

Posting Web Pages

for Macintosh OS X

General



Web pages can be published by placing individual's, department's or organization's web files into the **public.www** folder in their Novell network user folders.

Filename Restrictions

Directory/folder names for the web server are limited to 8 alphanumeric characters. The underscore and dash characters are also acceptable. Absolutely no spaces are allowed.

Filenames can be longer than 8 characters if desired. Filenames should not have spaces. Alphanumeric characters, the underscore, the dash, and the period are acceptable. Any other punctuation is not recommended. Case should be consistent in filenames. Preferably, use all lowercase.

Use consistent extension names. Either use all **.html** or all **.htm** for your web pages.

Naming Your Home Page

In order for the Novell server to automatically serve your home page, it must be called **index.html** or **index.htm**. Subsequent pages can be added and linked from the home page. Unlike the UNIX server, the Novell server is not case-sensitive.

Adding Your Page to the Home Page Directory

Once your site is complete, you can ask that it be added to Macalester's directory of web pages. To do this, email webmaster@macalester.edu.

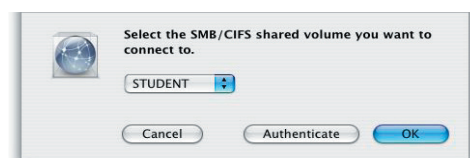
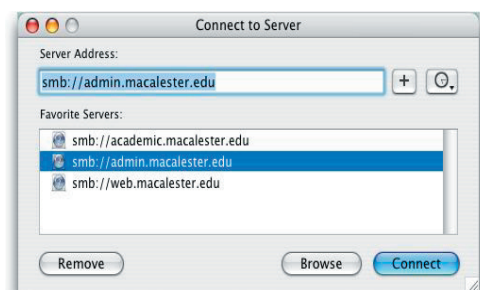
Posting Personal Web Pages

Web Pages and all associated files (HTML files, graphics, sounds, etc.), must be placed in the **public.www** folder located in your user folder on the network. Once you have placed your home page (index.html or index.htm) in the public.www folder, your personal web page may be accessed via a web browser with the following URL: *http://www.macalester.edu/~username*

A user can access a personal web page directory by following the steps below:

- In the Finder menu, click Go> Connect to Server...
- In the Server Address field type *smb://admin.macalester.edu* if you are accessing the administrative system; for students and faculty, type *smb://academic.macalester.edu*
- Click the **Connect** button
- Choose STUDENT (or FACSTF2) volume
- Click the **OK** button
- Enter your username and password and click the **OK** button

The STUDENT or FACTSTF2 volume is displayed.



- Open the **Users** folder
- If you are a student, open the folder that would contain the first letter of your username
- Open the folder with your username
- Drag all files (graphics, index.html, etc.) that will appear on your web page to the **public.www** folder

To exit the Network:



- Click on the **Finder** button on the desktop
- Click the **Eject** button next to the volume name
or
- Drag the Network icon to the Trash bin



Posting Web Pages for Departments and Organizations

Trustee permissions for department/organization web page directories are assigned by the Web Coordinator upon request. Academic and administrative departments may request that student workers be made trustees of departmental directories; requests must be submitted by a faculty or staff member. Requests can be sent via e-mail to webmaster@macalester.edu or by phone at x6307.

Web pages and all associated files (HTML files, graphics, sounds, etc.) must be placed in the public.www folder located in the department/organization folder on the web server. Once the department's home page (index.html or index.htm) is in place, the web page may be accessed via a web browser with the following URL: <http://www.macalester.edu/deptname>

Once logged into the Novell network, the user can access the department/organization web page directory by following the steps below:

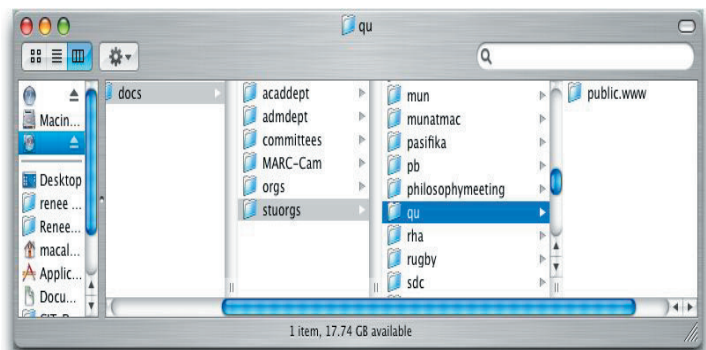
- In the Finder menu, click Go> Connect to Server...
- Type *smb://web.macalester.edu* in the Server Address field
- Click the **Connect** button
- Choose DATA
- Click the **OK** button
- Enter your username and password and click the **OK** button

The DATA Network is displayed.

- Open the **Web** folder
- Open the **Docs** folder
- Open the appropriate group subfolder

Note: Academic departments choose **acaddept**, Administrative departments choose **admdept**, committees choose **committees**, MARC-Cam users choose **MARC-Cam**, and student organizations choose **stuorgs**.

- Open your department/organization folder
- Open the **public.www** folder
- Drag the files you want published on the web into the **public.www** folder



Page templates, graphics, documentation and other information and resources for building web pages are available at:
<http://www.macalester.edu/web/>

