## 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) <u>ftp://research.kent.edu</u>. 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.

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

00	> To log on to th	is FTP server, type a user name and password.
1		
	FTP server:	research.kent.edu
	User name:	ahissom1
Passv After	Password:	
	After you log o	on, you can add this server to your Favorites and return to it easily.
	Log on and	onymously

**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.

FTP root at research.kent.e	u - Windows Internet Explorer				
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To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer		en click Open FTP Site in Windows Explorer.	Paste	Ctrl+V	
		18 (1997)	Save As		
09/10/2007 01:50PM	0/2007 01:50PM 208 .Xauthority		Send Link by E-mail		
10/25/2007 11:24AM 5,838 .bash history		Edit with Microsoft Office FrontPage			
08/20/2005 12:00AM Directory .java		Eac men mer ober enneer rend age			
11/19/2003 12:00AM 7,652 .pine-debug1		View Source	View Source		
11/19/2003 12:00AM 11,569 .pinerc		Security Report	Security Report		
1/16/2004 12:00AM 81 .sasprefs		Open FTP Site in Window	Open FTP Site in Windows Explorer		
09/09/2003 12:00AM	003 12:00AM 608 .sh_history		Web Page Privacy Policy	Web Page Privacy Policy	
01/06/2005 12:00AM	Directory .ssh			PARTY.	

**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.

Interne	et Explorer	
<b>?</b> >	> To log on to th	iis FTP server, type a user name and password.
	FTP server:	research.kent.edu
-	User name:	ahissom1
5	Password:	
	After you log	on, you can add this server to your Favorites and return to it easily.
	🗖 Log on and	nymously Cancel

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 widow 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".

