

# Hands-On Lesson

to accompany

## *Curriculum Webs*

*A Practical Guide to Weaving the Web into Teaching and Learning*

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# LESSON 5: Setting up

## a new site

### GoLive

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### **Goals for this lesson**

- Set up a new web site with a few linked files.
- Publish the pages in the web site to a web server.
- Download the web site onto a different computer, make some changes, and publish the changes to the server.
- Test to be sure you have published correctly.

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### **Key concept**

In order to create a web site, you need to create a folder to store the individual files as you are working on them. This folder will be on your “local” machine, that is, the computer that is right in front of you as you work on your web pages. The folder can have sub-folders within it.

The top-level folder—the folder that has all the files in your web site within it—is known as the “Local Root Folder.” (The word “root” comes from the image of a tree, starting at the root, and then branching out to the individual leaves. The Local Root Folder is the main directory. Any subfolders within it are like the branches of the tree. The individual files are like the leaves on the tree.)

When you **upload** or **publish** your files to a web server, you need to be very specific about where those files are going to be stored on the web server. You will need to tell your software the exact location of the directory that will hold your files. This directory is known as the “Host Directory.” All the files on your web site will be stored within the Host Directory or within subdirectories of the Host Directory.

The **path**, or file path, is a way to indicate the location of a file on a computer. See the Technical Appendix for a complete discussion of paths.

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## Defining your web site

If you only want your web pages to be available on your local computer, then you do not need to “define” a web site; you can simply create and edit your individual pages. But if you are going to publish your file on a **web server**, you need to have an account on the server, and you need to tell the software how to access the server.

If you have a web account, you need the following information about the account in order to publish your web pages to the server:

- The server’s name or hostname. This is usually something like `cuip.uchicago.edu` or `serviceprovider.com`.
- Username. This is the account name or the name you use to log in to the server.
- The password for that username. This is necessary to give you permission to put your file into your directory.
- The name of the directory you use for storing web pages, and the complete path to that directory (also called the file path). Normally, you do not place web pages directly into your main account directory on the server. Rather, web pages go into a subdirectory usually named “`www`” or “`public_html`.” The complete path to that directory will include the information showing where that directory is relative to the “root” of the server. An example path is `/home/cac/www`.
- **HTTP** address. This is the address that you use to browse to pages in your web account. It is usually something like `http://cuip.uchicago.edu/~cac/filename.htm` and often does not explicitly mention the subdirectory for web pages, which we saw as part of the file path. (*Note: The path you use for publishing your web pages may be different from the path you use for browsing your web pages! In this case, the `www` directory is omitted from the HTTP address.*)
- An **FTP** address. This is constructed from some of the elements listed above for your particular server and account. For example:  
<ftp://cuip.uchicago.edu/~cac/www>. The full FTP address in this form is

used by some web page editing packages. Other packages ask you to enter it a piece at a time.

Once you have all of this information, you can define your site so your software can communicate with the server.

Note that most software refers to the computer you are using as the “local” computer, and the computer that is the web server (or any other computer away from your local computer) as the “remote” computer.

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### ***GoLive***

GoLive creates some of its own files when you define a new web site. One of the files shares the same name as your site, but has the extension .site. This document contains various information about your web site (including server settings). GoLive also creates a new folder at the same level as your Local Root Folder, with the same name followed by “.data”. It is a good idea not to try to edit this folder or its contents.

- Use File|New Site|Blank.... Give the site a name. Then, click on Browse to find or create the folder where your web pages will be located.
- Enter the settings for the site using Site|Settings....
- Fill in the Server, Directory, Username, and Password. GoLive expects the directory to include path information from the *root* of the server. In our example, the complete path would be /home/cac/www.
- Click OK.
- Connect to the site by using Site|FTP Server|Connect. A window will open up showing your local files on the left and the server on the right.

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### **Creating new files in the site**

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#### ***GoLive***

- Right-click in the site window. Choose New Page. Give the page a name.
- GoLive allows you to set whether you want new files to have the \*.html or \*.htm extensions. Use Edit|Preferences; then choose Site.

