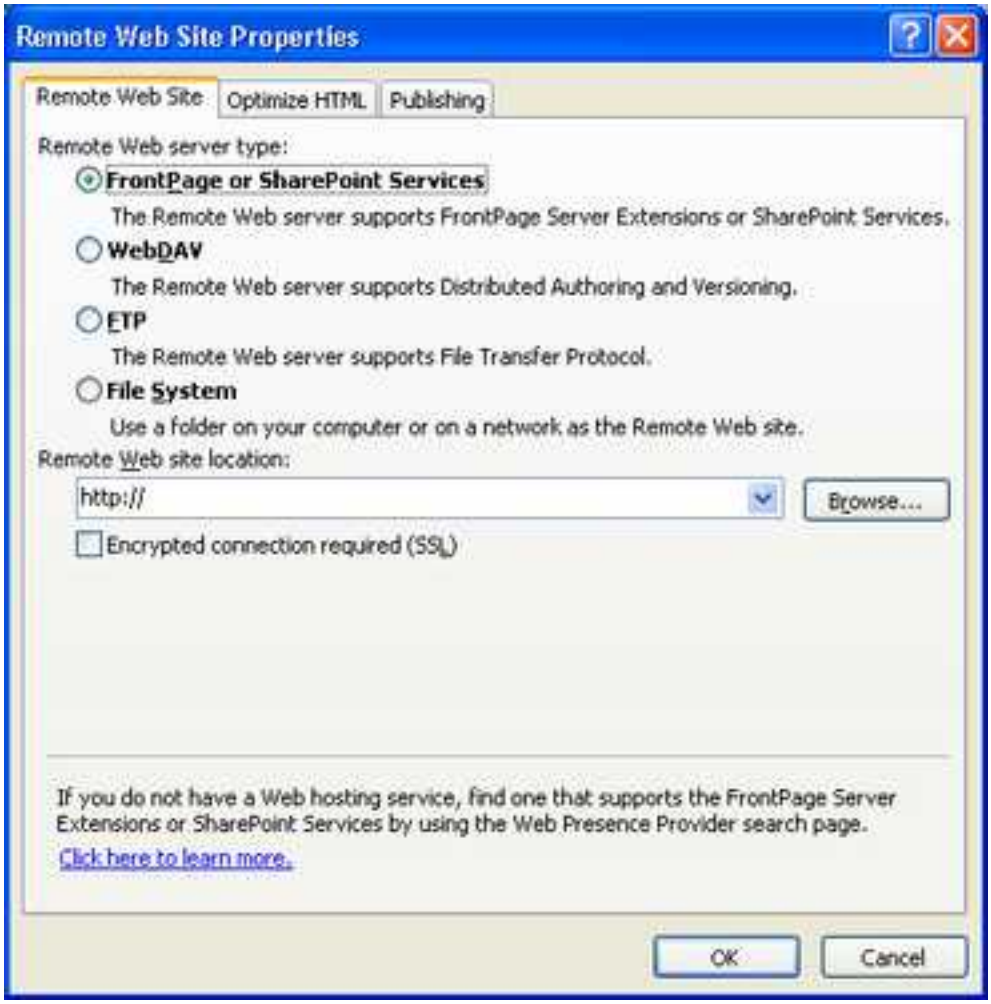
Publishing (uploading) your site

Now we are going to upload the site to the web server. You'll need to have your Internet connection on for this part, so go ahead and start it now.

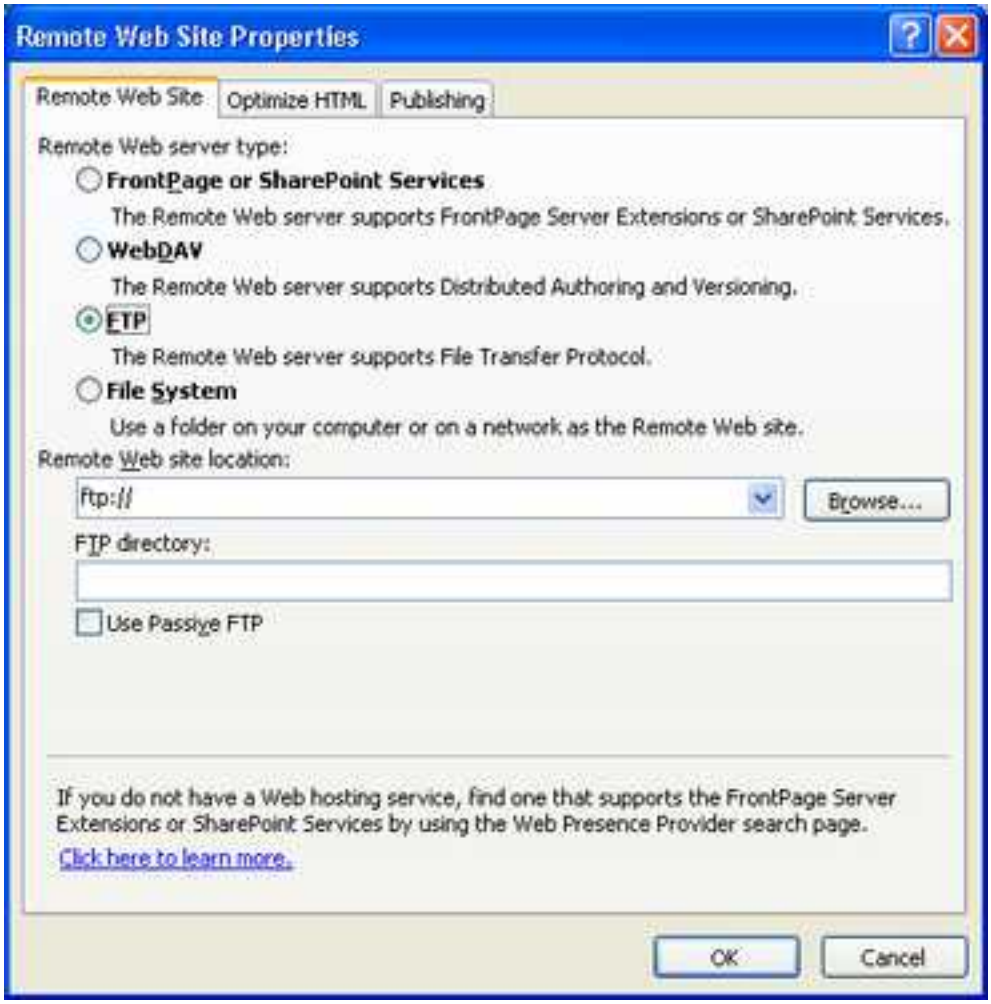
When you are ready, click "File" then click "Publish Site."



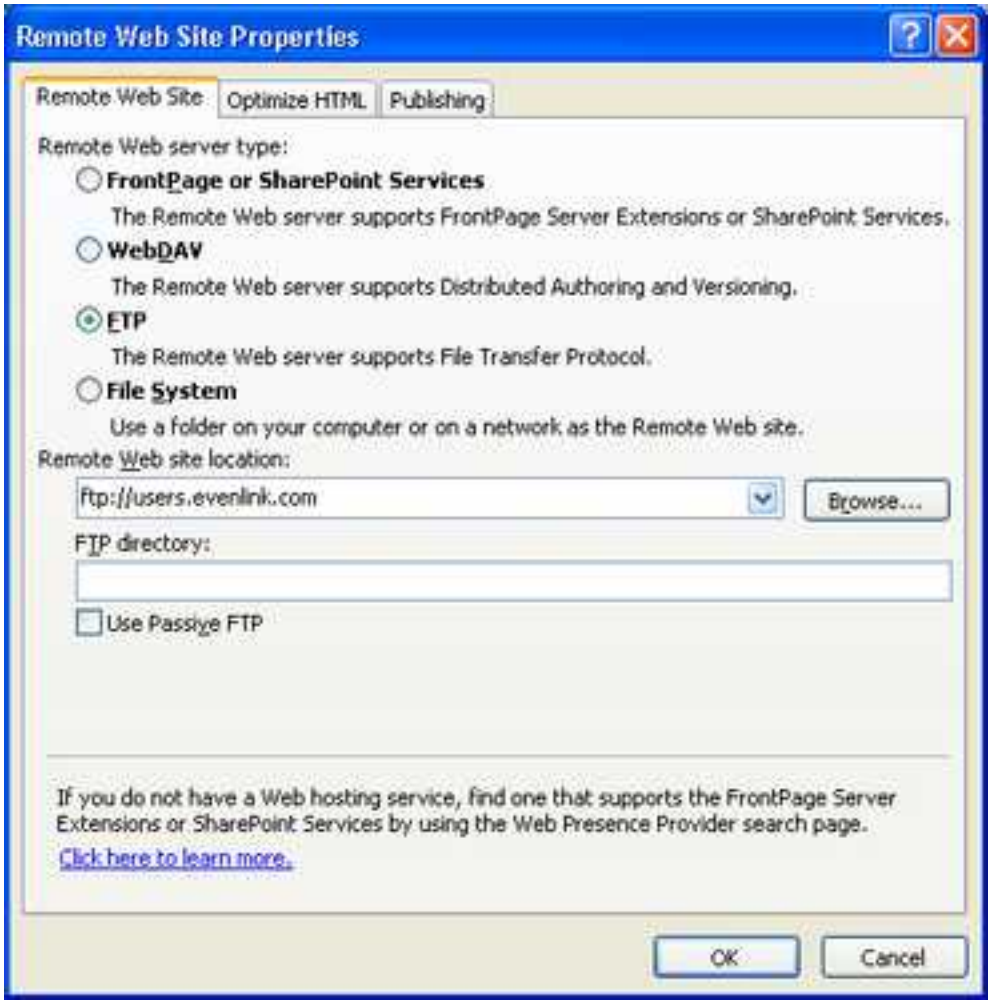
The first time you do this Frontpage will open the "Remote Web Site Properties" dialog. This will allow us to enter the settings for uploading. We'll only have to do this once.



