

Setting up and Up-loading your WFU website

A step-by-step walk through

PART 1 (Activate Server Your Space)

1. Open your Netscape web browser and go to <http://www.wfu.edu/update.html>
2. Enter your WFU username and passwords in the appropriate fields and “Submit”
3. “Click” the radial button next to “Create a Wake Forest Home Page” then “Continue”

“Congratulations, you now have a Wake Forest homepage”

PART 2 (Set Permissions)

1. Return to <http://www.wfu.edu/update.html>
2. Select **Set permissions for personal home page**
3. Click “Continue”
4. Select **Yes** from the pulldown menu
5. Click “**Submit**”
6. “Permissions changed to allow anyone to read your www-home files.”

Part 3 (Your Website Files)

1. Make a New Folder in your **Userdata** (www-home)
2. Build/Save all related files (.jpg, .gif, .htm, etc....) using this folder
3. Your opening page must be named “index.html”

Part 4 (Upload to WFU Server)

1. Double Click on **Userdata**
2. Double Click on **www-home** (local)
3. Double Click on **Network Neighborhood**
4. Double Click on **Shortcut to Acfiles**
5. Double Click on **www-home** (server)
6. Close all windows except your and the server side www-home folders
7. Select all the elements in your local www-home
8. Drag them into the server side www-home
9. You will be asked if you want to “overwrite index.html”? **YES**

Part 5 (Check site with Browser)

1. Open your Netscape web browser and go to <http://www.wfu.edu/~yourusername>
2. The page should view as you designed it.

Other Training materials available @
<http://www.wfu.edu/Library/ITC/training/>