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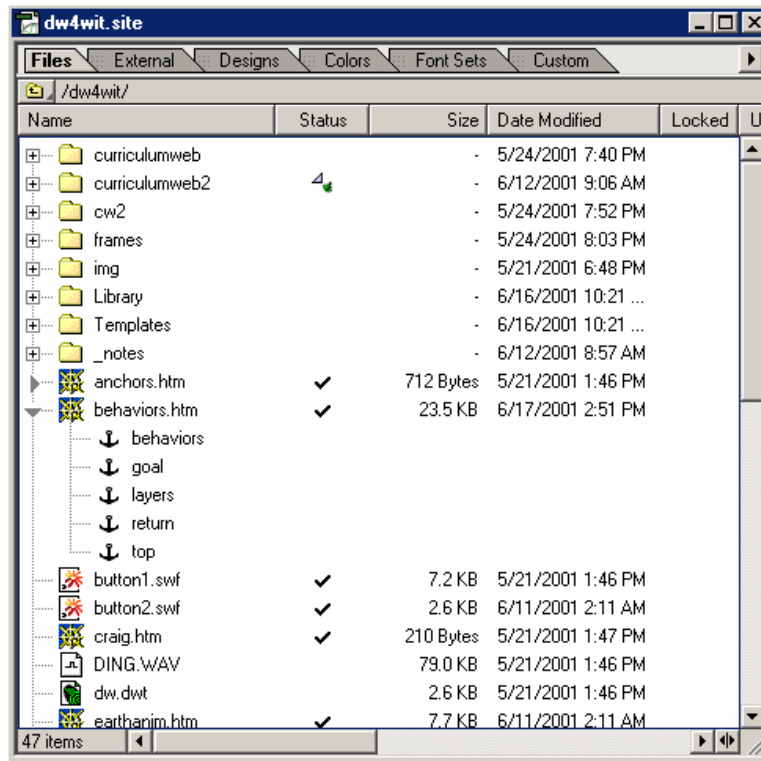
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## Managing files and folders

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### *GoLive*

- To open the site view, use File | Open Recent... and choose your site. (Site files have a \*.site extension.)
- Right-click on the directories or file names to do various things with the files.
- View the contents of any file in the site by highlighting the filename and choosing the Contents tab on the Inspector. This is a great way to keep track of your images.
- If your site gets messy, GoLive can help you clean it up. Use Site | Cleanup Site to check internal links, move files into the site if necessary, delete unused files, etc. This tool has many options, and you should use it with care.
- The window will not update automatically if you create new files. Right-click and choose Update.
- View the anchors in a page by clicking on the little “twistie” to the left of the filename. See Figure 5-1.



**Figure 5-1: GoLive’s site view. Notice the little triangle to the left of some of the file names. These are called “twisties.” If you click one, the anchors on that page will be displayed, as they are in this figure for the file “behaviors.htm.”**

GoLive automatically adjusts links when you move or rename files in the site view. Click OK when the program asks you if you want to update links.

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## Publishing your page to your web server

Here are the steps for publishing a single web page or multiple web pages to your server.

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### *GoLive*

- Click and drag the files from the local listing (on the left) to the server listing (on the right). Or, highlight the file(s), then use Site | FTP Server | Upload Selection... then OK.
- To test whether the publishing routine has worked, switch to your browser and type the expected HTTP address into the location bar and press Enter.

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## Downloading an entire existing site

If you have already created a web site and want to download it to a different computer (or the same computer in which the local root folder has been deleted or damaged), follow this procedure. You'll also want to use this procedure to continue to work on a web site on another day, if your local root folder has been deleted or you're at a different computer.

- Set up the local and remote info in the site define dialog boxes
- Connect to the server.
- Choose the highest level folder, or all the files you want to download. Download or “get” the files. If the software asks you if you want to get the entire site, click OK.

NOTE: This procedure will not work for Composer, which does not possess site management capabilities. The only way to download an entire site using Composer is to browse to each individual page and save it. You also need to individually save any images. Internet Explorer makes this easy by using the “Make available offline” check box when you Add to Favorites.

The other alternative is to use a standalone FTP program to download (and for that matter to upload) your web sites. See our companion web site at <http://curriculumwebs.com> for more information about FTP programs.