The first setting we'll need to change is the *Remote Web server type*. Click on the circle next to "FTP."



Now enter the FTP server host name (users.evenlink.com) after the "ftp://" in the *Remote Web site location* box. Leave the *FTP directory* box blank. The FTP server will automatically connect you to the correct directory based on your user name, which we'll be entering in a moment. Press the "OK" button.

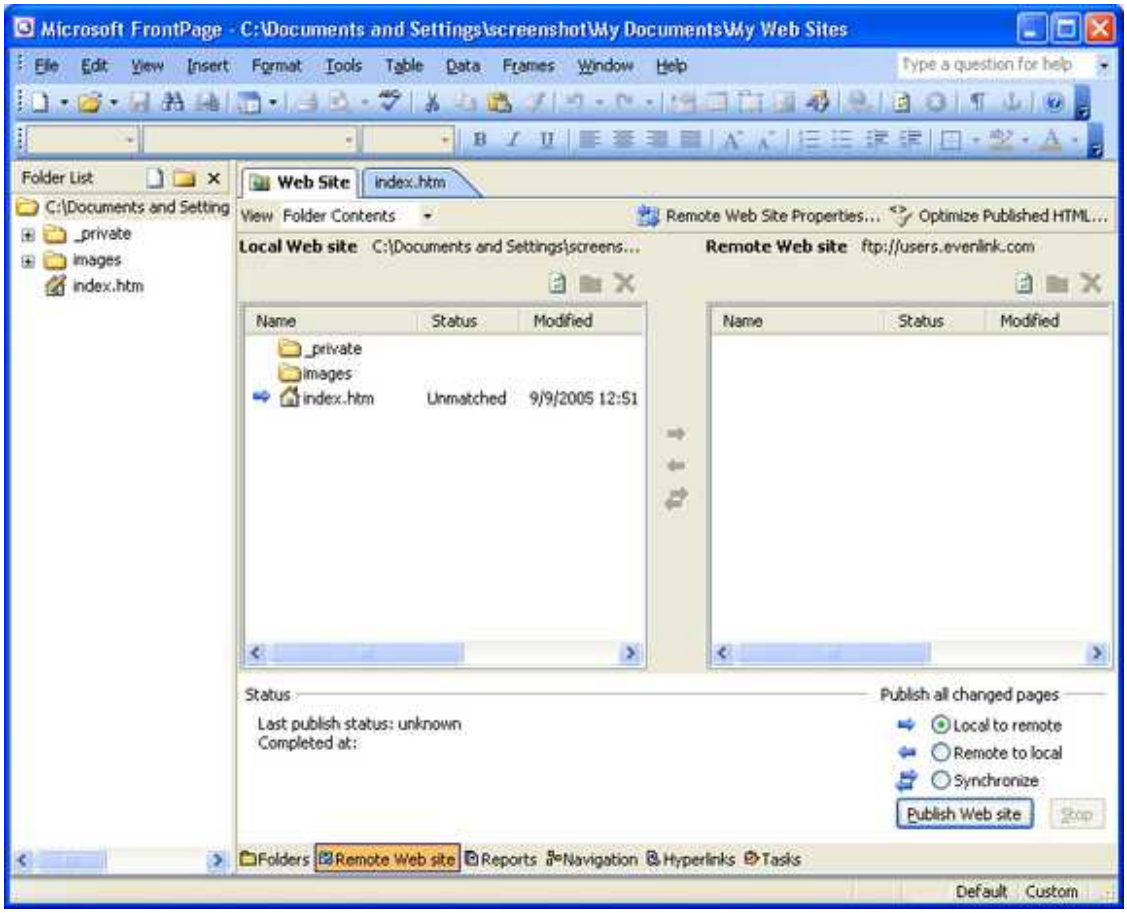


The *Name and Password Required* dialog should appear. If it doesn't or you get something else, check that your Internet connection is on.

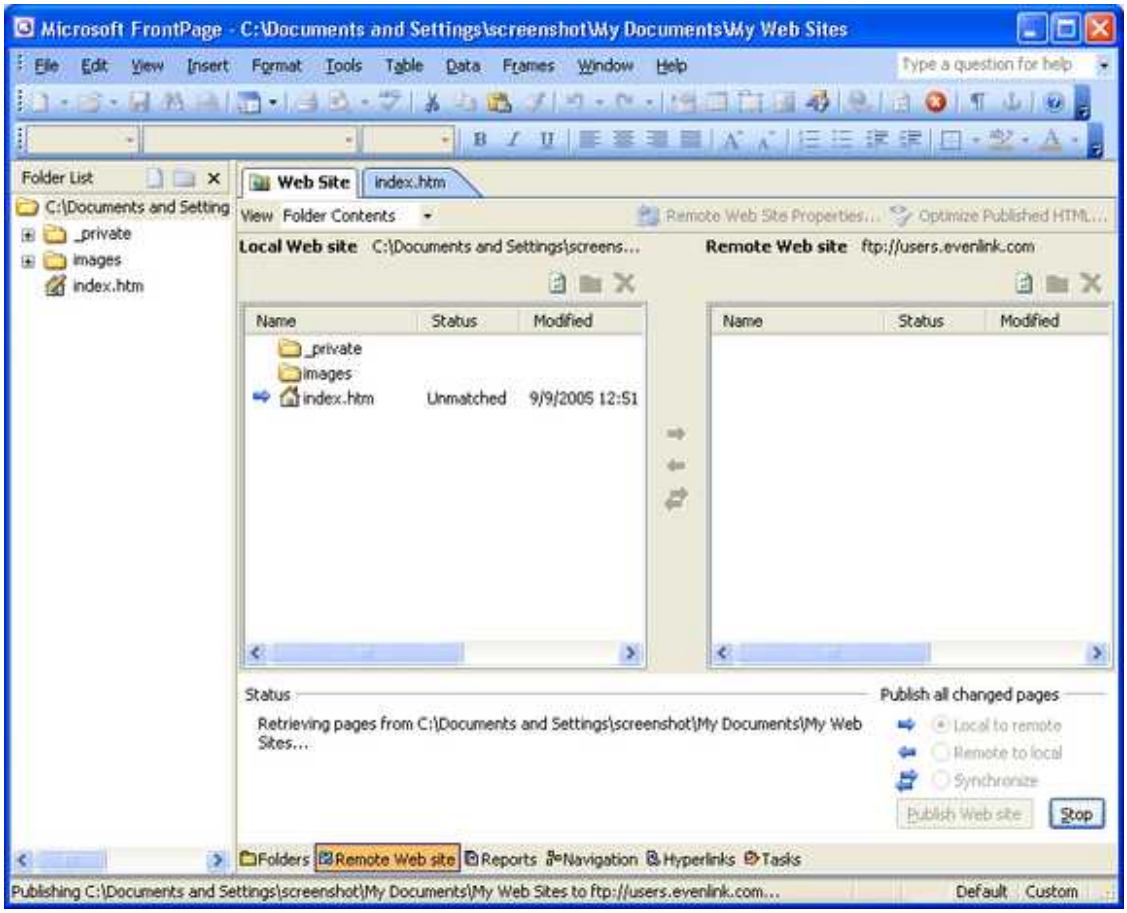
Fill in your FTP user name and FTP password in the appropriate boxes. When you have them in, press "OK."

Once Frontpage connects, It will switch you to the "Web Site" tab. This tab displays the files on your computer, and on the web server at the same time. The left side shows the files on your computer, the right side shows the files on the web server. Publishing your site will have the effect of uploading the files from your computer to the web server.

Below the local and remote file listings there are three radio buttons labeled: *Local to remote*, *Remote to local*, and *Synchronize*. This will determine the direction of the transfer. You'll almost always want to publish from your computer, to the web server. So, make sure the dot is in the circle next to *Local to remote*.



Press the "Publish Web site" button. You'll see some messages appear in the *Status* area as the files are being uploaded.



