

How do I upload my files onto my website?

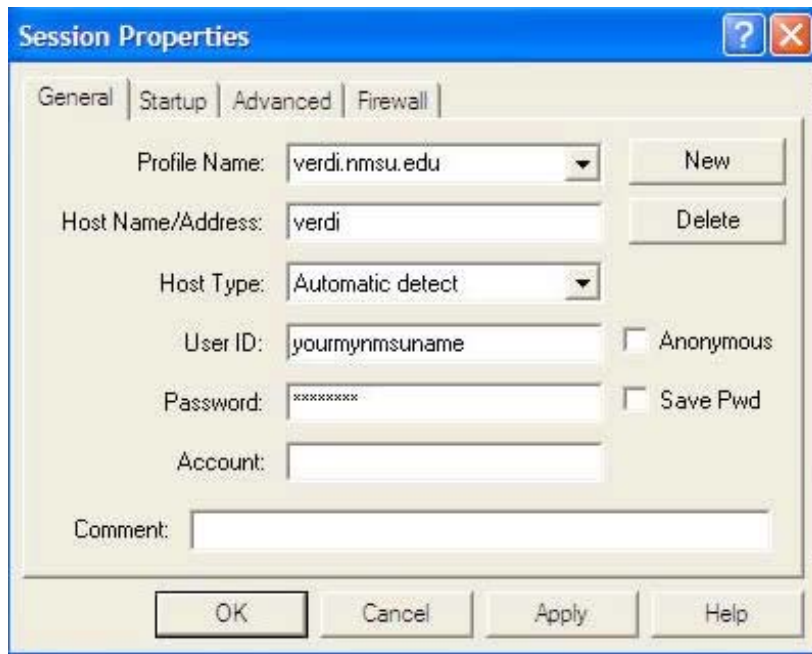
First of all, you have to distinguish between these two concepts:

- LOCAL Files** created on your computer by you; accessible only to you
- REMOTE Files** accessible via the internet; accessible to everyone

File Transfer Protocol (FTP) is the process of copying your **LOCAL** files onto the **REMOTE** server space so that these are accessible to everyone who visits your website.

To access your remote server follow the below instructions:

1. Go to **START>PROGRAMS>NETWORK>WS_FTP32** and click “**ACCEPT**”
2. Choose the **verdi.nmsu.edu** profile name by clicking on the drop box and selecting it.



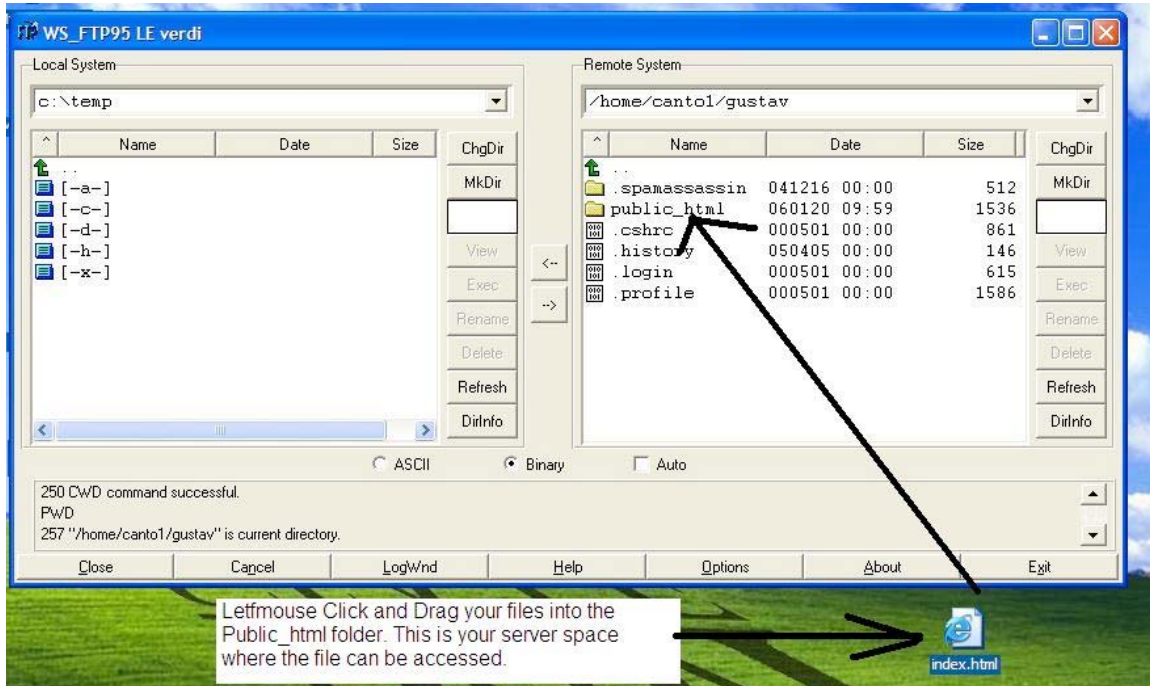
3. Under **USERID**, type in your **Mynmsu ID** and **Password** (the ID and Password you use for to access WebCT as well as your Mynmsu email.)

This allows you to access your Public_html folder and copy the files you've created (the folder where you will store the **REMOTE** files which are accessible to everyone)

Copying Your Local Files To The Remote Server

In order to copy your files onto the **REMOTE** server space, do as follows:

1. **Select your file(s)** that you want copied by clicking on them once
2. **Holding down the Left mouse button** (so as to keep the file selected) drag the file into the **PUBLIC_HTML** folder.



3. Go to **Internet Explorer/Firefox/Navigator etc.** and type in your website address, and see if the file is accessible.
4. Remember: Web Browsers store their content in temporary **CACHE** directories, so always click **Refresh** when loading a new page in your Web Browser to see any changes made

Preventing Your Pages From Not Properly Loading

Having trouble not seeing your pictures on the website on you've uploaded them onto the REMOTE server? Do your links not work? Then you have GARBAGE CODE!

Garbage code should be avoided at all cost. When you link to files in or insert images from different folders, an HTML editing program, such as Dreamweaver, will throw in extra code to record the local paths that a browser needs to take in order to find these files.

For example, I save an HTML file on the Desktop and insert an image into it from "My Documents" folder. Rather than just include the image's file name into the code, Dreamweaver will throw in additional information about the relationship between these different directories. The image code will contain garbage code:

```
<img scr=file:///C:/My%20Documents/banner.jpg>
```

BOLDED is GARBAGE CODE because it refers to a LOCAL, as opposed to a REMOTE file. REMOVE THIS FROM YOUR HTML code and your links.

Remember the maxim: HTML is very simple, it wants to know what file to load, and where to find it. If you have placed the banner.jpg in your PUBLIC_HTML folder, it will automatically look for it there if you tell it to look for the file, as shown below

```
<img scr=banner.jpg>
```

TO ACCESS YOUR PAGE CODE:

In Dreamweaver, click on <> in the upper left corner

In Frontpage, click on the tab in the left bottom corner.