

## ***How to Publish a Web Page on the Kent State University Server Using Internet Explorer 7's Built-In File Transfer Protocol (Ftp) Function***

### **Introduction**

These instructions were written for Kent State University students who have created a webpage and want to publish it to the Kent Server to be viewed online. It is best to follow these instructions entirely to ensure a successful end result.

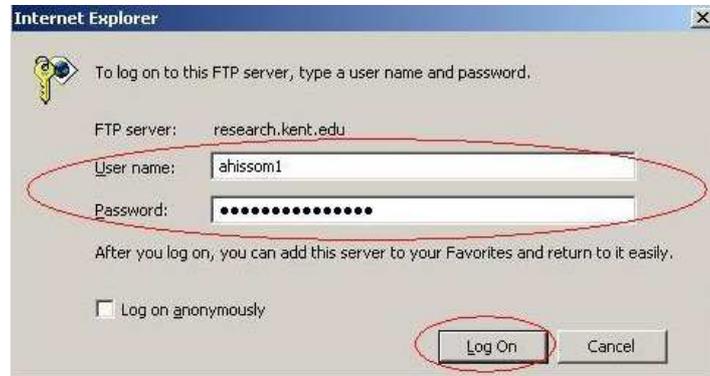
Being familiar with Internet Explorer 7 is necessary to complete these instructions. What you may not know is that Internet Explorer can be used as a File Transfer Protocol (*FTP*) client. *FTP* is used to transfer data from one computer to another over the Internet, or through a network. It is most commonly used to upload files to a server or to download files from a server. For those of you who are using a version of Internet Explorer that is below 7, the steps are pretty much the same. These instructions pertain to Internet Explorer 7, which include the couple extra steps needed.

### **Uploading Your Web Page to the Kent Server**

1. Open Internet Explorer then click in the address bar and erase the URL (*address*) that is shown.
2. Type in the URL (*address*) <ftp://research.kent.edu>. This is the address to the Kent Server. Once the address is typed into the address bar, either press the enter button on your keyboard or click the arrow button beside the address.



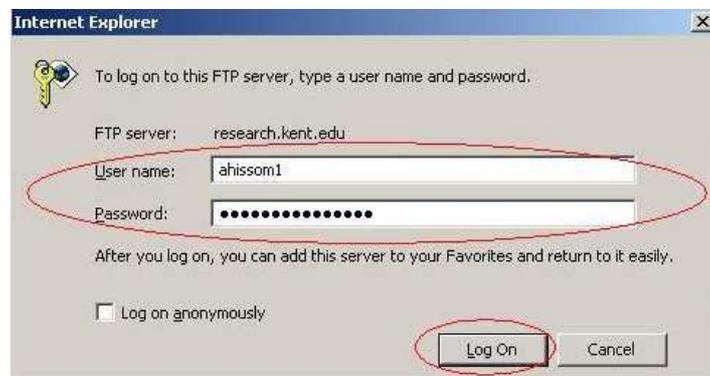
3. When the dialog box appears, type in your Flashline username and password then click the “Log On” button.



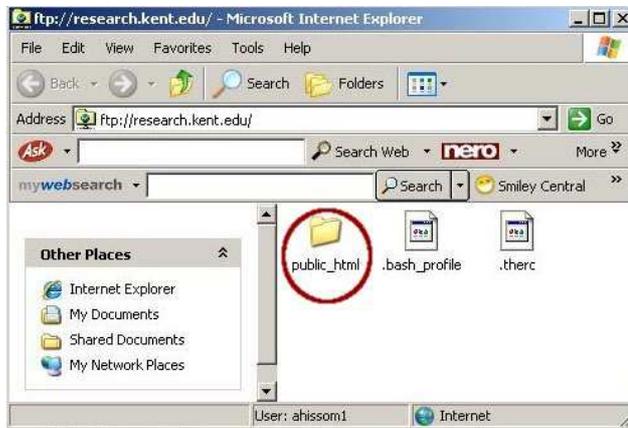
4. When the “root page” appears, click the “Page” button to the right in the menu bar then click on “Open FTP Site in Windows Explorer” in the sub menu.



5. The username and password dialog box will appear again with the new browser window. Once again you will need to type in your Flashline username and password, and then click the “Log On” button.



6. Open the “public\_html” folder by double clicking it.



7. Resize your Internet Explorer window so that the left half of your desktop is visible. Then navigate to the folder where your Web page is kept. If my Web page had been saved inside the “My Documents” folder then that is the window I would need to open.

8. Now resize the window that displays your folders contents and place the two windows side by side as shown.



9. Now drag the HTML document from one window to the other. Internet Explorer will now copy the file from the folder on your hard drive to the Kent server. Depending on the speed of your Internet connection this may take some time.



The HTML document now appears in the window on the right along with the other contents of the directory. Your upload is complete and you have published your Web page on the Kent Server.



## How to View Your Web Page Online

**10.** Open Internet Explorer and type in the following address where {username} is your Flashline username and filename.ext, in this case, would be index.html. The instructions above used an HTML file named “index.html”.