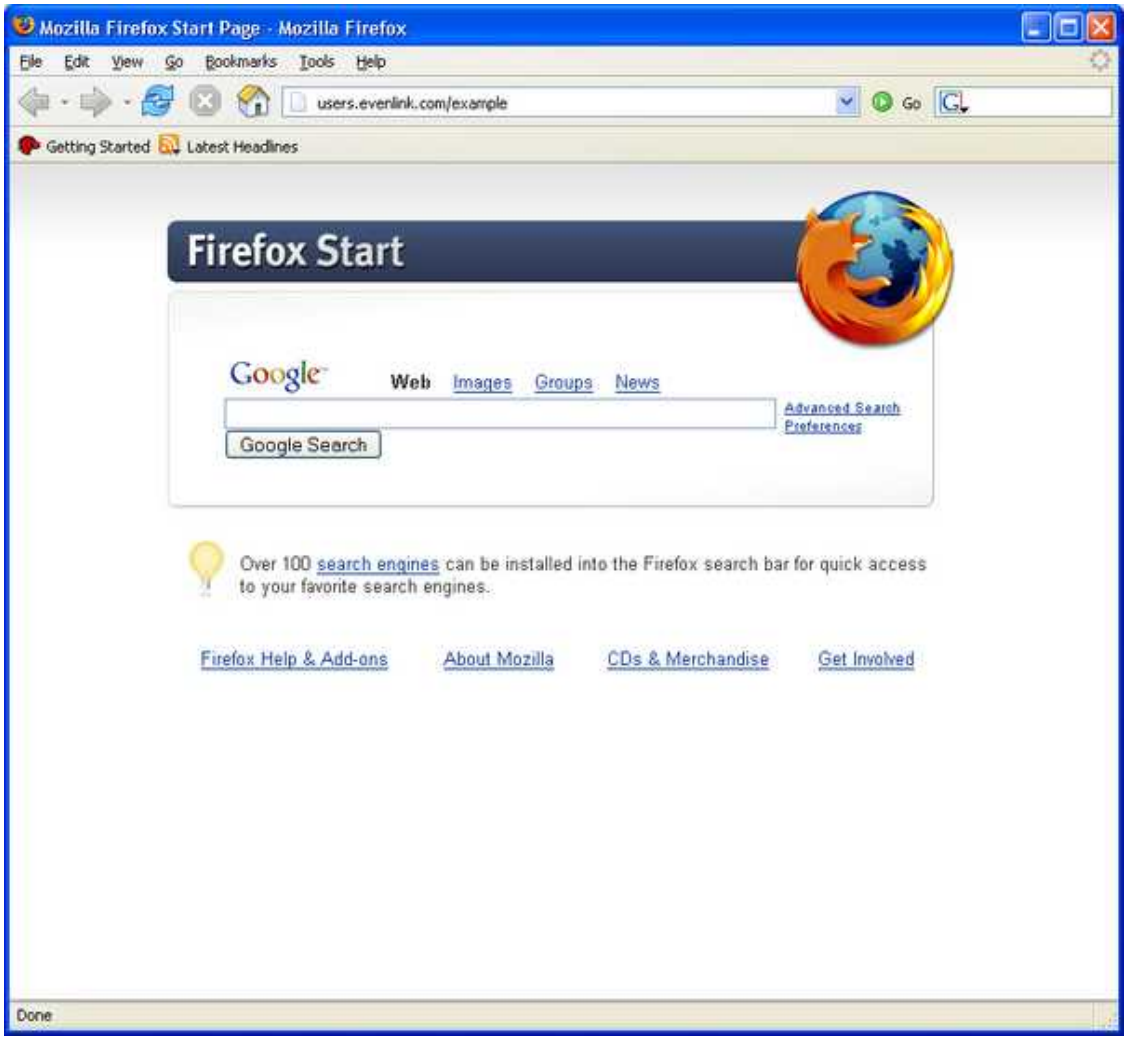
When it is finished, you'll see that *Local Web site* and *Remote Web site* now have the same files. Guess what? Your website is now published on the Internet. Well done!

Checking the result

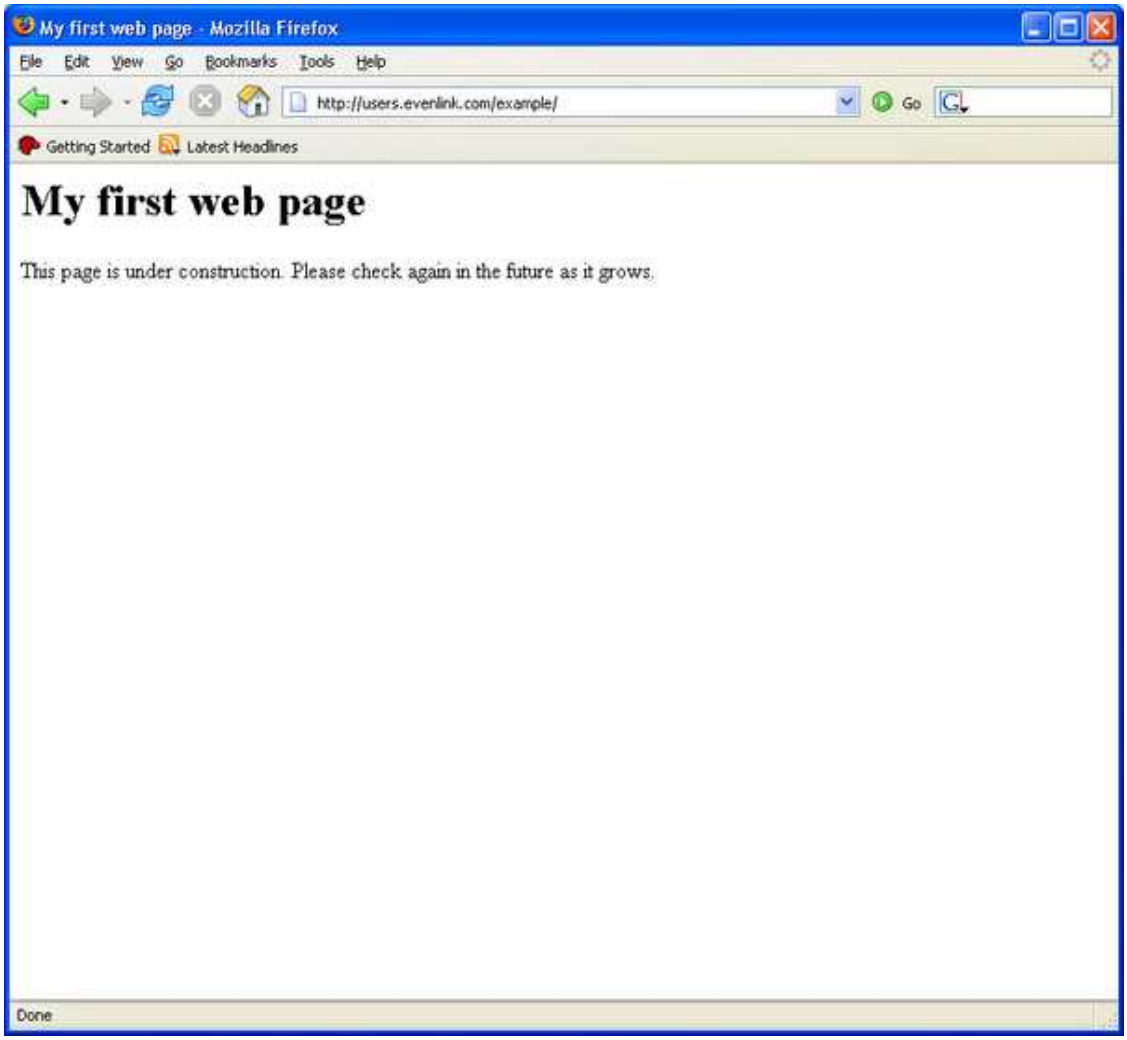
Let's have a look at the web page in our browser. Open your browser and enter the following URL into the address box, where <username> is the first part of your FTP user name (the part before the "@" symbol).

```
users.evenlink.com/<username>
```

Note - for purposes of this documentation, I'm using the user name of "example." You should use your user name in the address bar instead.



When you press "Go" you'll be taken to your website.

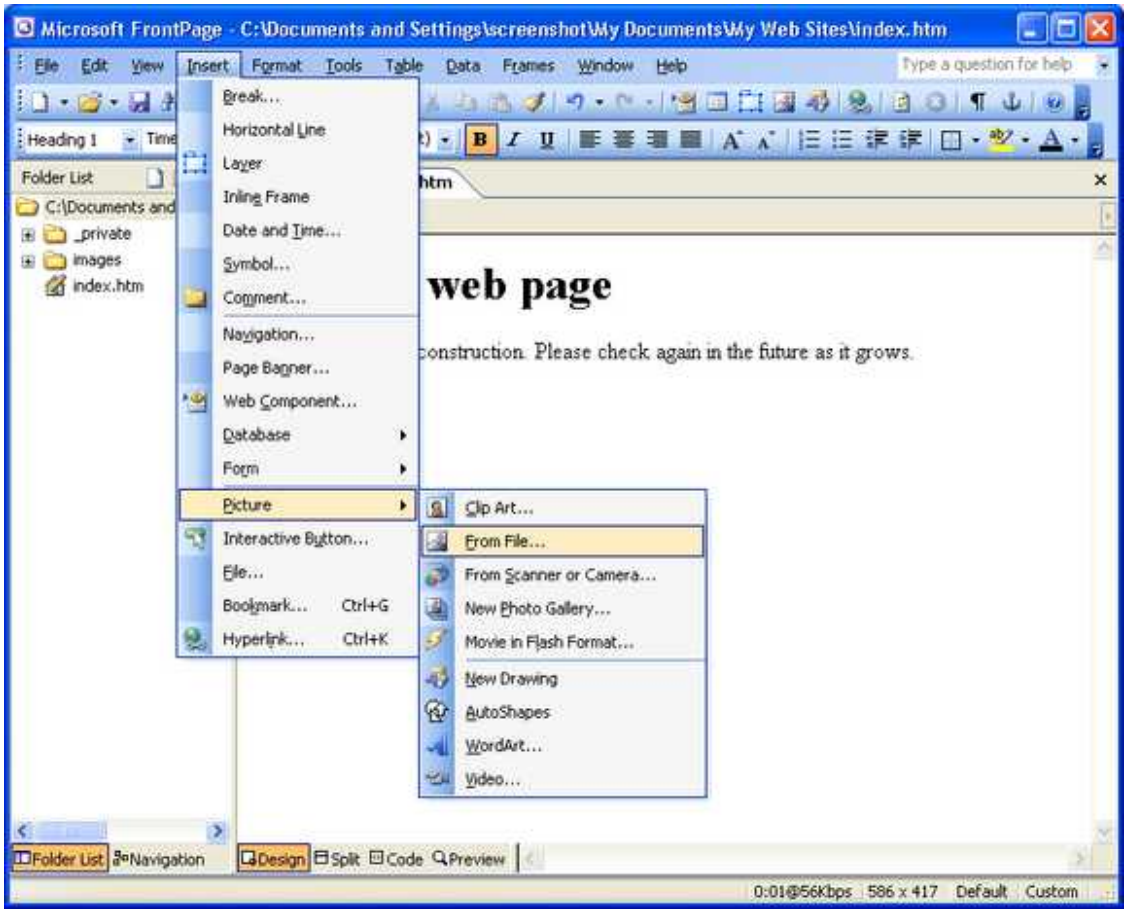


Adding an image

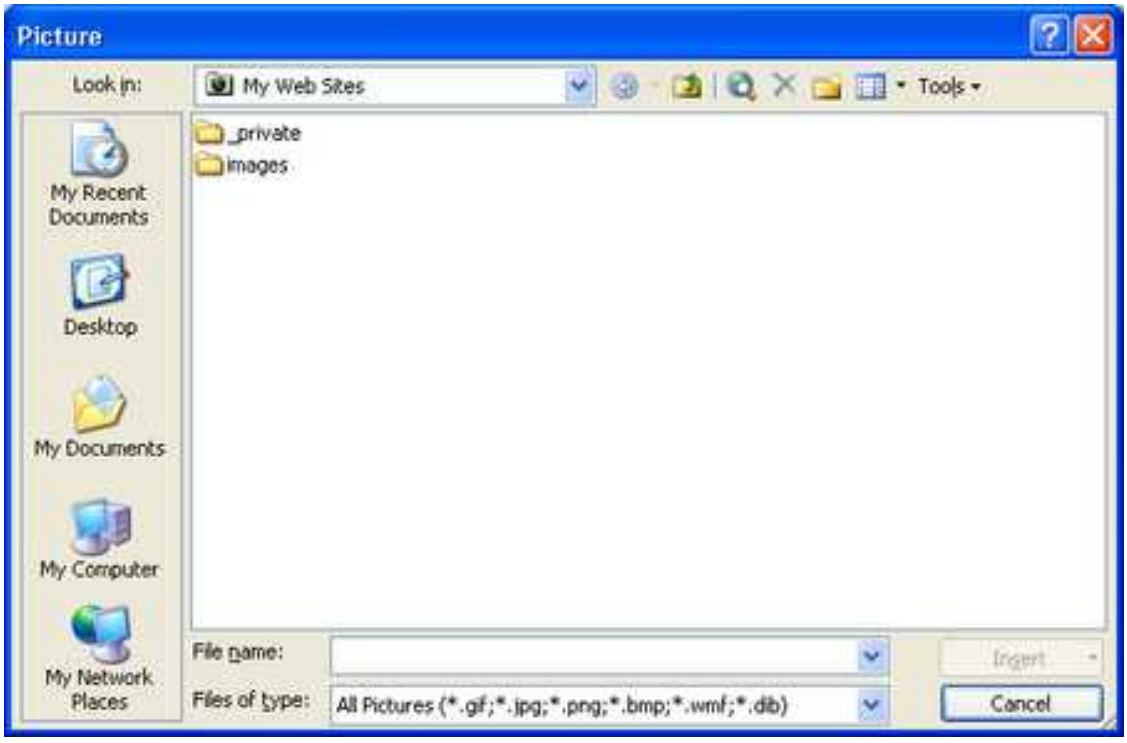
Now we have a basic page. Let's jazz it up a bit with a picture.

Follow the instructions in example image section. Or if you already know how to do it; right-click and choose "Save As" on the image below. Save it in "My Pictures."

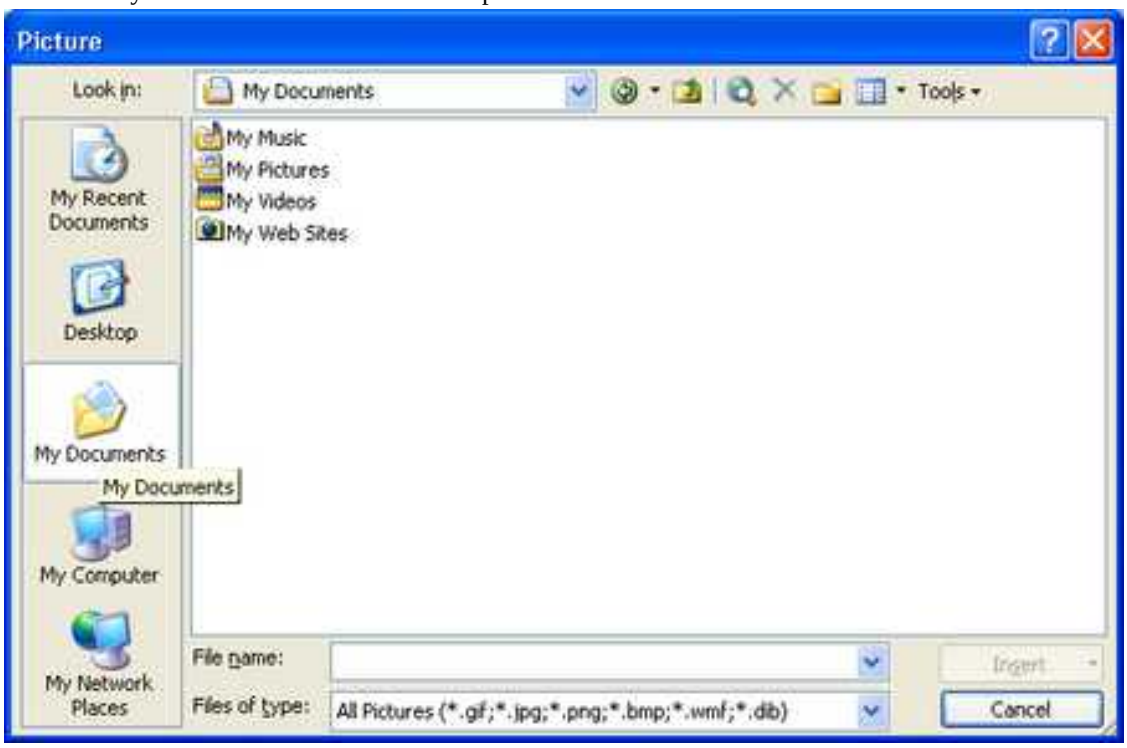
We are now going to incorporate that image into our web page. First we need to click on the "index.htm" tab of the Frontpage window. Then we need to place the cursor (the flashing vertical line) in front of the "M" on the line that contains "My first web page." This will allow us to paste the image above the text. When you have the cursor positioned where you want it then click on the "Insert" menu, then click "Picture," then click "From File."



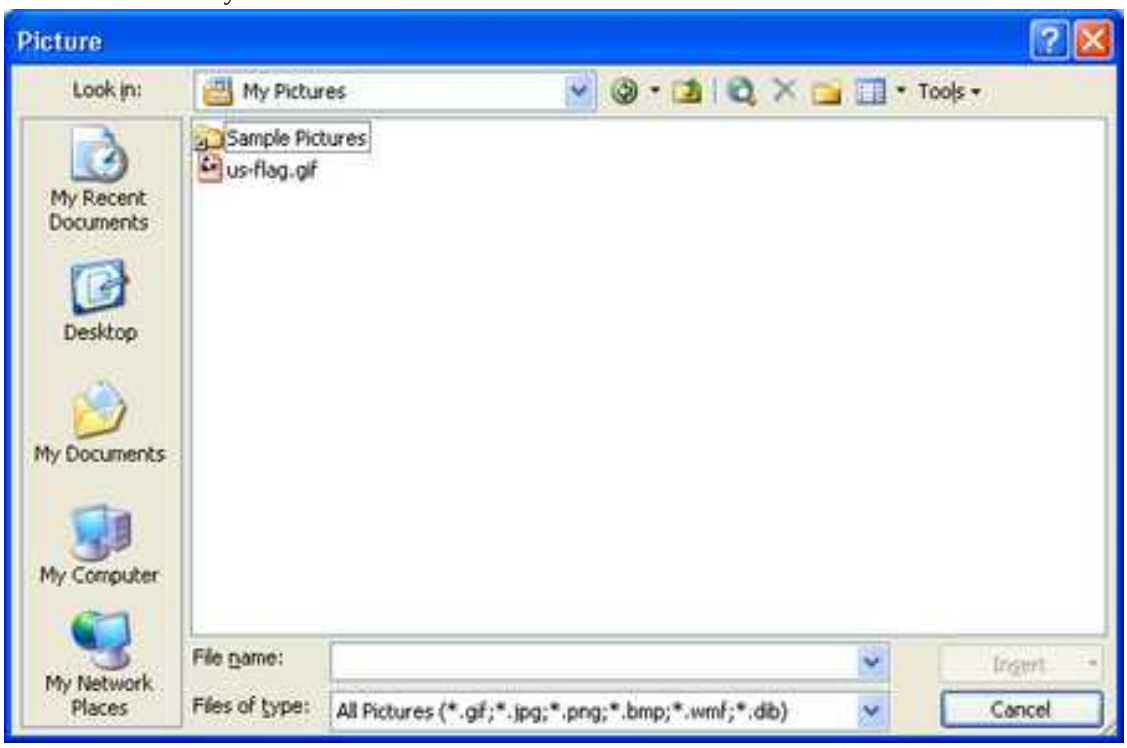
The picture dialog will appear. Probably, the Look in location will be "My Web sites."



We'll need to navigate to the actual location of our image. Either click the "My Documents" button, or click on "My Documents" in the Look in drop-down.

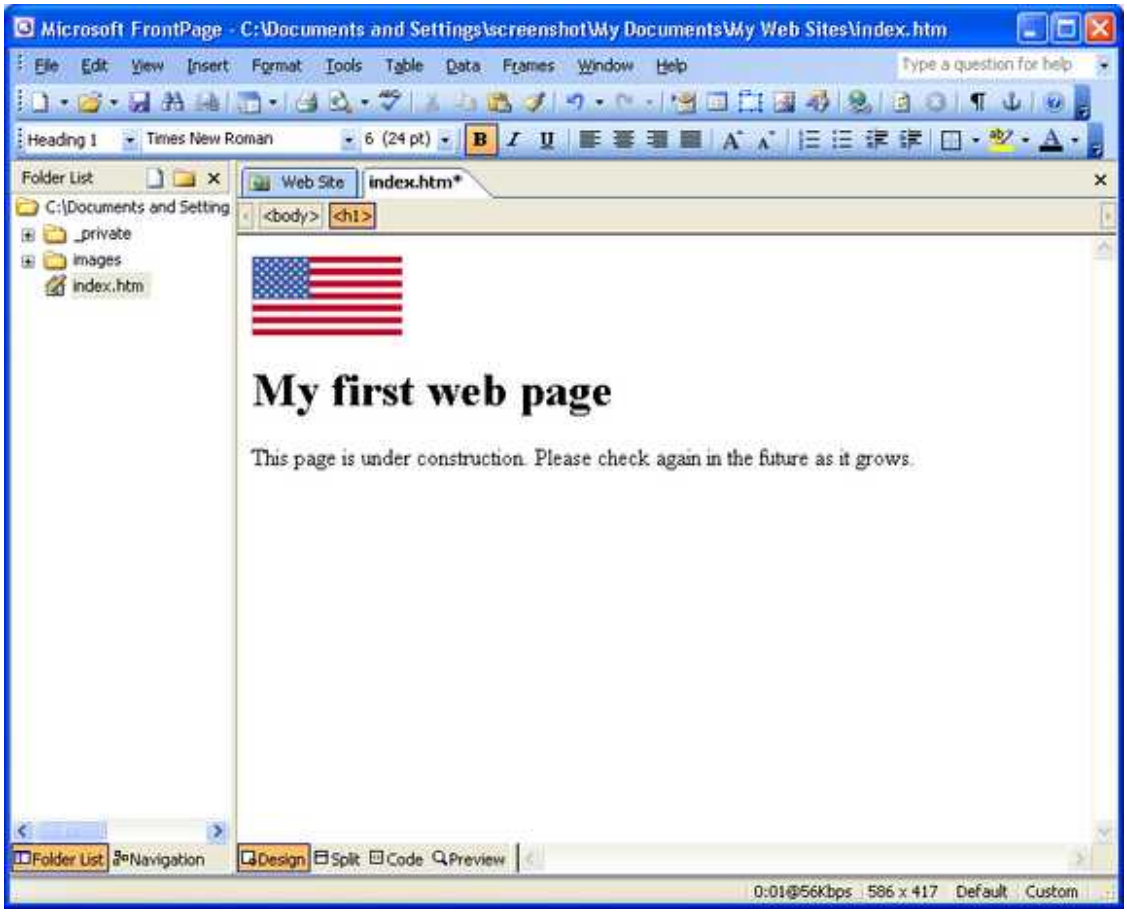


Double-click the "My Pictures" folder to enter it.



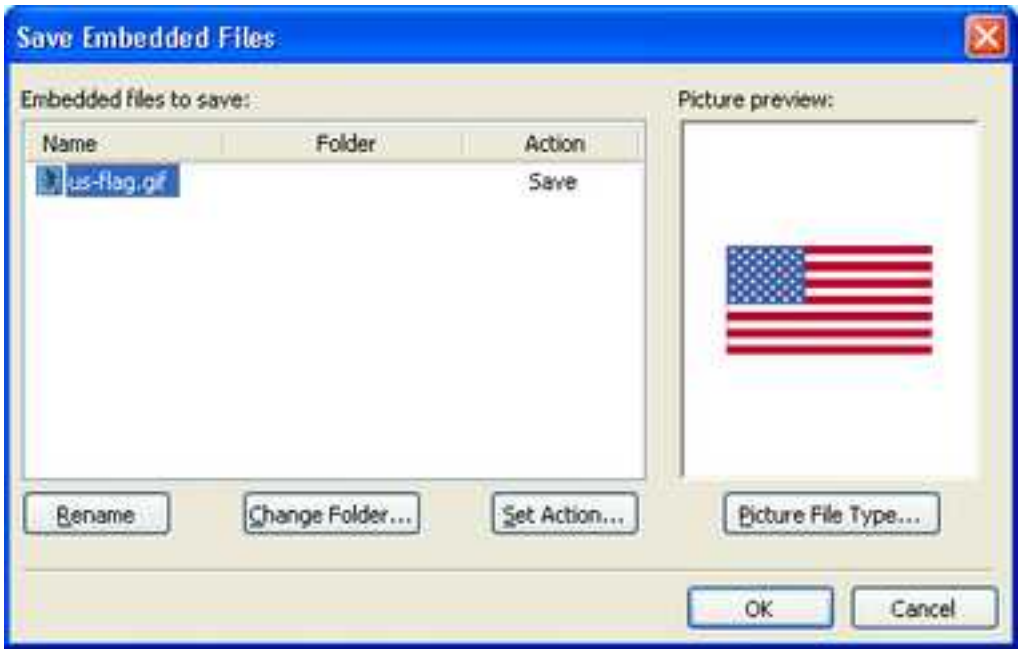
Now you can either double-click the image file "us-flag.gif" or single-click the image file, then click "Insert" and the image will appear in your web page right in front of the text "My first web page."

You can finish up by tapping the "Enter" key or "Return" key on your keyboard once, to move the text down to the next line.



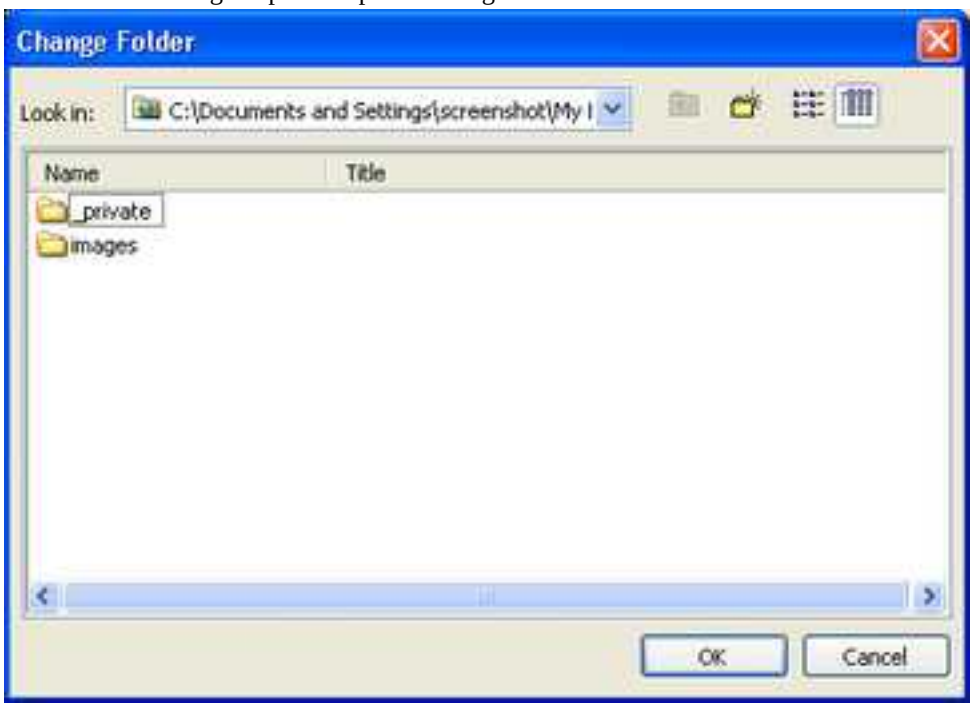
Now let's save the index.htm file by clicking the "Save" button on the toolbar.

This should next bring up the Save Embedded Files dialog. This dialog comes up so that the image file that we pasted from "My Pictures" will be copied into the file structure of the website.

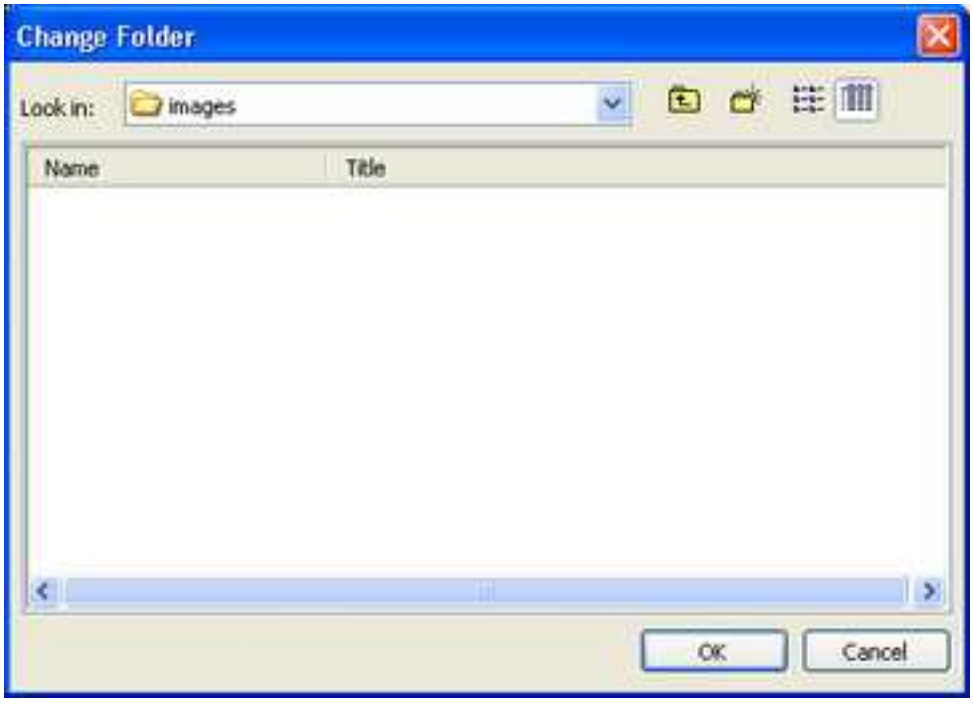


While we could just click "OK" and the image file would be copied into our local version of the web

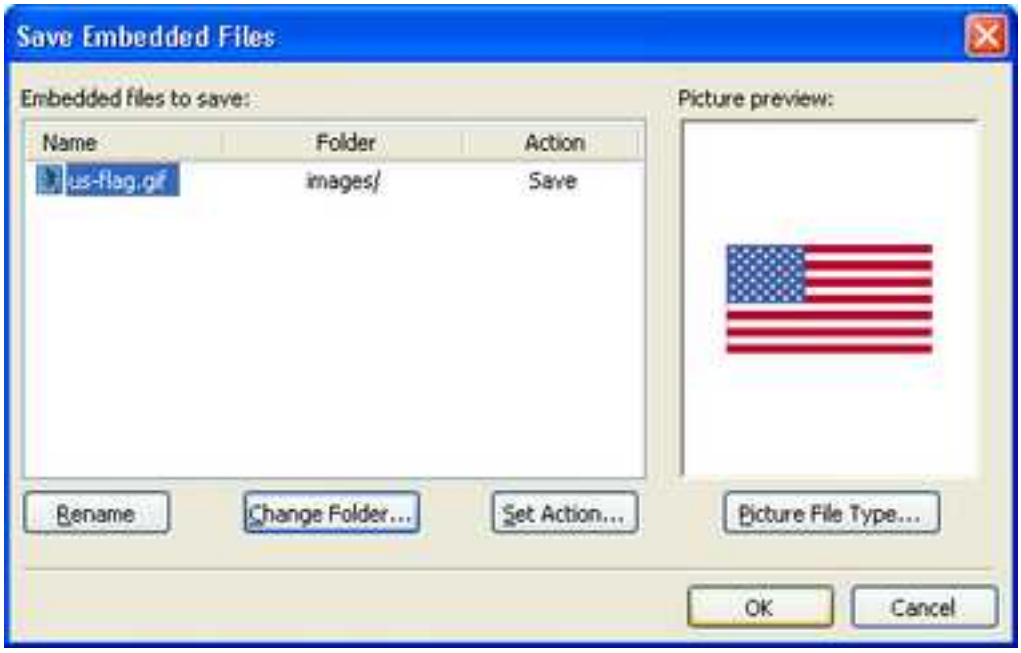
site, let's try to stay somewhat organized and put it in a better location. Click the "Change Folder" button. The Change Folder dialog will appear and show us the other folders that exist in our website file structure. Remember those folders that Frontpage automatically created for us? There is the "images" folder which is a logical place to put our image.



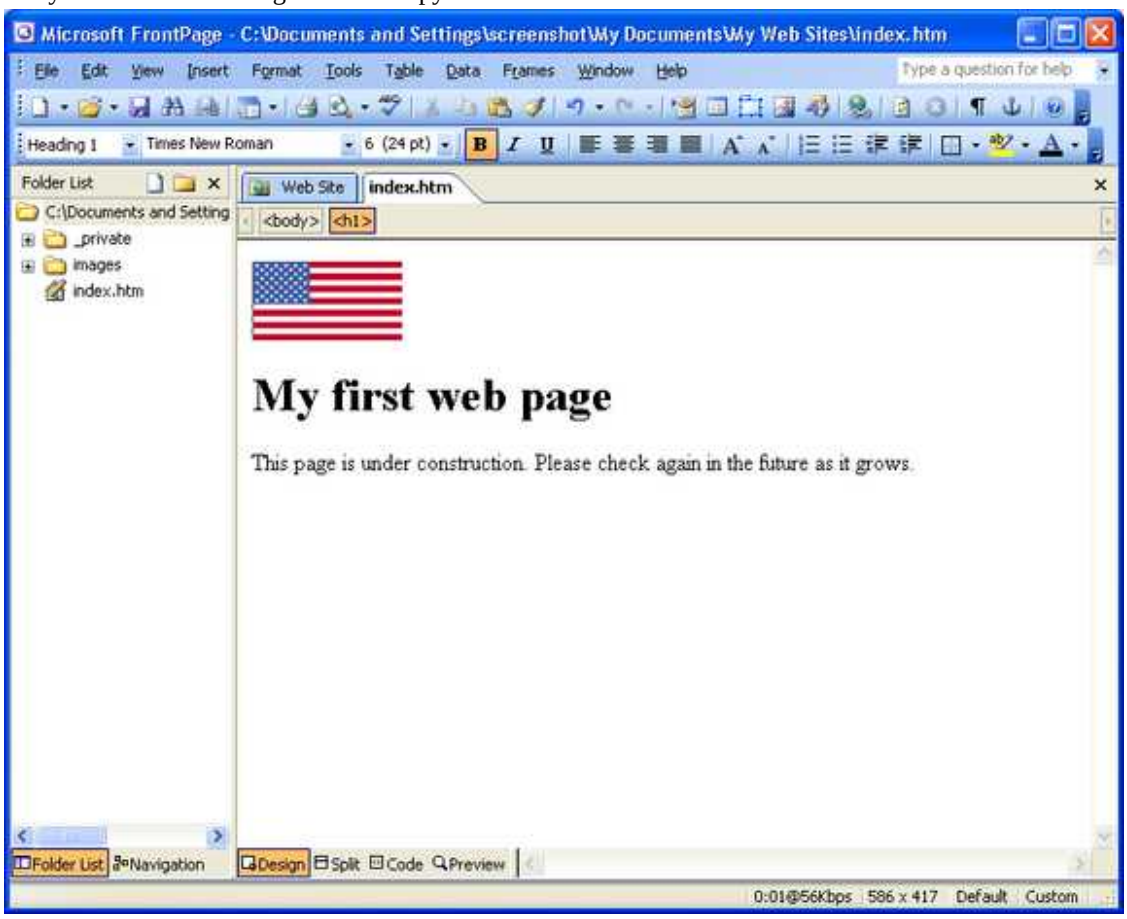
Double-click "image" to enter that folder.



When you press "OK," you'll be taken back to the Save Embedded Files dialog. Notice that the folder for "us-flag.gif" has changed to "images."

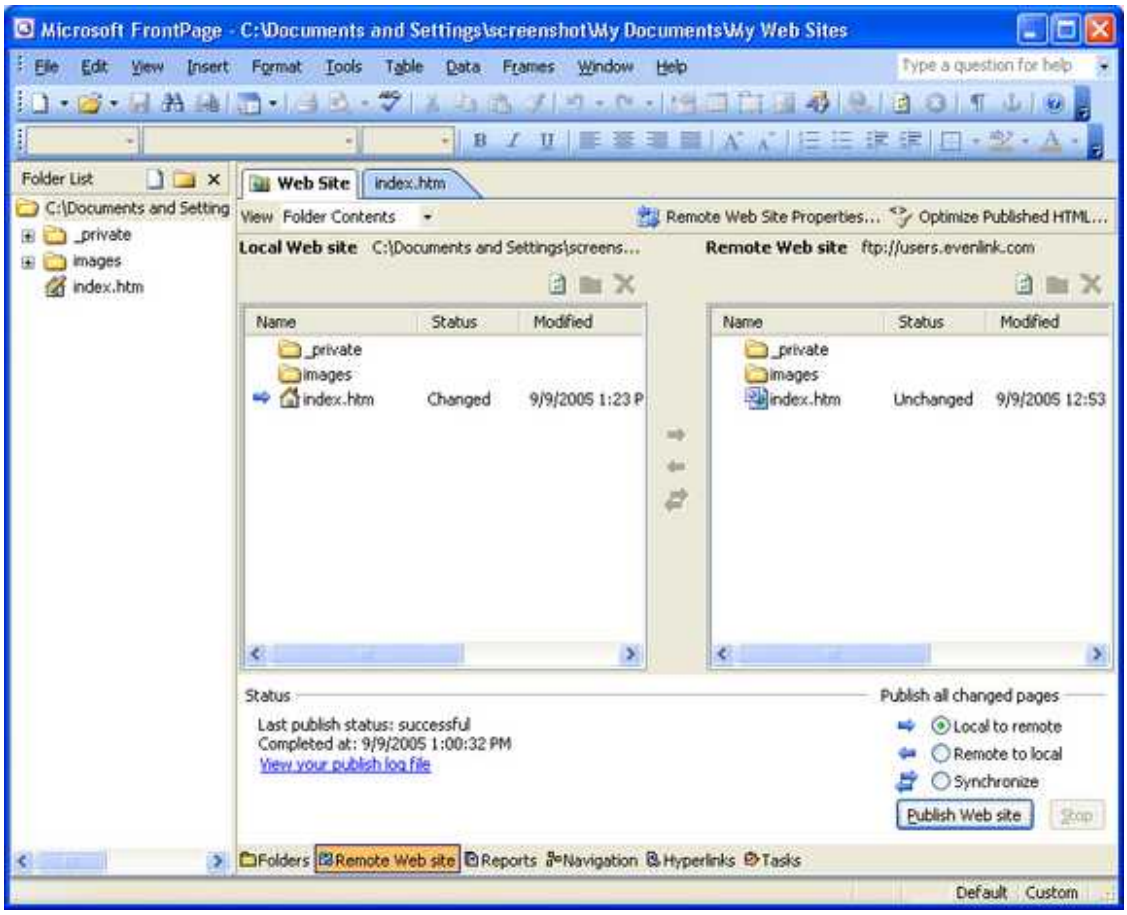


Okay. We are done saving our local copy.

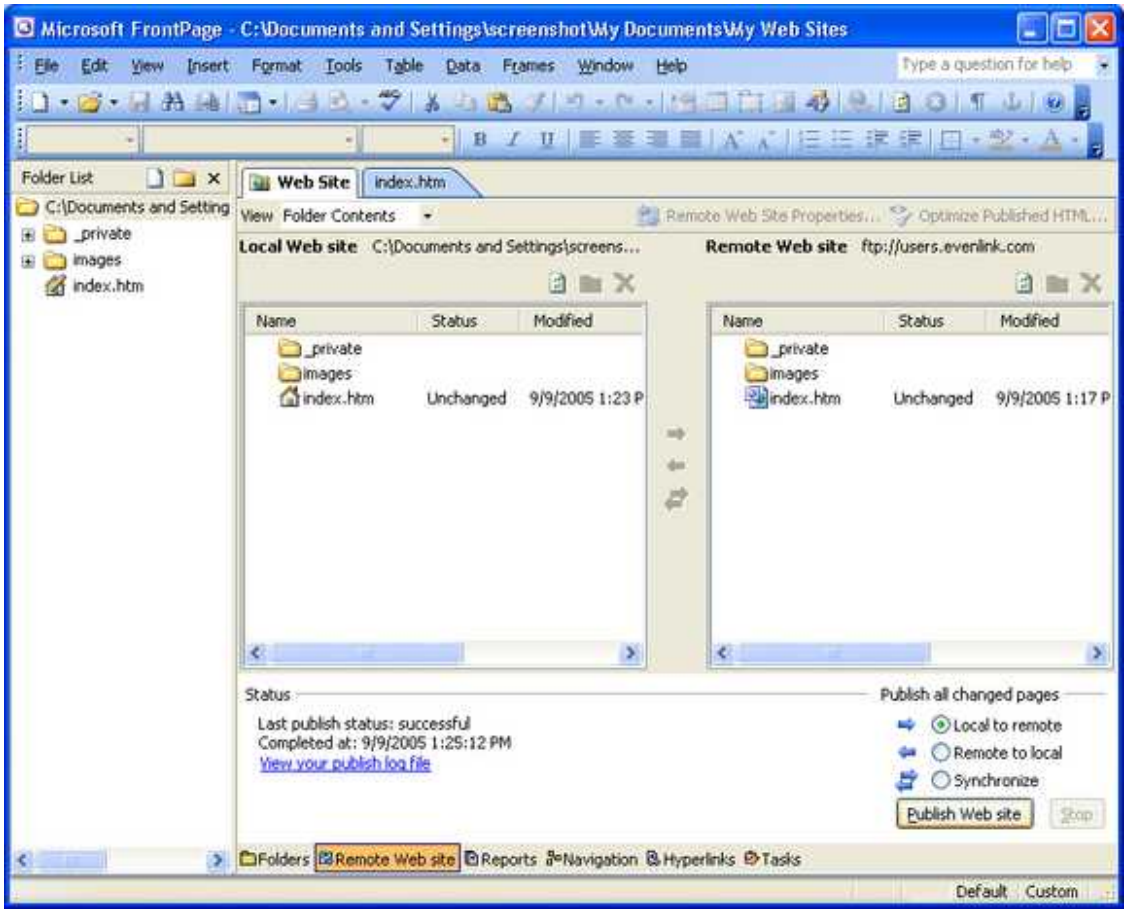


Publish and re-check

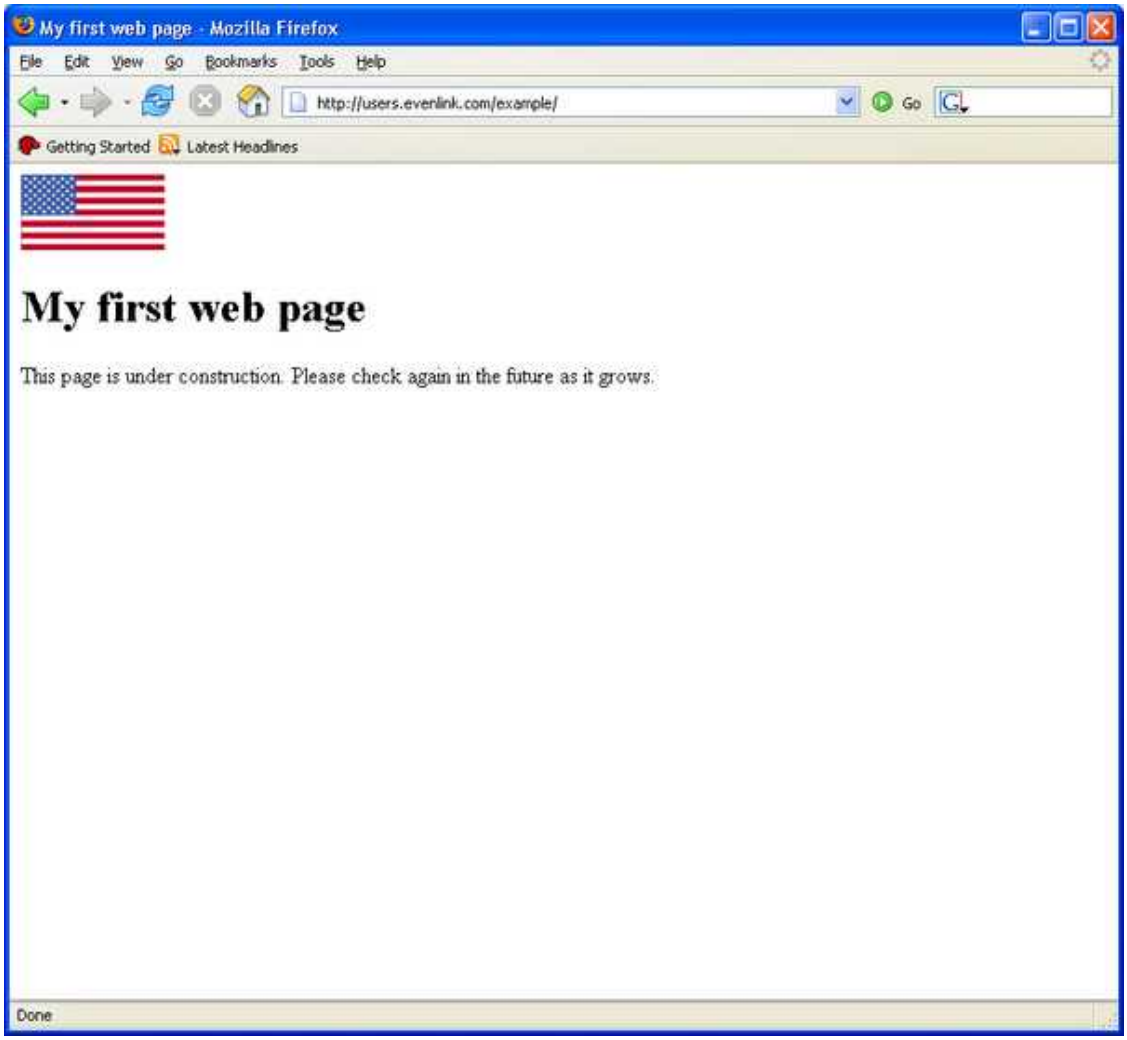
Now its time to publish again. If you are not connected to the Internet at this time, go ahead and start up your connection.Click on the "Web Site" tab and you'll be back to the display of the local and remote files.Notice that on the Local Web site side, "index.htm" shows that it has been changed.



Verify that we are set to publish changed pages Local to remote, then click "Publish Web site." You'll again see messages go by in the Status area, and when its finished, you'll see that "index.htm" reads "unchanged" on both the local and remote sites.



Let's have a look at the live site. If you still have your web browser open, click the "Refresh" button on the toolbar; otherwise open you web browser and go to your URL (http://users.evenlink.com/<username>).



Developing your site further

You now have a basic page that is published and accessible from anywhere in the world. Well done! Where you go from here is up to you. By using the techniques you've learned in this exercise you can modify, and refine your site until it's looking exactly the way you want. There are lots of resources on the web that you can use to learn more. Check the Links and Further reading section for some good resources. Using one of the many search engines available you should be able to find even more information. Good luck with your new website.

Links and Further Reading

FileZilla Homepage [http://filezilla.sourceforge.net] - Open source FTP client software.

FileZilla Documentation [http://filezilla.sourceforge.net/documentation] - FileZilla Documentation resources.

Free Software Foundation [http://www.fsf.org] - Home page of the Free Software Foundation. Quoting their page "The Free Software Foundation (FSF), established in 1985, is dedicated to promoting computer users' rights to use, study, copy, modify, and redistribute computer programs.

Getting Started with HTML [http://www.w3.org/MarkUp/Guide] - Dave Ragget's short introduction to

HTML, with links to more advanced topics.

Gimp Homepage [http://www.gimp.org/] - GIMP is the GNU Image Manipulation Program. It is a freely distributed piece of software for such tasks as photo retouching, image composition and image authoring. It works on many operating systems, in many languages.

GNU General Public License [http://www.fsf.org/licensing/licenses/gpl.html] - The online version of the GNU General Public License.

Grokking the GIMP [http://gimp-savvy.com/BOOK/index.html] - A great tutorial written by Carey Bunks on how to use GIMP. It is available in print or online.

htmlgoodies.com [http://www.htmlgoodies.com/] - Commercial site that seems pretty popular.

Jpeg Compression Introduction [http://www.photo.net/learn/jpeg/] by Gordon Richardson (Copyright 2003)

World Wide Web Consortium [http://www.w3.org] - The W3C is a great resource for web developers. You will find reference information for the various types of markup language, including HTML [http://www.w3.org/MarkUp]. From their site "The World Wide Web Consortium (W3C) develops interoperable technologies (specifications, guidelines, software, and tools) to lead the Web to its full potential."

Optimizing Web Graphics [http://www.webreference.com/dev/graphics/index.html] - The Great Bandwidth Shortage By Andrew B. King

Other Tutorials - Here are some other tutorials available on the web.

http://www.mcli.dist.maricopa.edu/tut/

http://fcit.coedu.usf.edu/david/

http://www.math.wustl.edu/~msh210/html.html

http://www.uky.edu/AS/English/writprog/htmlhelp/

http://archive.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimerAll.html

http://www.engr.psu.edu/wep/undergraduate/computers/basics.htm

http://www.cybercrime.gov - US Department of Justice Cyber crime Site

Wikipedia [http://www.wikipedia.org/] - A publicly editable dictionary. From their FAQ: "Wikipedia's goal is to create a free, democratic, reliable encyclopedia—actually, the largest encyclopedia in history, in terms of both breadth and depth. This is an ambitious goal, and will probably take many years to achieve!"

Glossary

All definitions below are quoted from Wikipedia. [http://www.wikipedia.org/]

Address Bar [http://en.wikipedia.org/wiki/Address_bar] - An URL bar, or location bar/address bar, is a widget in a web browser which indicates the URL of the webpage currently viewed. A new page can be viewed by typing its URL to the URL bar.

Extension [http://en.wikipedia.org/wiki/Filename_extension] - A filename extension is an extra set of (usually) alphanumeric characters that is appended to the end of a filename to allow computer users (as

well as various pieces of software on the computer system) to quickly determine the type of data stored in the file. It is one of several popular methods for distinguishing between file formats.

File Transfer Protocol [http://en.wikipedia.org/wiki/Ftp] - FTP or file transfer protocol is a protocol used for exchanging files over the Internet. FTP works in the same way as HTTP for transferring Web pages from a server to a user's browser, and SMTP for transferring electronic mail across the Internet in that FTP uses the Internet's TCP/IP protocols to enable data transfer. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server (e.g., uploading a Web page file to a server).

File type (format) [http://en.wikipedia.org/wiki/File_type] - A file format is a particular way to encode information for storage in a computer file.

GIF [http://en.wikipedia.org/wiki/GIF] - GIF (Graphics Interchange Format) is a bitmap image format for pictures that use 256 (or fewer) distinct colors (though there is a workaround for this limitation) and animations that use 256 (or fewer) distinct colors per frame. GIFs are compressed files, and are employed specifically to reduce the amount of time it takes to transfer images over a network connection. The format was introduced by CompuServe in 1987 and has since come into widespread usage on the World Wide Web.

Graphical User Interface [http://en.wikipedia.org/wiki/GUI] - GUI - A graphical user interface (or GUI, sometimes pronounced "gooey") is a method of interacting with a computer through a metaphor of direct manipulation of graphical images and widgets in addition to text.

HTML Tags [http://en.wikipedia.org/wiki/HTML_tag] - In computing, an HTML element indicates structure in an HTML document. More specifically, it is an SGML element that meets the requirements of one or more of the HTML Document Type Definitions (DTDs). HTML elements generally consist of three parts: a start tag marking the beginning of an element, some amount of content, and an end tag. Elements may represent headings, paragraphs, hypertext links, lists, embedded media, and a variety of other structures.

HyperText Markup Language [http://en.wikipedia.org/wiki/HTML] - In computing, HyperText Markup Language (HTML) is a markup language designed for the creation of web pages and other information viewable in a browser. HTML is used to structure information -- denoting certain text as headings, paragraphs, lists and so on -- and can be used to define the semantics of a document.

Installer [http://en.wikipedia.org/wiki/Installer] - An installation program or installer is a computer program that installs files, such as applications, drivers, or other software, onto a computer. Some installers are specifically made to install the files they contain; other installers are general-purpose and work by reading the contents of the software package to be installed.

JPEG (compression) [http://en.wikipedia.org/wiki/Data_compression/JPEG] - In computing, JPEG (pronounced jay-peg) is a commonly used standard method of lossy compression for photographic images. The file format which employs this compression is commonly also called JPEG; the most common file extensions for this format are .jpeg, .jfif, .jpg, .JPG, or .JPE although .jpg is the most common on all platforms.

Kilobyte [http://en.wikipedia.org/wiki/Kilobyte] - A kilobyte (derived from the SI prefix kilo-) is a unit of information or computer storage equal to either 1024 or 1000 bytes. It is commonly abbreviated KB, kB, Kbyte, kbyte, or very informally, K or k.

Megabyte [http://en.wikipedia.org/wiki/Megabyte] - A megabyte is a unit of information or computer storage equal to approximately one million bytes. Megabyte is commonly abbreviated as MB (not to be confused with Mb, which is used for megabits), and sometimes as meg.

Mirror [http://en.wikipedia.org/wiki/Mirror_%28computing%29] (computing) - A mirror in computing is a direct copy of a data set. On the Internet, a mirror site is an exact copy of another Internet site (often a web site). Mirror sites are most commonly used to provide multiple sources of the same information, and are of particular value as a way of providing reliable access to large downloads.

Open Source software [http://en.wikipedia.org/wiki/Open-source_software] - "Open source software refers to computer software and the availability of its source code as open source under an open source license to study, change, and improve its design.

Path [http://en.wikipedia.org/wiki/Relative_path] - A path is the general form of a file or directory name, giving a file's name and its unique location in a file system. Paths point to their location using a string of characters signifying directories, separated by a delimiting character, most commonly the slash "/" or backslash character "\", though some operating systems may use a different delimiter.

Plain Text [http://en.wikipedia.org/wiki/Plain_text] - In computing, plain text is textual material, usually in a disk file, that is (largely) unformatted. Thus, "I'm keeping that letter in plain text form until someone insists on getting it in the Foo format".

Relative Path [http://en.wikipedia.org/wiki/Relative_path] - A relative path is a path relative to the current working directory, so the full absolute path may not need to be given.

Text Editor [http://en.wikipedia.org/wiki/Text_editor] - A text editor is a piece of computer software for editing plain text. It is distinguished from a word processor in that it does not manage document formatting or other features commonly used in desktop publishing.

URL [http://en.wikipedia.org/wiki/URL] - A Uniform Resource Locator, URL (properly pronounced as a spelled-out initialism, not syllabized as 'earl'), or Web address, is a standardized address name layout for resources (such as documents or images) on the Internet (or elsewhere).

Web Browser [http://en.wikipedia.org/wiki/Web_browser] - A web browser is a software application that enables a user to display and interact with HTML documents hosted by web servers or held in a file system. Popular browsers available for personal computers include Microsoft Internet Explorer, Mozilla Firefox, Opera, Netscape, Safari and Konqueror. A browser is the most commonly used kind of user agent. The largest networked collection of linked documents is known as the World Wide Web.

Web Server [http://en.wikipedia.org/wiki/Web_server] - A computer that is responsible for accepting HTTP requests from clients, which are known as web browsers, and serving them web pages, which are usually HTML documents.

WYSIWYG [http://en.wikipedia.org/wiki/WYSIWYG] - WYSIWYG (pronounced "wizzy-wig" or "wuzzy-wig") is an acronym for What You See Is What You Get, and is used in computing to describe a system in which content during editing appears very similar to the final product. It is commonly used for word processors, but has other applications, such as Web (HTML) authoring.